

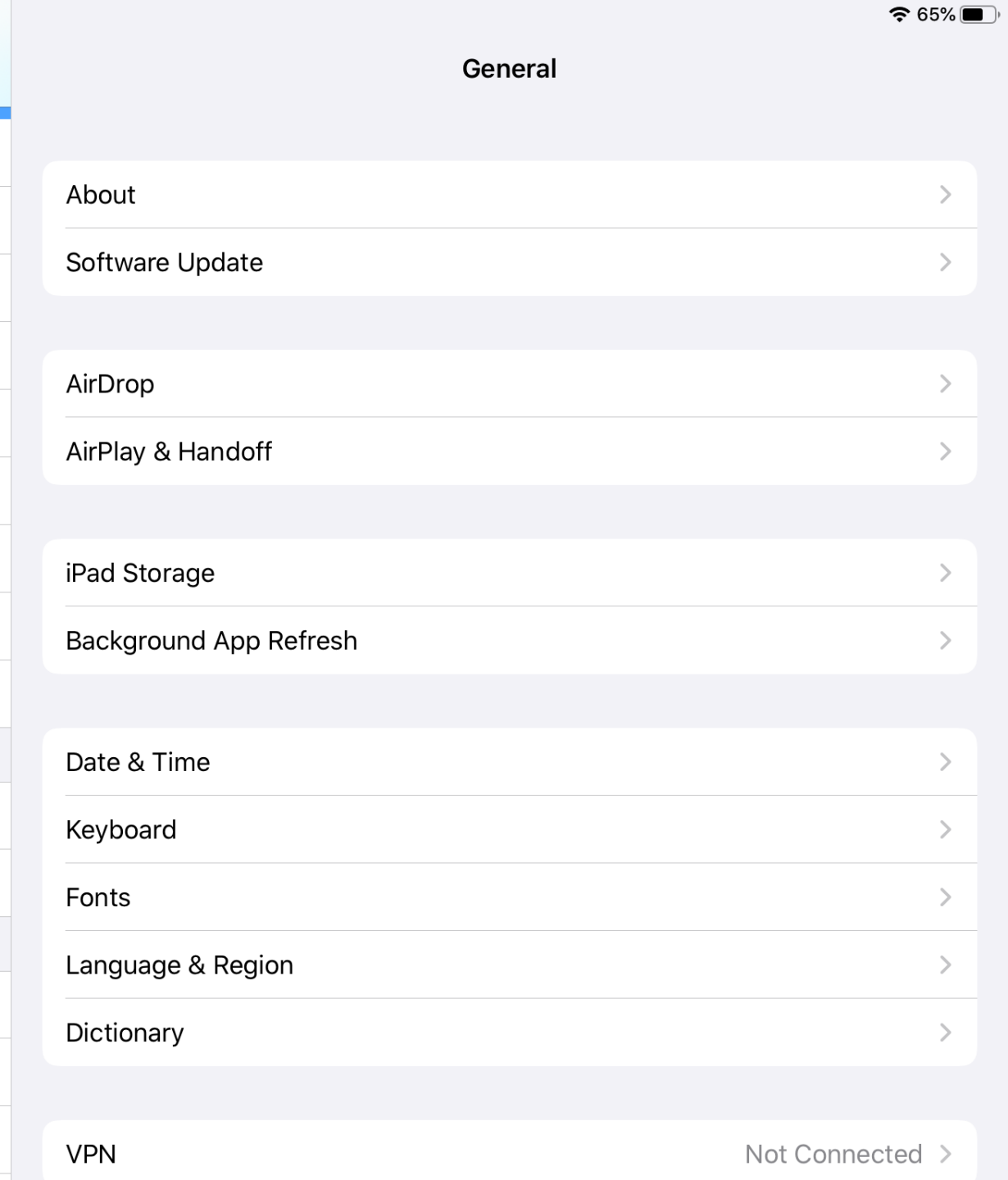
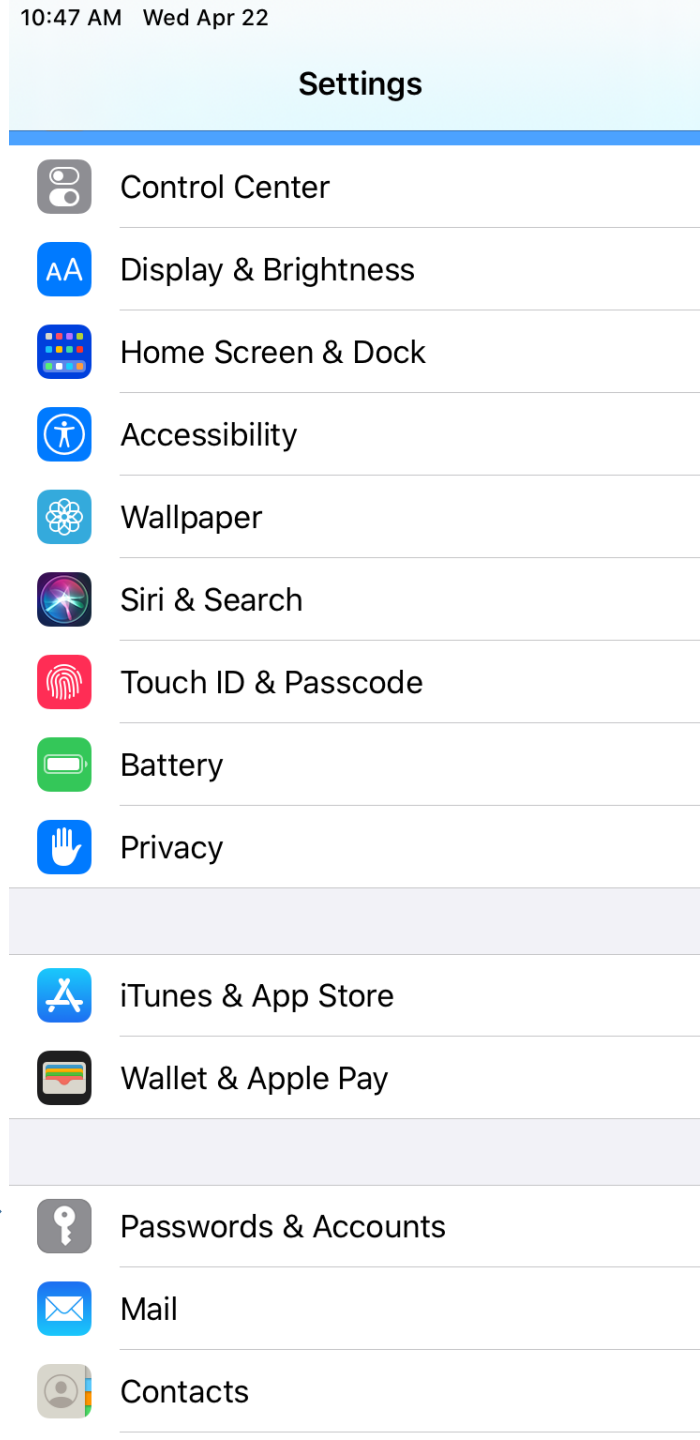


