

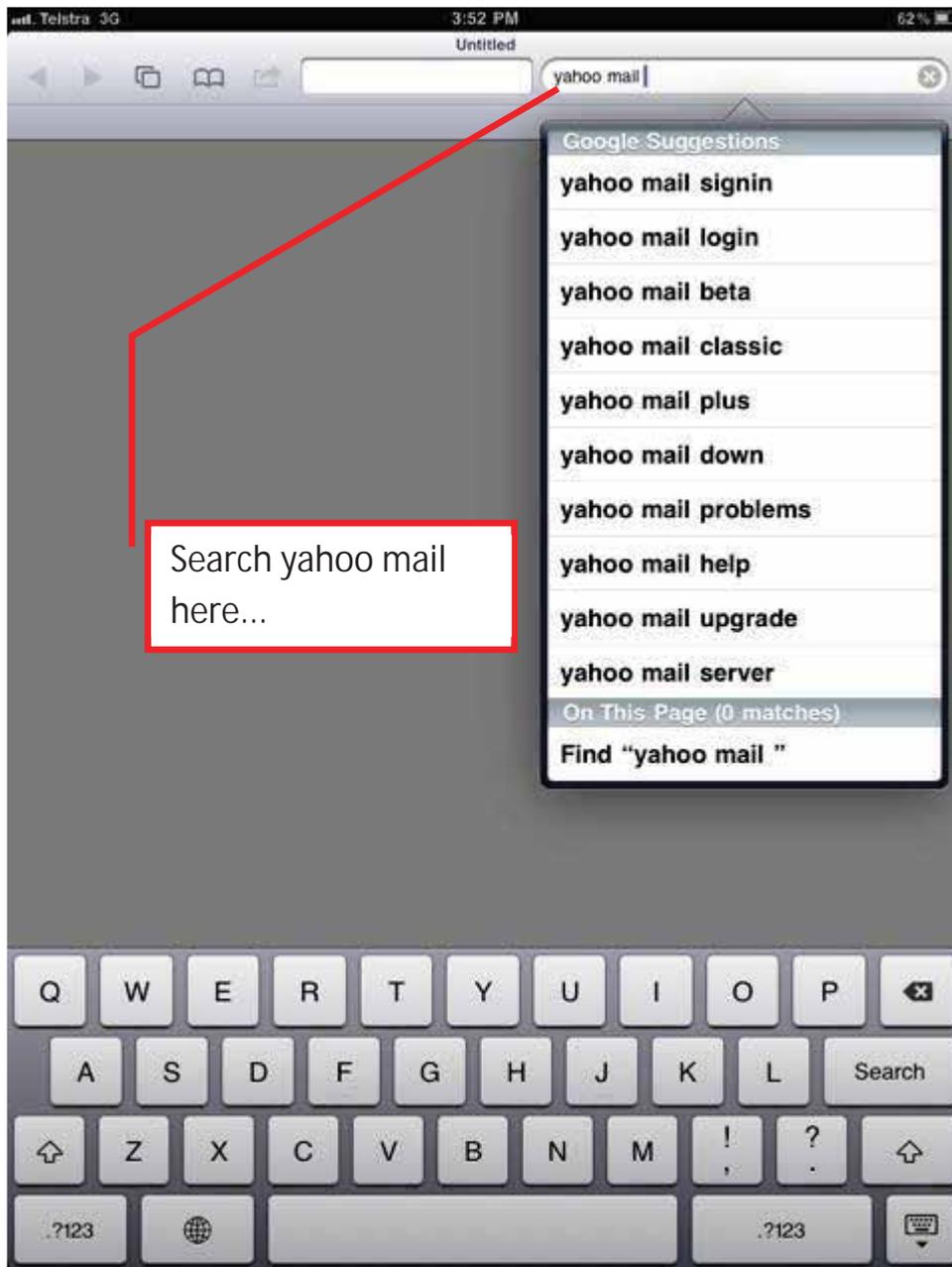
Creating a new E-mail account....

If you don't already have an email account then this section will show you how to set one up using yahoo mail...

