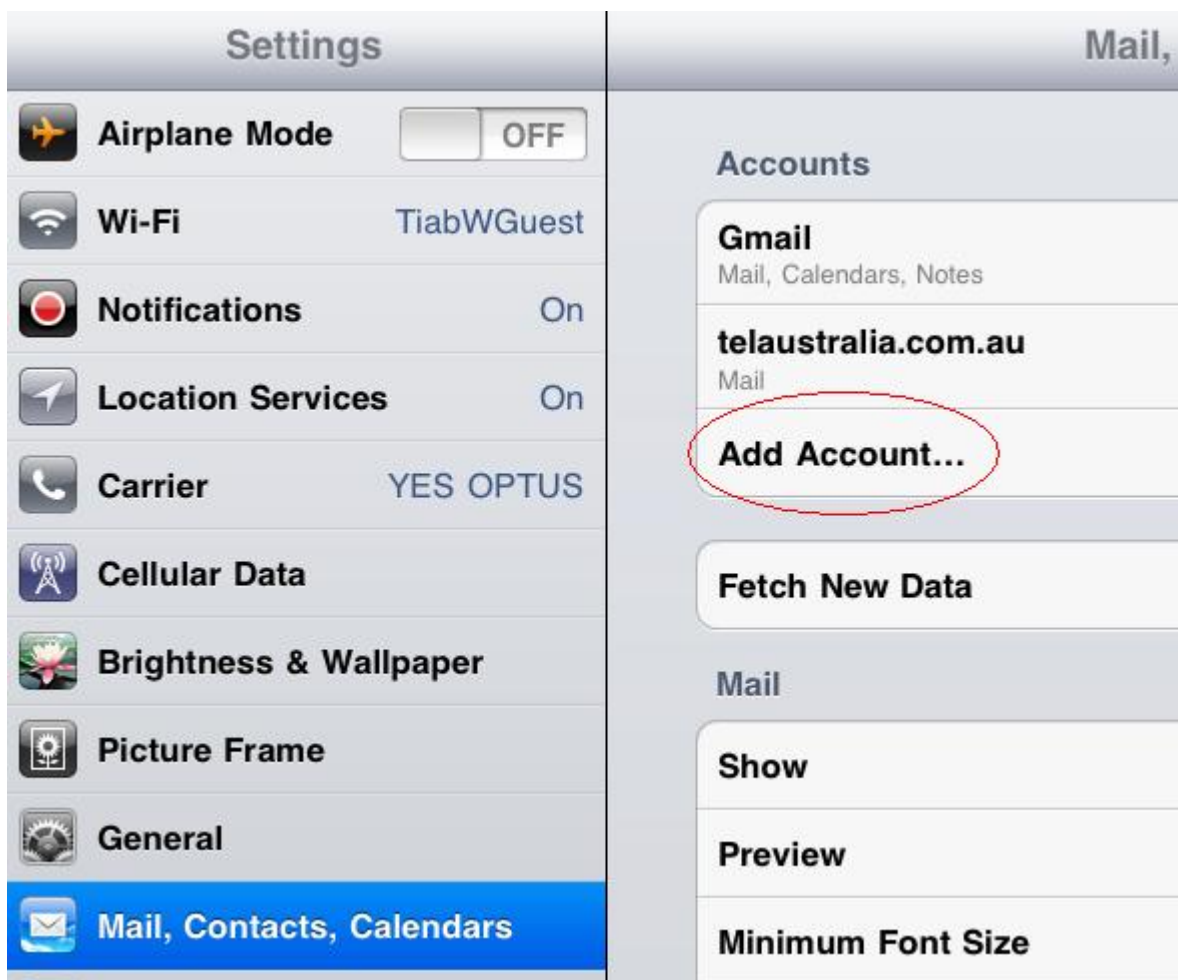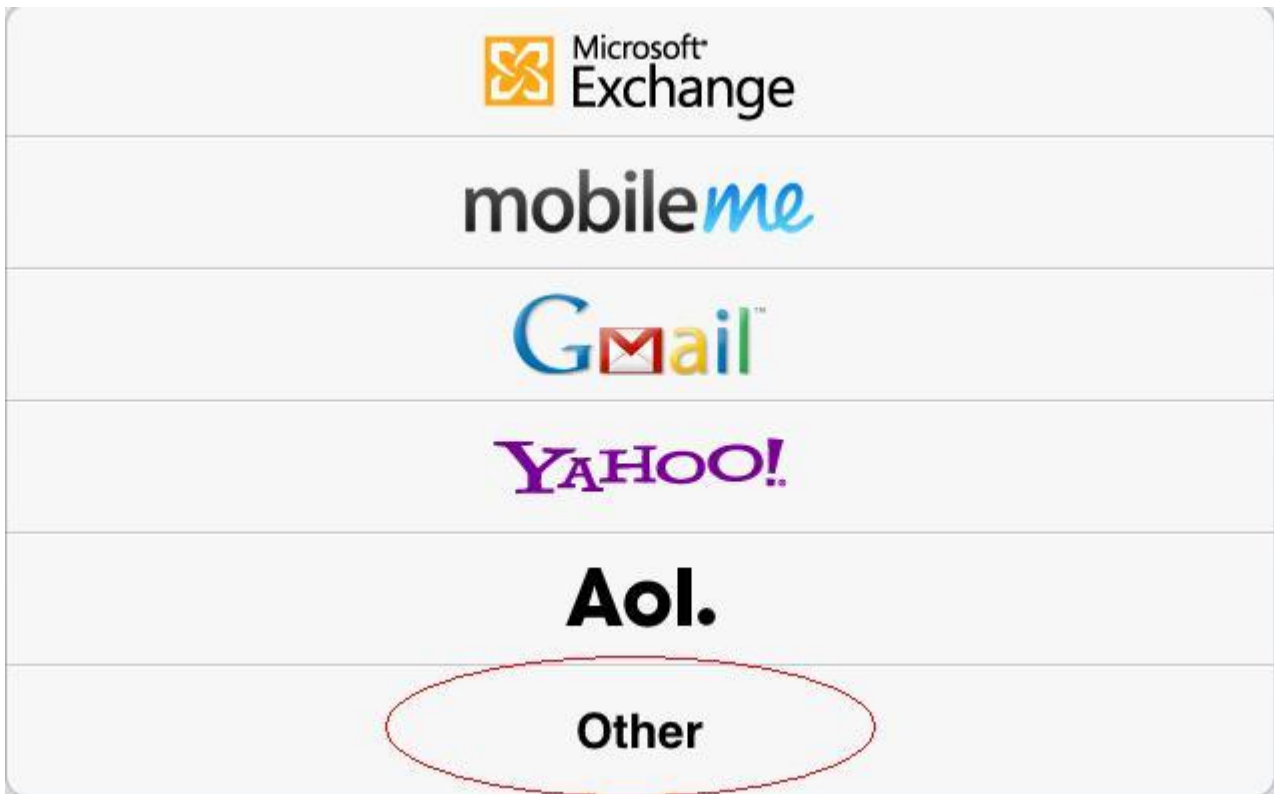1) Tap on the settings button on the main screen of the IPad