iPad/iPhone Tutorial: Adding an email account to the Mail app

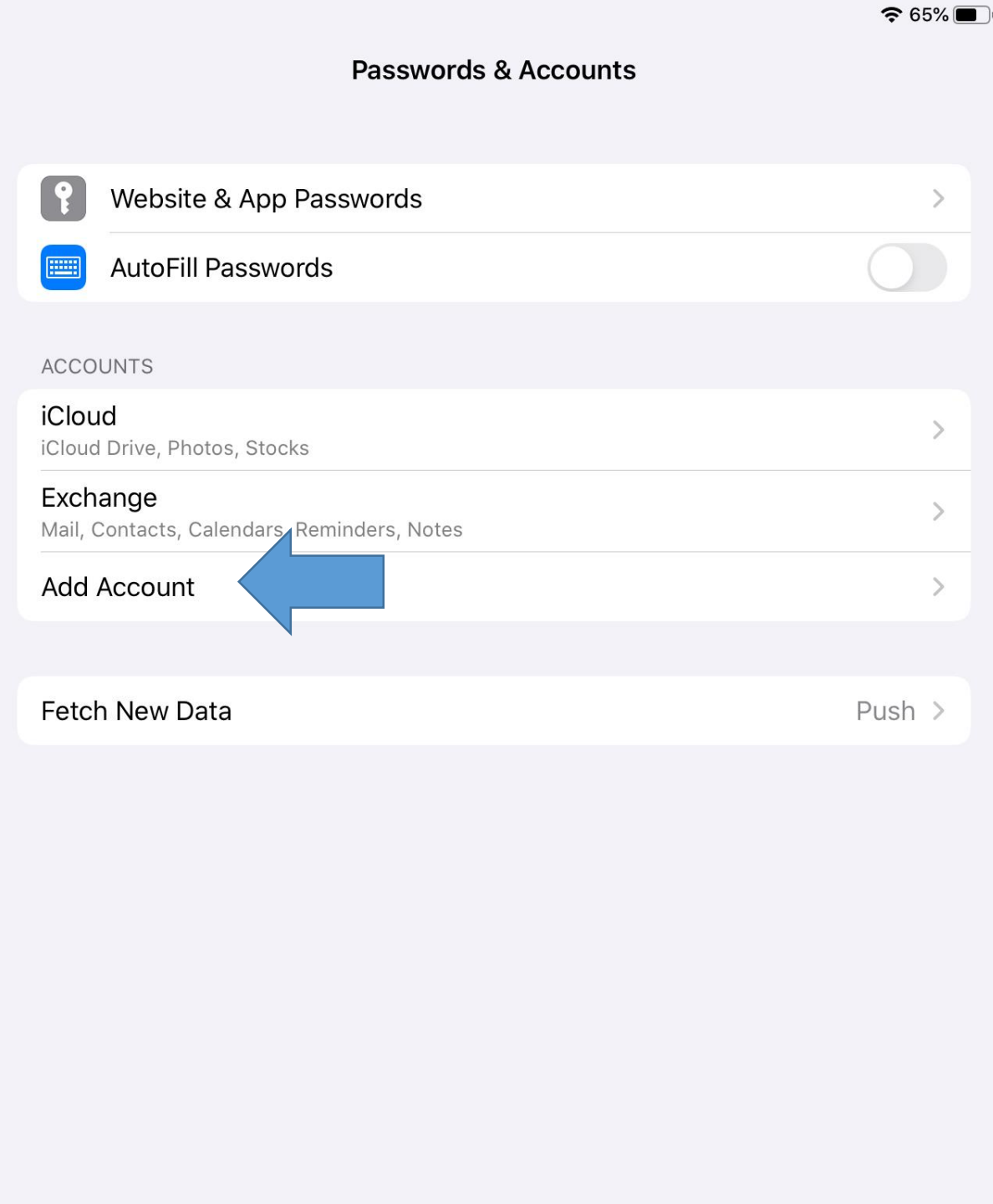
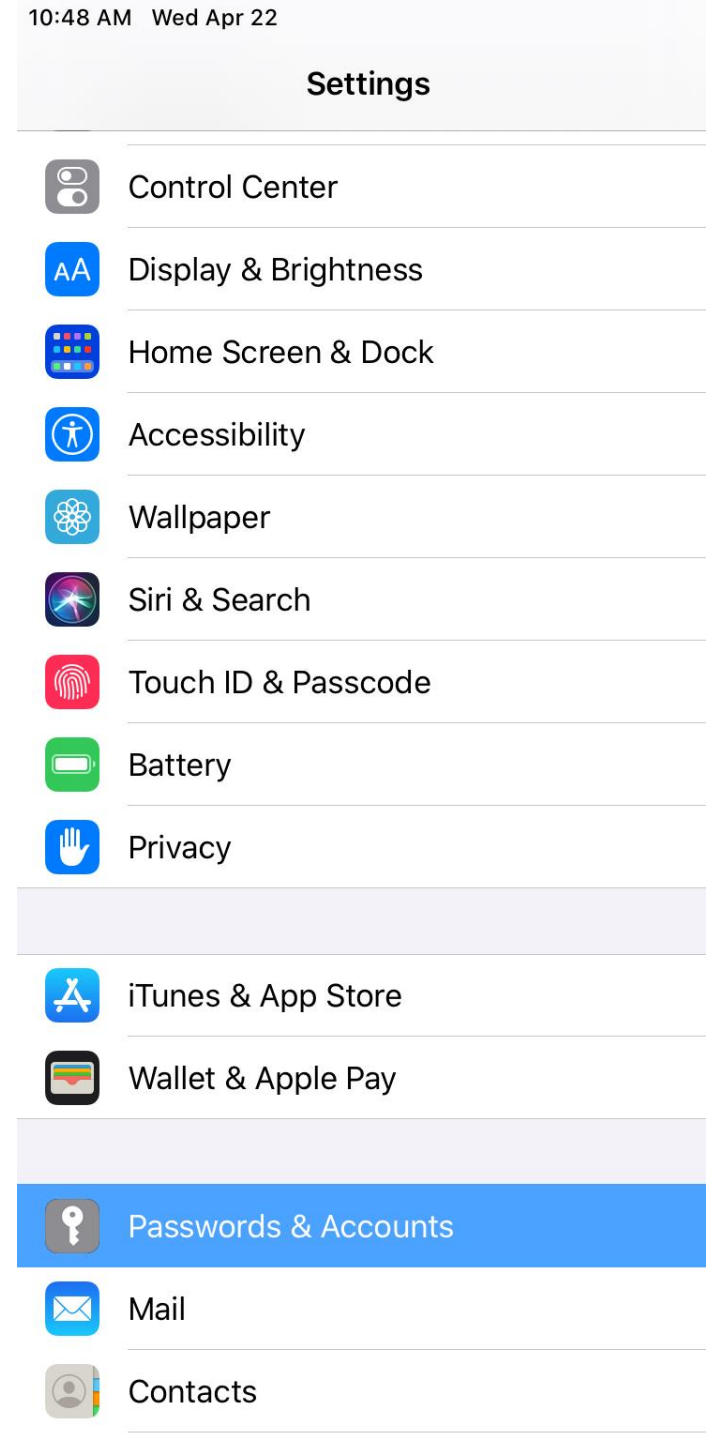
Please have your email login information ready. You will need your user name (usually your email address) and your password.

