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



- Tap Mail, Contacts and Calendars
  Tap Add Account.

Settings	Mail,
Airplane Mode OFF	Accounts
Wi-Fi TiabWGuest	Gmail
Notifications On	Mail, Calendars, Notes
Location Services On	Mail
Carrier YES OPTUS	Add Account
Cellular Data	Fetch New Data
Brightness & Wallpaper	Mail
Picture Frame	Show
General	Preview
Mail, Contacts, Calendars	Minimum Font Size

4) Tap Other



5) Tap Add email Account

Add Mail Account	
Contacts	
Add LDAP Account	
Add CardDAV Account	
Calendars	
Add CalDAV Account	
Add Subscribed Calendar	

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

cel	New Account	Ne
Name	John Appleseed	
Address	example@me.com	
Password	Required	
Description	My Email Account	

- 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. <b>example</b> .com (for example email accounts)

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

ncel	New Acco	unt	Sav
11	ЛАР	POP	
Name	Test		
Address	test@test.com		
Description	Test		
Incoming Ma	ail Server		
Host Name	mail.example.com		
User Name	Required		
Password	•••••		
Outgoing Ma	ail Server		
Host Name	smtp.example.com		
User Name	Optional		
Password	Optional		

- 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.

smtp.dsl.net.au	On 3
Other SMTP Servers	
smtp.gmail.com	Off 7
smtp.telaustralia.com.au	Off 3
OPTUS SMTP Server	Off

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

cel	Add Server	s
Host Name	smtp.example.com	
User Name	Optional	
Dassword	Optional	