If you do already have an email account then you can move straight on to the next section [syncing email account to iPad](#), which will show you how to connect your existing email account to the iPad email app.

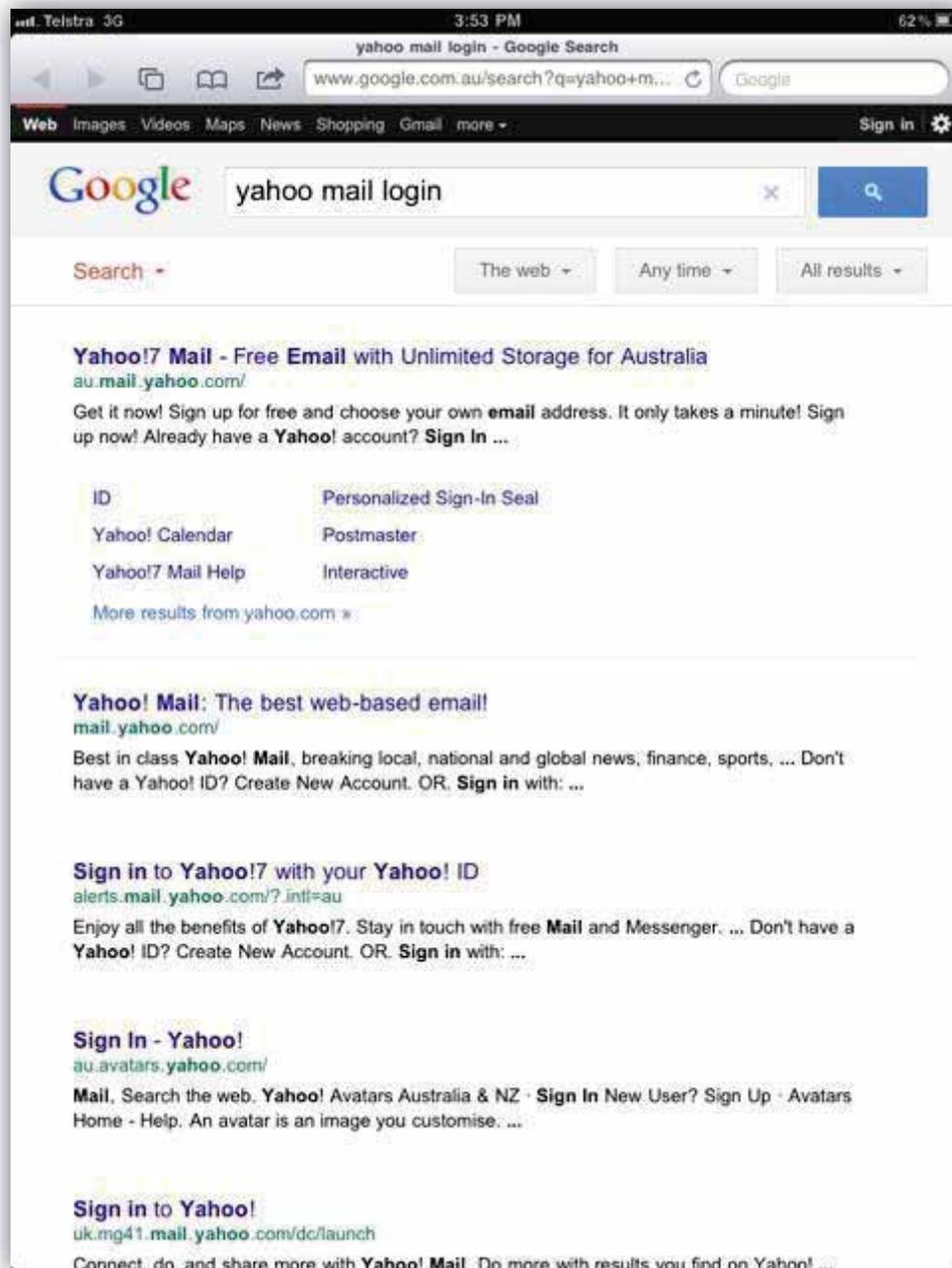
The first step to creating a new email account is to go to the safari internet browser and search [Yahoo mail](#) in the Google search bar.