Step 1.
Open Settings and
scroll down to
Passwords & Accounts

Tip: the Settings app
looks like a gear



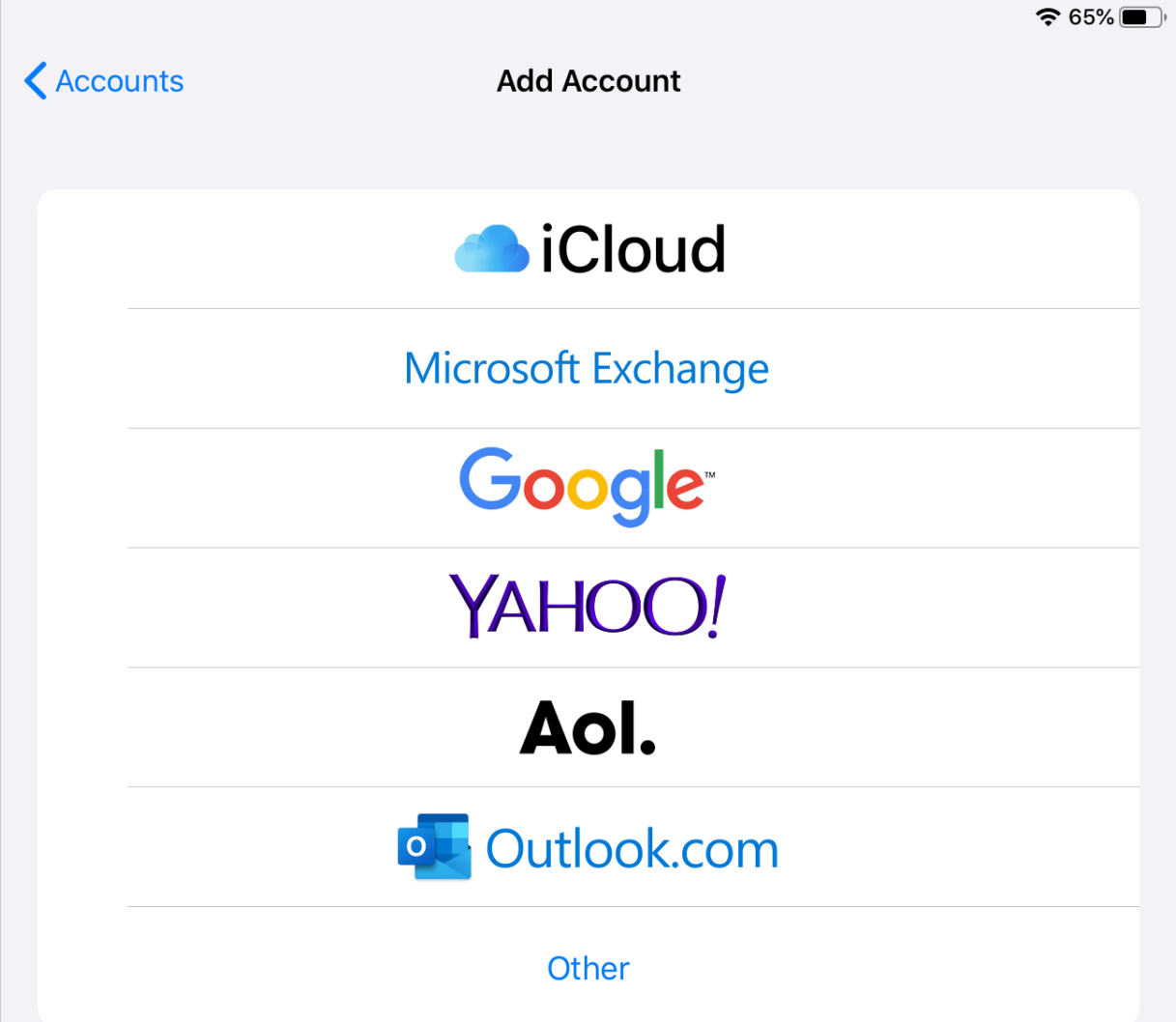
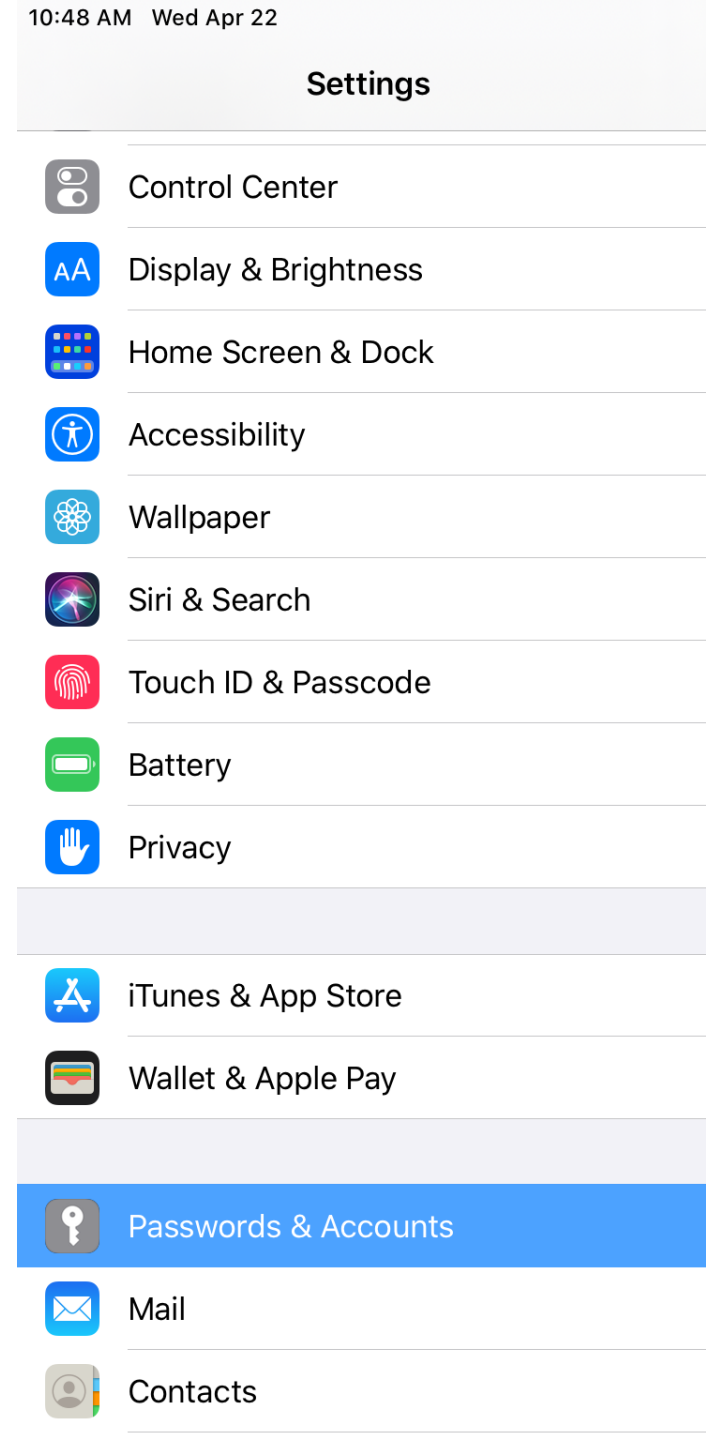
Step 2.
Under ACCOUNTS tap
Add Account



