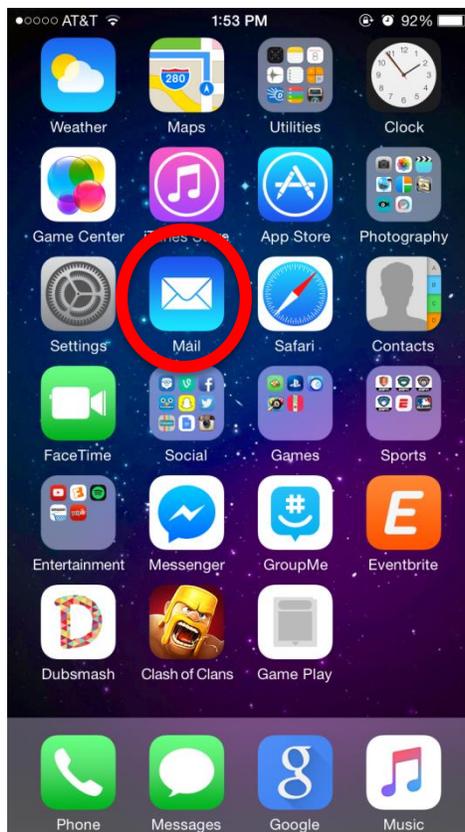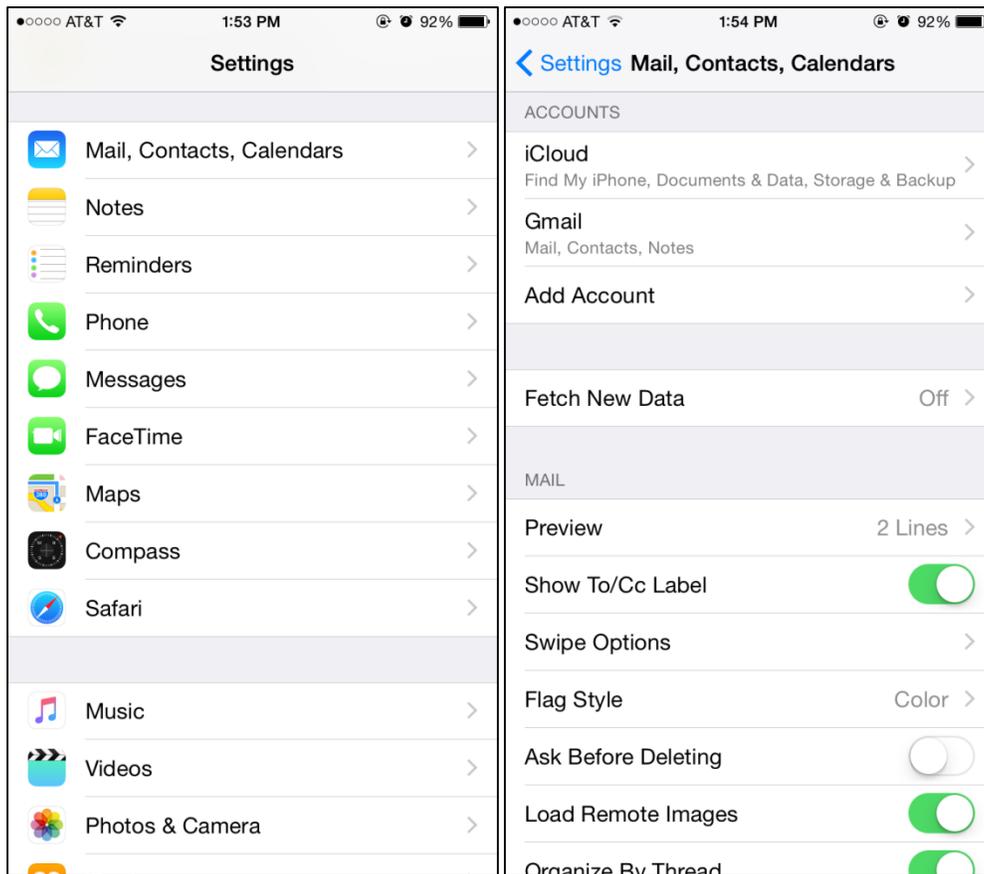# Technocademy™ //Lab

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Mail App

Email is an important aspect of society in which you can send and receive messages to and from your peers. If you have an email on your computer, the next step is being able to take your account on the go with the MAIL APP for your iPhone. What makes this app unique is that it is managed through the SETTINGS application and that it can handle many different email accounts at a time. This can be confusing, and it is important that you know what you're doing when setting up something so important on your phone.
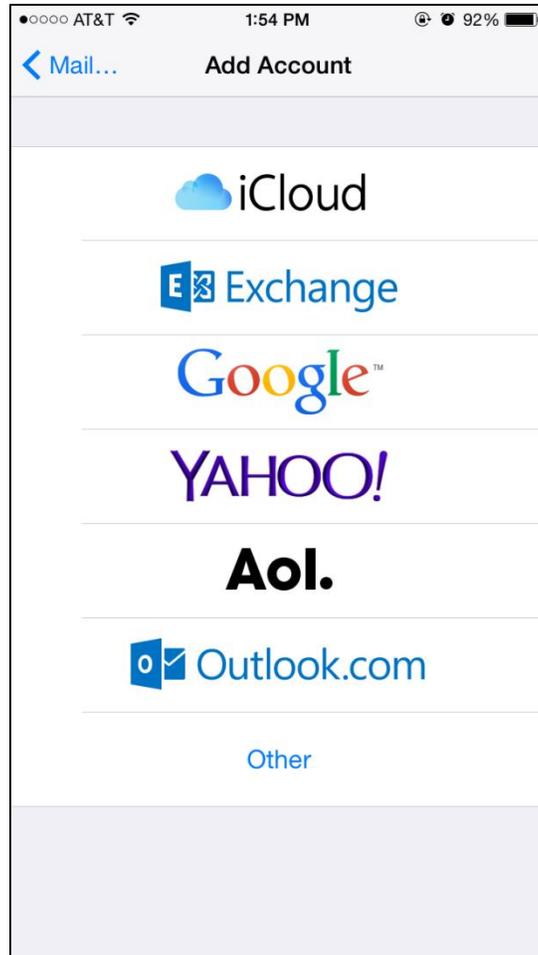

