USING THE MAIL APP ON YOUR IDEVICE

When you buy an Apple iPhone, iPad, or iPod touch, your new device comes with many native applications aimed at making your life easier. Of the many applications that come with your iDevice is the "Mail" application. *See figure 1*.

The mail application allows you to sync your device with any email account you might have. When synced, your iDevice will automatically notify you of new mail from all of your email addresses whenever you are in range of wireless internet access or have sufficient 3G coverage.

This document will outline how to add an email account with the five main domains your iDevice lists so you can sync your account with your Apple product quickly and efficiently.

Figure 1

GETTING STARTED: ADDING AN ACCOUNT

1. Wake up your iPhone, iPad, or iPod Touch by pressing the **home** button on the bottom of the device. This button is small and round, and has a white square printed on it.

2. You will see a series of applications native to your device on the first screen. Click the **Settings** button.

3. Scroll down until you see an option labeled **Mail, Contacts, Calendars**.
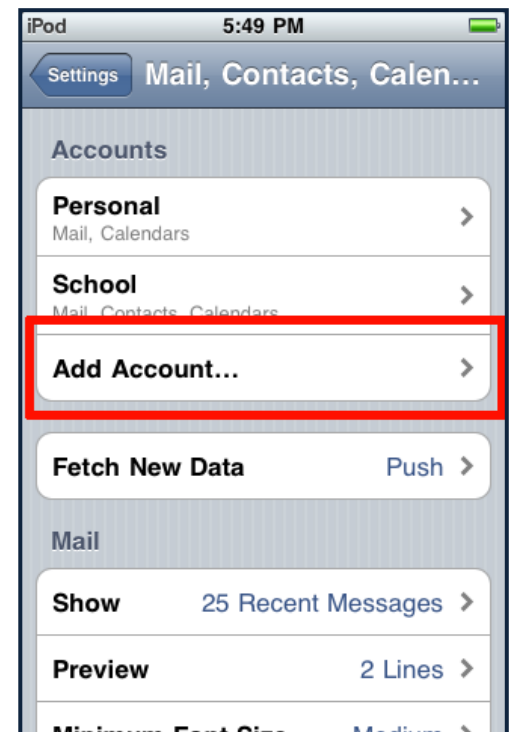
4. Click **Add Account…** *See figure 2*.

Figure 2

Options

You will be given five main email providers to choose from: **Microsoft Exchange, Mobile Me (**Apple), **Gmail, Yahoo!,** and **AOL**. *See figure 3.*

For any email provider you choose, you will need to provide your account information in order for your email to sync with your device.

Each choice has different instructions and requires different information in order to sync.

From this point on, you will have a different set of directions depending on which domain you use. Skip to the set of instructions applicable for your domain (**Microsoft Exchange**, **Mobile Me**, **Gmail**, **Yahoo!,** or **AOL**) to continue syncing your email with your device.

Figure 3

MICROSOFT EXCHANGE

1. Click the **Microsoft Exchange** button. This is the first button in the list.

2. You will be prompted for the **email, domain, username,** and **password**, as well as a name you want to give this account (e.g., work, school, home). Fill in the required information. *See figure 4.*

3. You may also be prompted for the **server** information. Type that in, as well.

   Note: *Your business or school will provide you with the domain and server names necessary to log in to the business or school's server. See figure 5.*

4. When you are finished, press **next**. Your device will contact your email's domain. If you typed in the information correctly, you will be able to complete the process. Press **done**.
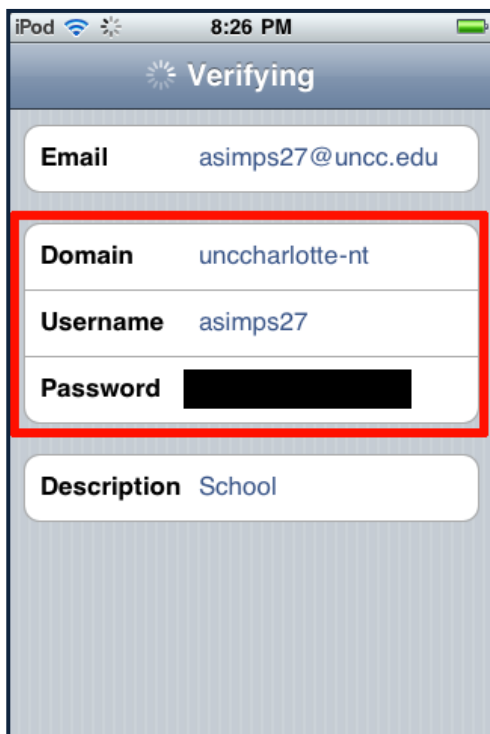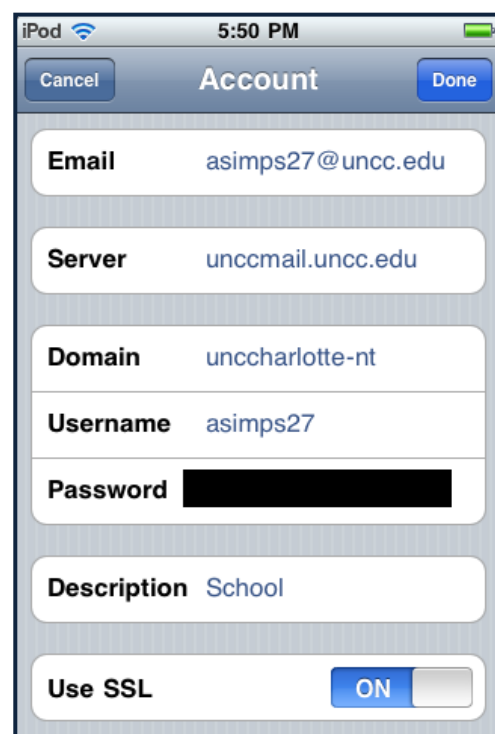