Step 3.

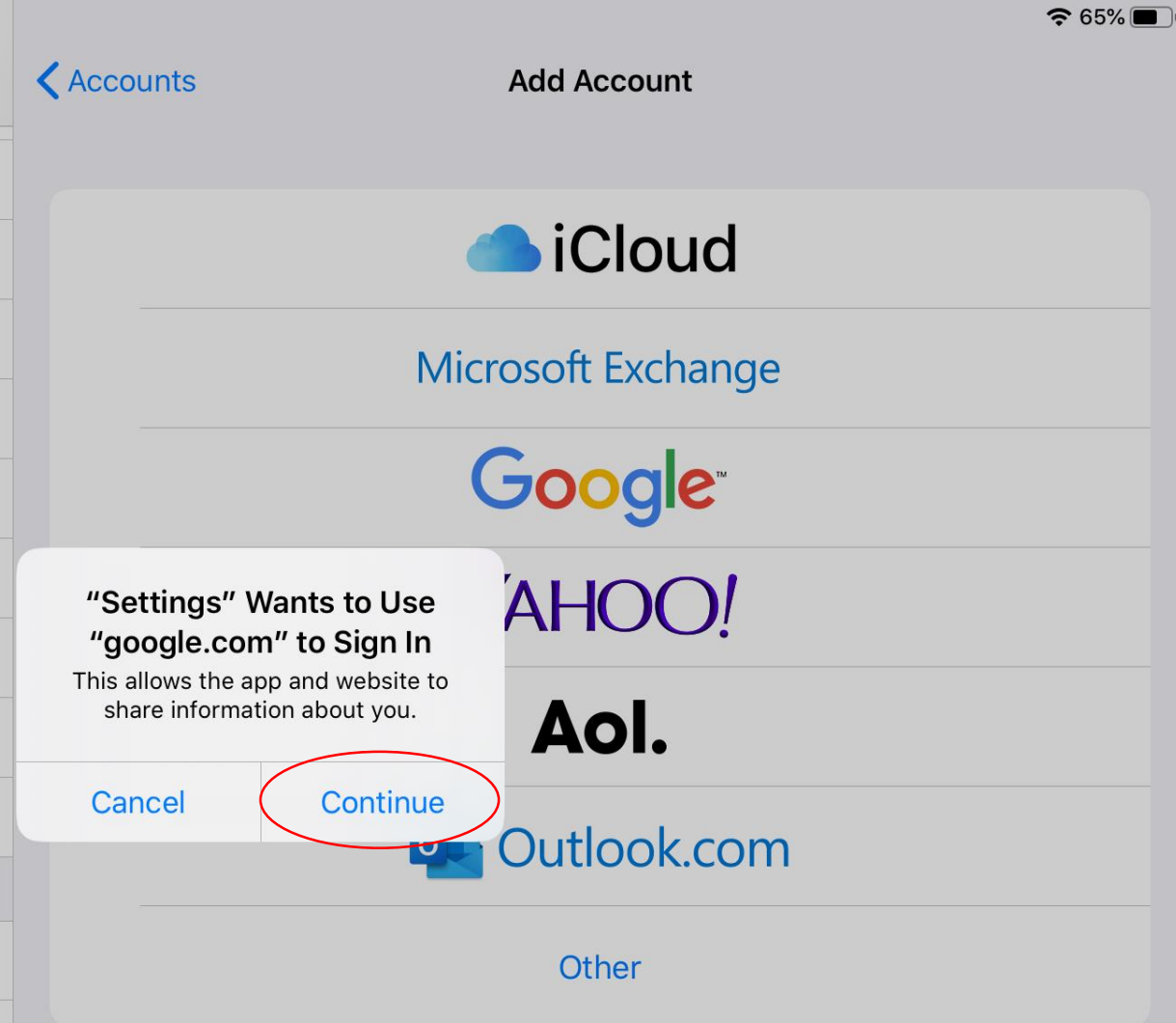
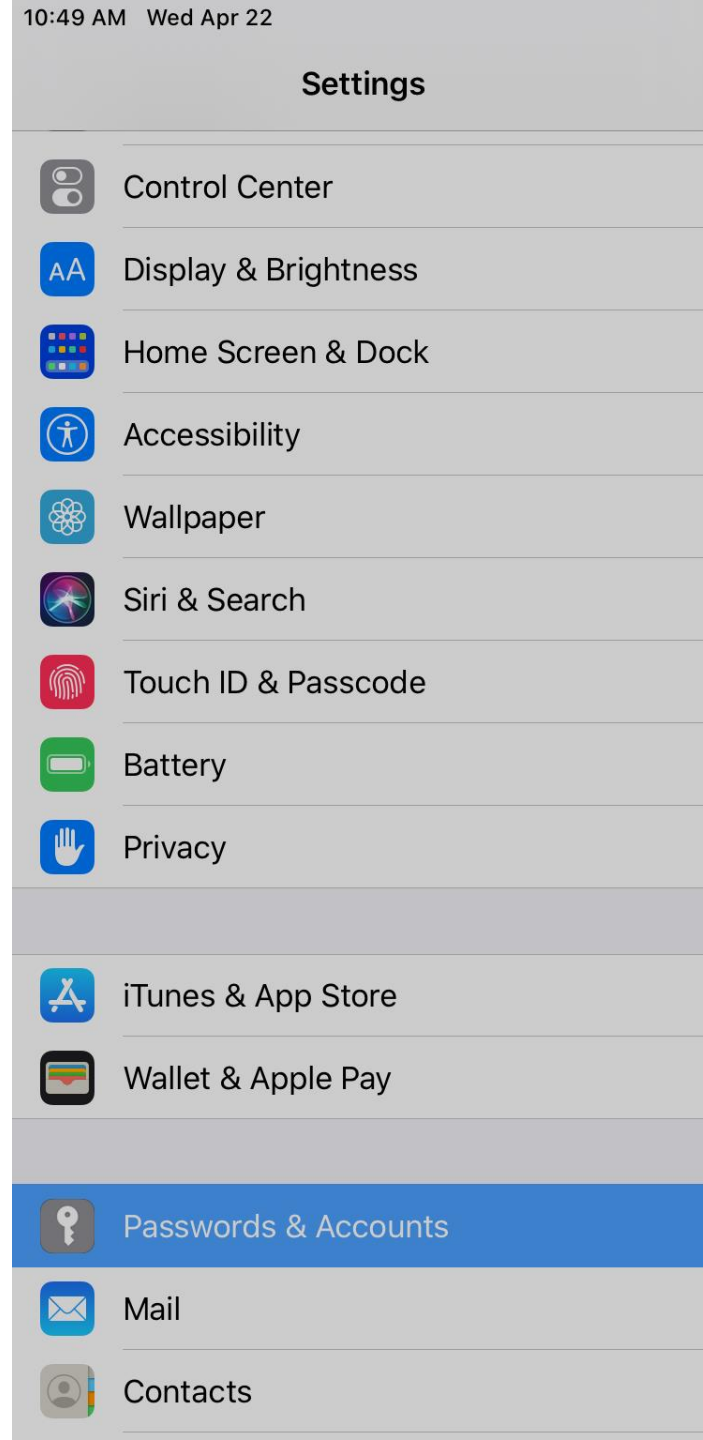
A list of the most common email providers comes up. Choose your email provider.

(For our tutorial today, I'm going to use Google to add a Gmail.)