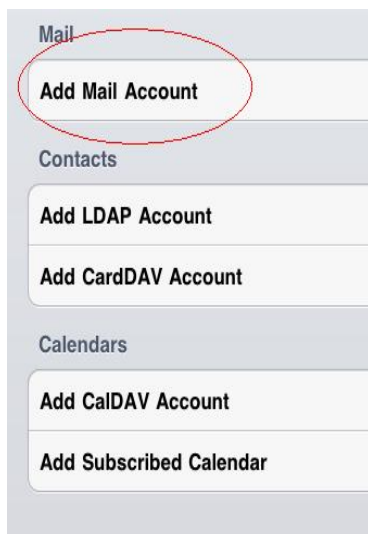
2) Tap Mail, Contacts and Calendars
3) Tap Add Account.

4) Tap Other

5) Tap Add email Account

6) Fill in the name, Address and Password. The address will be the full email address for the account you are creating.

7) Make sure the account is set to POP instead of the Default IMAP. After this is done fill out the incoming and outgoing server details

The hostnames are the incoming and outgoing mail servers. Please take into consideration that if the IPad is going to be using 3g that the mobile broadband carrier's details will need to be entered for the outgoing , generally mail.optusnet.com.au

Once this is filled out tap next.

Server Information:	
Incoming Server (POP3) Hostname:	pop3.**example**.com (for **example** email accounts)
Outgoing Server (SMTP) Hostname :	smtp.**example**.com (for example email accounts)

Your username will be your full email address and your password will be as assigned.

8) The account will then need to be verified. If it fails this then please go over the settings entered.

9) If account setup will prompt saying they cannot connect with SSL. Tap yes to setup without SSL turned on.

10) Once this has been completed you should be able to send and receive emails on the IPad.

Adding additional outgoing servers to an account

1) Once in the settings of the email account you need to scroll to the bottom of the setup page and select SMTP.

2) This will list all the outgoing servers that you have created. You can either choose from one that is listed or if you cannot find the one you want off the list you can add a new account.

3) When you tap on add server you will be prompted for a server name plus the username and password if it required authentication.