Figure 4

Figure 5

MOBILE ME

1. Click the **MobileMe** button. This is the
   second button in the list.
   You will be prompted for the **Apple ID** and
   your **password**. Fill in the required
   information. *See figure 6.*

   Note: *If you do not have an Apple ID but
   would like to create one, you can choose to
   do so by clicking the "Create Free Apple ID"
   button at the bottom of the screen. This ID
   grants you access to different Apple
   services. You must qualify for this service to
   use the feature.*

2. When you are finished, press **next** in the
   upper right hand corner. Apple will verify
   your ID.

Figure 6

GMAIL and YAHOO!

1. Click the **Gmail** or the **Yahoo!** Button, depending on which domain you use. These are the third and fourth options on the list.

2. You will be prompted for your **name, username, password**, and a **description** for the account (e.g., work, home, school). Fill in the required information. *See figure 7.*

3. When you are finished, press the **next** in the upper right hand corner. Your device will contact your email's domain. If you typed in the information correctly, you will be able to continue the process.

4. You will have the option to sync your mail and your calendar associated with that email account. **Choose** whether to sync your mail and your calendar with your device.

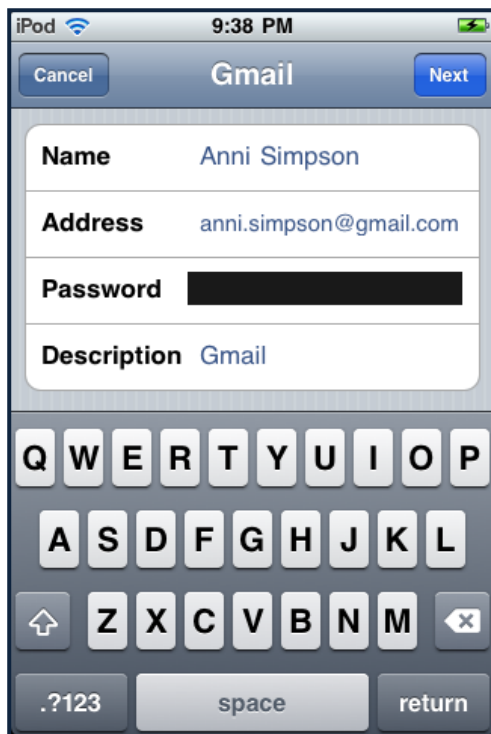5. Click **save** in the upper right hand corner to save your settings.
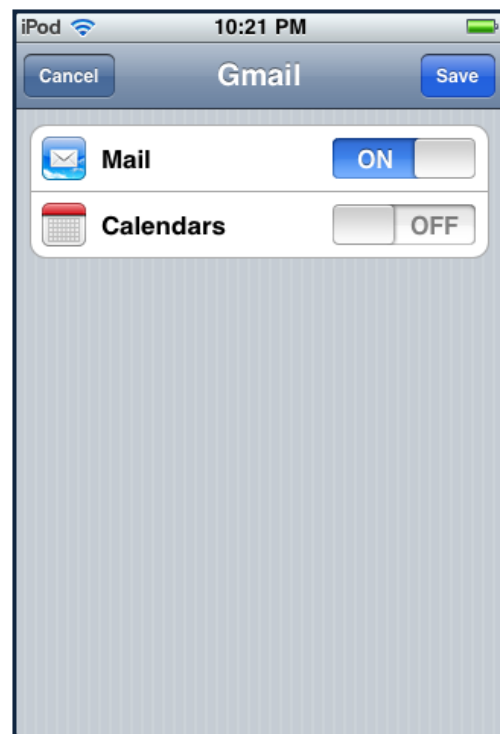

Figure 7

Figure 8

AOL

1. Click the **AOL** button.

2. You will be prompted for your **name, username, password**, and a **description** for the account (e.g., work, home, school). Fill in the required information. *See figure 9.*

   Note: AOL email accounts include emails that end in both "aol.com" and "aim.com."

3. When you are finished, press the **next** in the upper right hand corner. Your device will contact your email's domain. If you typed in the information correctly, you will be able to complete the process.

4. Press **done** to finish the sync.

Figure 9

COMPLETION

Congratulations! You've just completed syncing your email account with your iPhone, iPad, or iPod. Whenever there is wifi or network access available, your iDevice will automatically check for email and notify you when you receive an email.

The application will now display the number of unread emails on the home screen. *See figure 10.*

Happy reading!

Figure 10