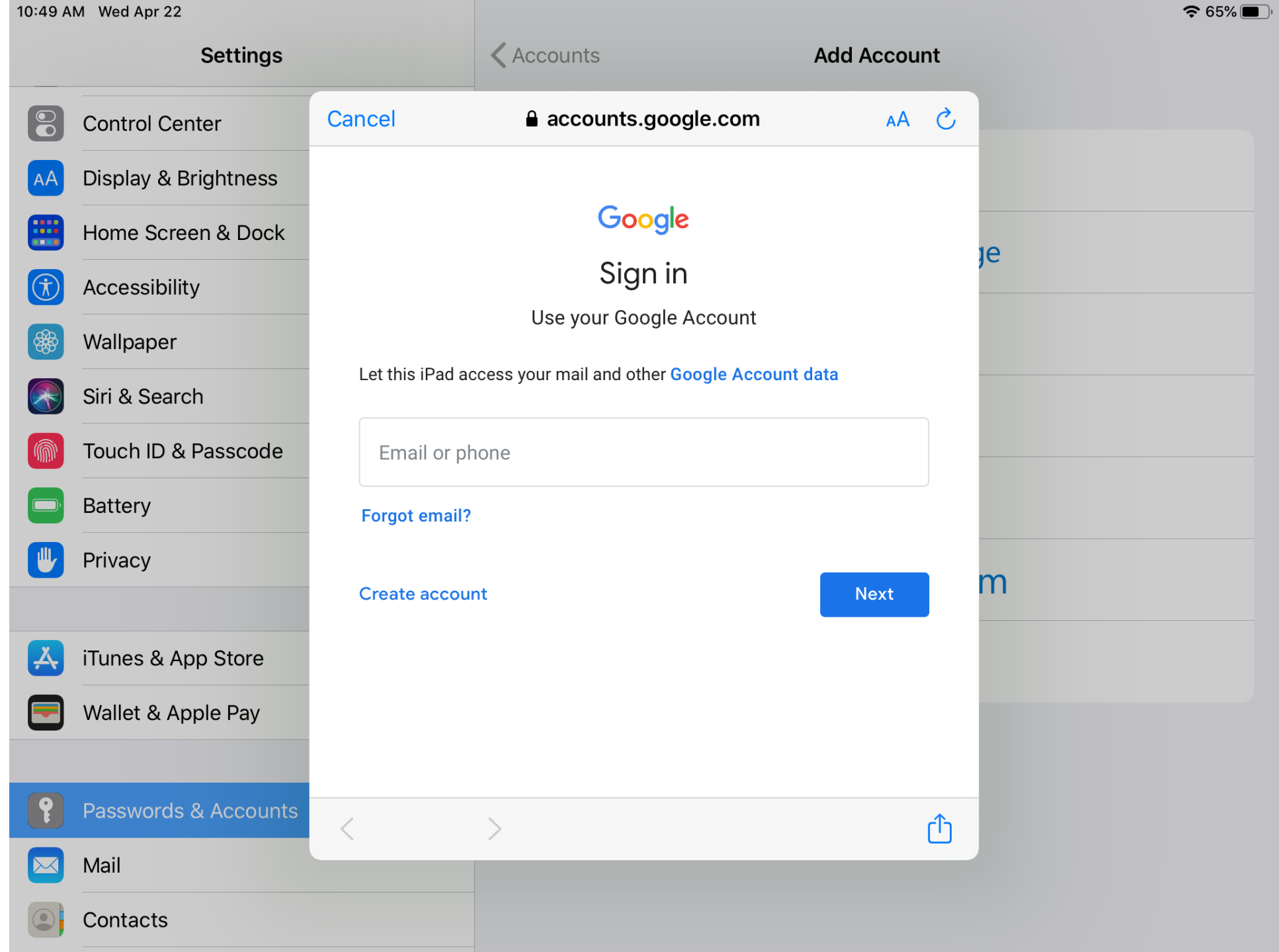
Step 4.

A dialog box comes up. Tap continue. If this box doesn't come up, that's okay just skip to the next step.

