WINDSOR Public Library

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





VPN

General	
About	,
About	
Software Update	>
AirDrop	>
AirPlay & Handoff	>
iPad Storage	>
Background App Refresh	>
Date & Time	>
Keyboard	>
Fonts	>
Language & Region	>
Dictionary	>

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Not Connected >

10:48 AM Wed Apr 22 Settings **Passwords & Accounts Control Center** Website & App Passwords Under ACCOUNTS tap Display & Brightness AA AutoFill Passwords Home Screen & Dock Accessibility $(\dot{\mathbf{x}})$ ACCOUNTS iCloud Wallpaper ** iCloud Drive, Photos, Stocks Exchange Siri & Search Mail, Contacts, Calendars, Reminders, Notes Touch ID & Passcode Add Account Battery Privacy Fetch New Data Å iTunes & App Store Wallet & Apple Pay Passwords & Accounts Mail \searrow Contacts

Step 2.

Add Account

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Push >

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	Settings	Accounts Add Account
Step 3. A list of the most common email providers comes up. Choose your email provider.	Control Center	
	AA Display & Brightness	iCloud
	Home Screen & Dock	Microsoft Exchange
	(i) Accessibility	
	Wallpaper	Google
	Siri & Search	YAHOO!
(For our tutorial today, I'm going to use Google to add a Gmail.)	Touch ID & Passcode	
	Battery	Aol.
	Privacy	Outlook.com
	iTunes & App Store	Other
	Wallet & Apple Pay	
	Passwords & Accounts	
	🖂 Mail	
	Contacts	

10:49 AM Wed Apr 22 중 65% ■ Settings **Accounts** Add Account Step 4. **Control Center** A dialog box comes iCloud **Display & Brightness** AA up. Tap continue. If Home Screen & Dock this box doesn't Microsoft Exchange come up, that's (Ť Accessibility okay just skip to the Google Wallpaper ** next step. Siri & Search AHOO! "Settings" Wants to Use "google.com" to Sign In Touch ID & Passcode This allows the app and website to share information about you. Aol. Battery Cancel Continue Privacy Outlook.com 0 iTunes & App Store Å Other Wallet & Apple Pay Mail \mathbf{X} Contacts

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.



10:50 AM Wed Apr 22 🗢 65% 🔳 Settings Cancel Gmail Save **Control Center** Mail \sim Once you have **Display & Brightness** |AA| signed in you will Contacts Home Screen & Dock be given the Calendars options of adding Accessibility $(\dot{\mathbf{x}})$ Mail, Contacts, Notes * Wallpaper Calendars and Notes (if available) Siri & Search Tap Save at the top Touch ID & Passcode of the screen. Battery Privacy Å iTunes & App Store Wallet & Apple Pay Passwords & Accounts Mail \searrow Contacts

Step 6.

Step 7. Success! Your email is listed under ACCOUNTS



	Passwords & Accounts	
P	Website & App Passwords	>
	AutoFill Passwords	
CCO	UNTS	
Clou Cloud	Id I Drive, Photos, Stocks	>
Exch ⁄Iail, (ange Contacts, Calendars, Reminders, Notes	>
Gma ⁄Iail	il	>
٨dd	Account	>
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Step 8. Open the mail app. Your email will be listed under Mailboxes. Tap it to open the inbox and see your email.





To: WindsorPublicLibrary . >

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Hello

Testing email account

Denise Ricotta IT Librarian Windsor Public Library

Congratulations the tutorial is complete!