

29 July 2013

HOW TO GUIDE SETUP AN EMAIL ACCOUNT ON THE IPHONE OR IPAD

Version 1.0.29.07.2013

Document: 1.0



RELIANCE
TECHNOLOGY

Prepared for Dubbo District Preschool

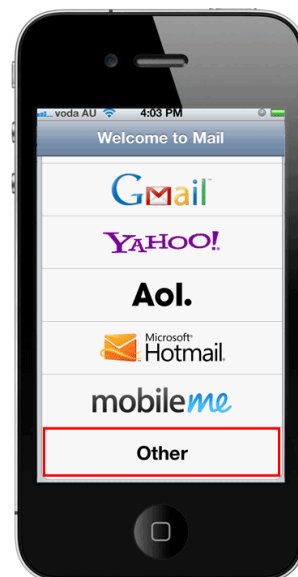
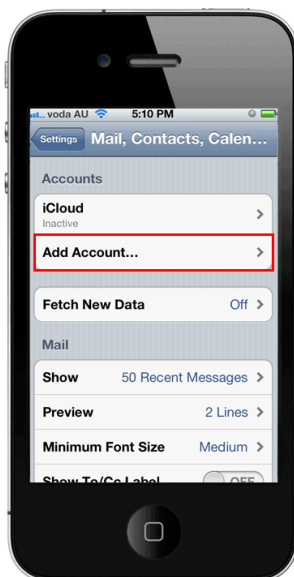
Prepared by Lucas Bradley
Director - Reliance Technology

1. SETUP AN EMAIL ACCOUNT ON THE IPHONE/IPAD

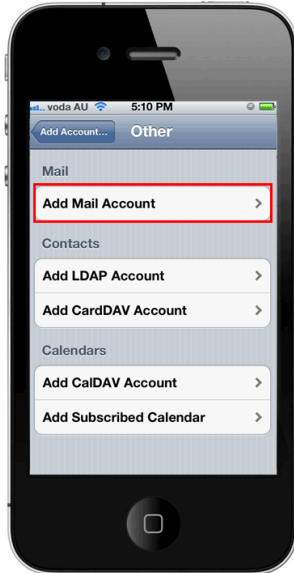
1. From the home screen of your iPhone/iPad, press the **Settings Icon**:
2. Select **Mail, Contacts, Calendars**.



3. Under the Accounts section select **Add Account**.
4. On the **Add Account** page select **Other**.



5. Under the Mail section select
Add Mail Account:



6. On the **New Account** screen, complete the following details. *



7. Press **[Save]**.



8. The device may attempt to automatically retrieve the server settings. If it fails, continue following the steps [found here](#) to configure your iPhone/iPad manually.

***Your Name:** The name to be displayed when sending email.

Email: your email address

Password: The password used for this email account.

Description: Any text description