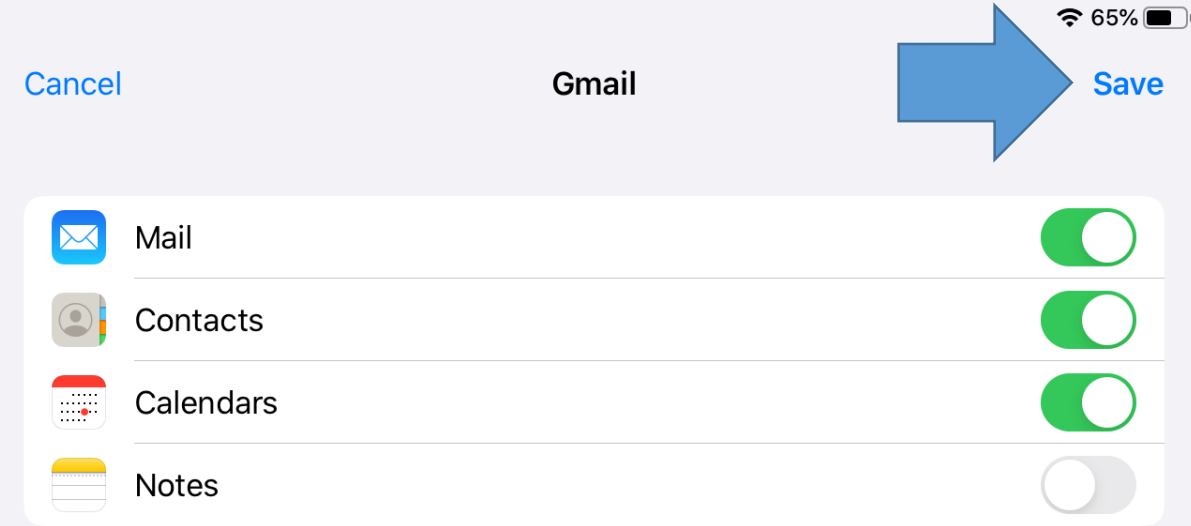
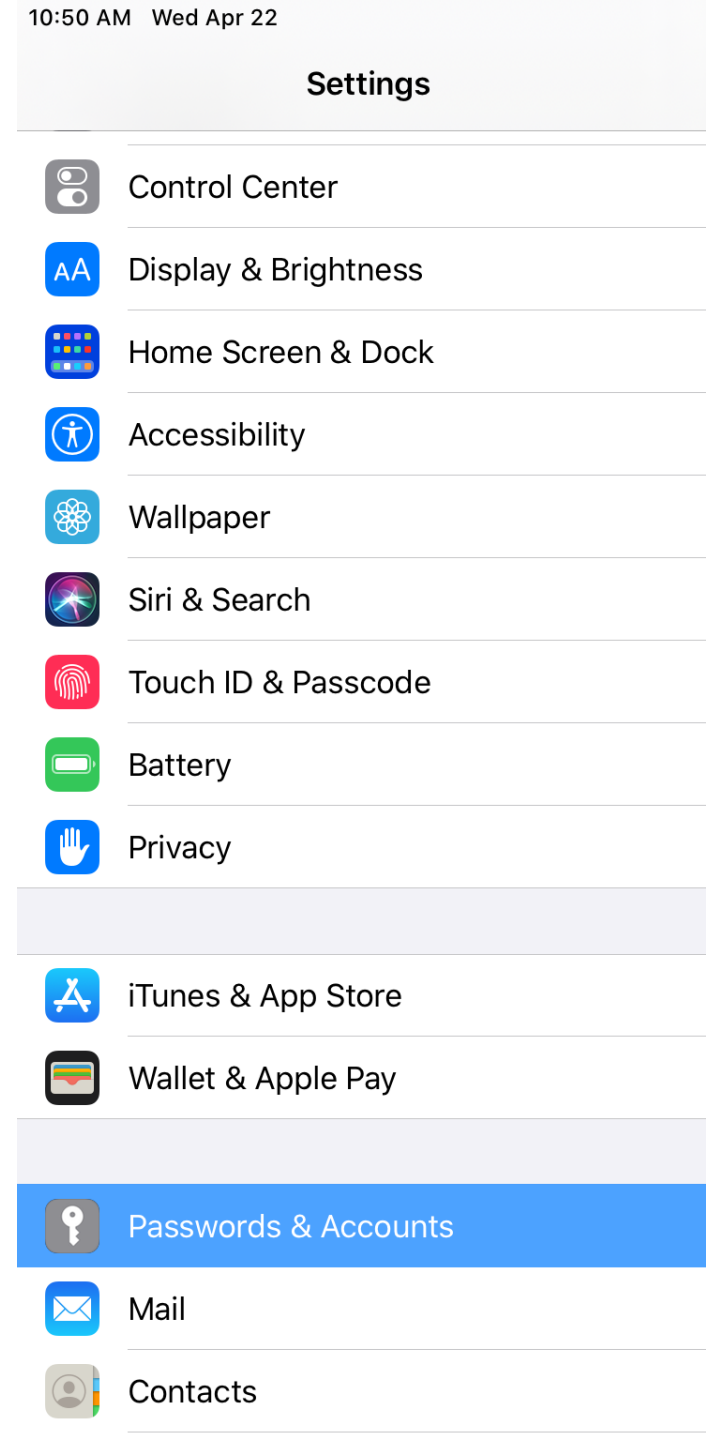


Step 5.

A sign in page appears. You will need to enter your email address, and then your password. If you cannot remember your password there will be a Forgot password? Link. Follow the steps to reset your password then come back to the tutorial.











Step 6.
Once you have signed in you will be given the options of adding Mail, Contacts, Calendars and Notes (if available) Tap Save at the top of the screen.






Step 7.
Success! Your email is
listed under ACCOUNTS



10:50 AM Wed Apr 22

Settings

-  Control Center
-  Display & Brightness
-  Home Screen & Dock
-  Accessibility
-  Wallpaper
-  Siri & Search
-  Touch ID & Passcode
-  Battery
-  Privacy

-  iTunes & App Store
-  Wallet & Apple Pay

 Passwords & Accounts

-  Mail
-  Contacts

Passwords & Accounts

 Website & App Passwords >

 AutoFill Passwords ☐

ACCOUNTS

iCloud >

iCloud Drive, Photos, Stocks

Exchange >

Mail, Contacts, Calendars, Reminders, Notes

Gmail >

Mail

Add Account >

Fetch New Data

Push >

Step 8.
Open the mail app. Your email will be listed under Mailboxes. Tap it to open the inbox and see your email.

Congratulations the tutorial is complete!