1. Click on the settings app on your home screen. The settings app is the picture of the gear.
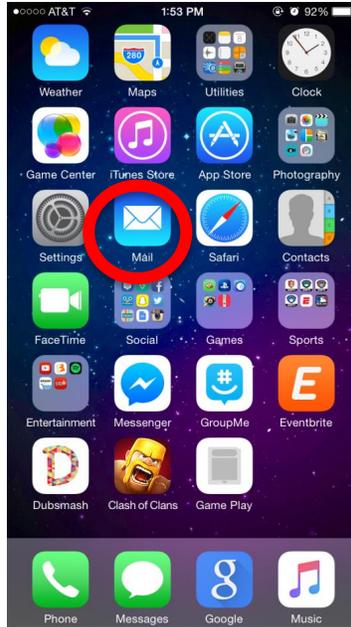
2. Once you're in the app, scroll down and find the box labeled "Mail, Contacts, Calendars". Click on it and you will be taken to the screen on the right. This is where the magic happens. Your email accounts are listed at the top of this page, and you can add another one simply by tapping on the "Add Account" box.
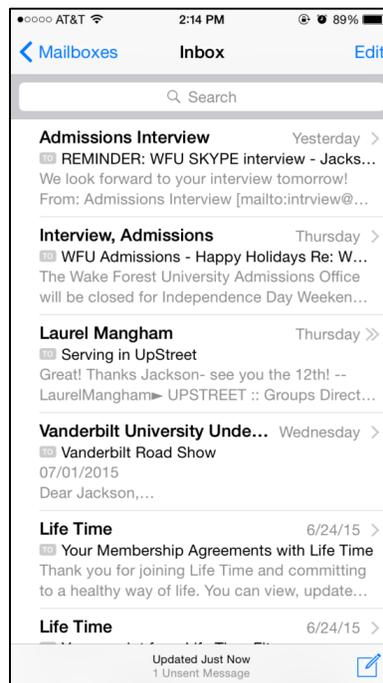

3. When adding your first account, you will be taken to the screen shown below. This is where you can choose what type of email account you will be entering into the system. As you can see, there are many types of email programs (the most common being gmail). When you click on any of the boxes below, it will take you to a screen where it will ask you to enter your Email address and password. Once you have done so, you are finished adding the account and you can continue on to the actual app.
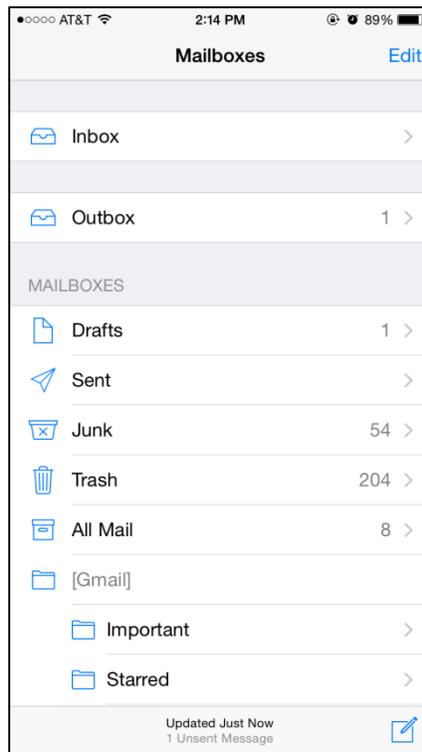
4. The great thing about the Mail app for the iPhone is that every type of account runs the same way within the app. This means that if you have a gmail account, your mail app will work the same way that a Hotmail account would within the app. This allows for this tutorial to apply to people with all types of Email services (very user friendly). Once you have added your email account into your settings app, go to your home screen and click on the Mail app, as indicated by the circle below.

5. When you enter the app, it will immediately take you to your inbox, as seen below. Here you can click on messages and view them as you please. To go to other folders (trash, junk mail, etc.) click on the MAILBOXES button in the top left corner of the screen. To send an email at any time, simply click the little square in the bottom right-hand corner of your screen.

6. If you are familiar with the way email works, you will know that you have many different places where different messages are stored. In your "Mailboxes" screen, you can look through any and all of your folders to find whatever messages you need. See our tutorial series on Email for more info on the basics of email.

The mail app is meant to be one of the most used applications on your iPhone. This means that it is important to set it up right so you can use it in the easiest manner possible. With the right set of instructions to guide you, you'll be sending and receiving mail in no time.

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