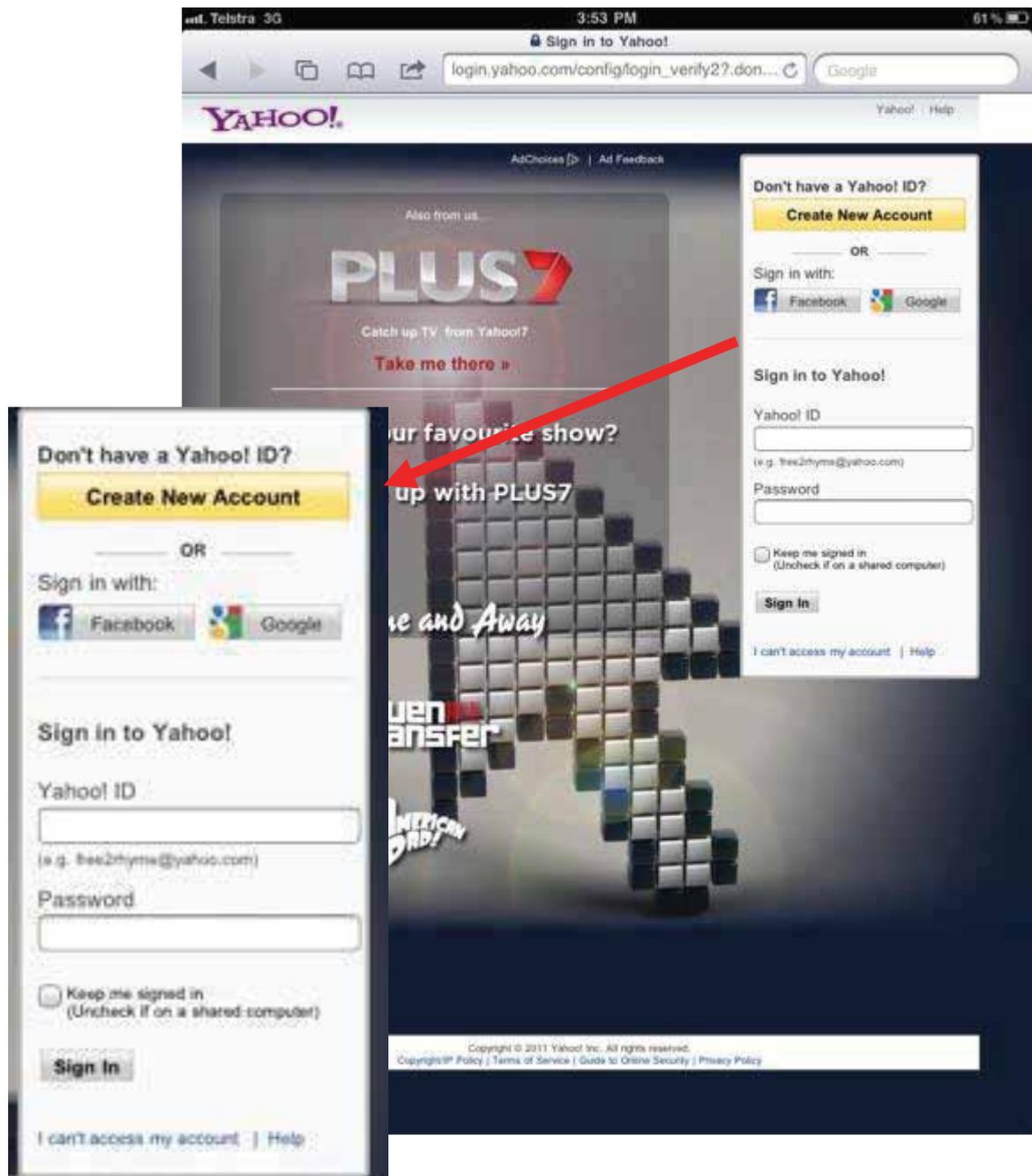




Search yahoo mail here...

The following search results should appear... select the very first search result...





You will need to select this [create new account](#) option at the top of the screen as you do not have an existing login at this stage.....

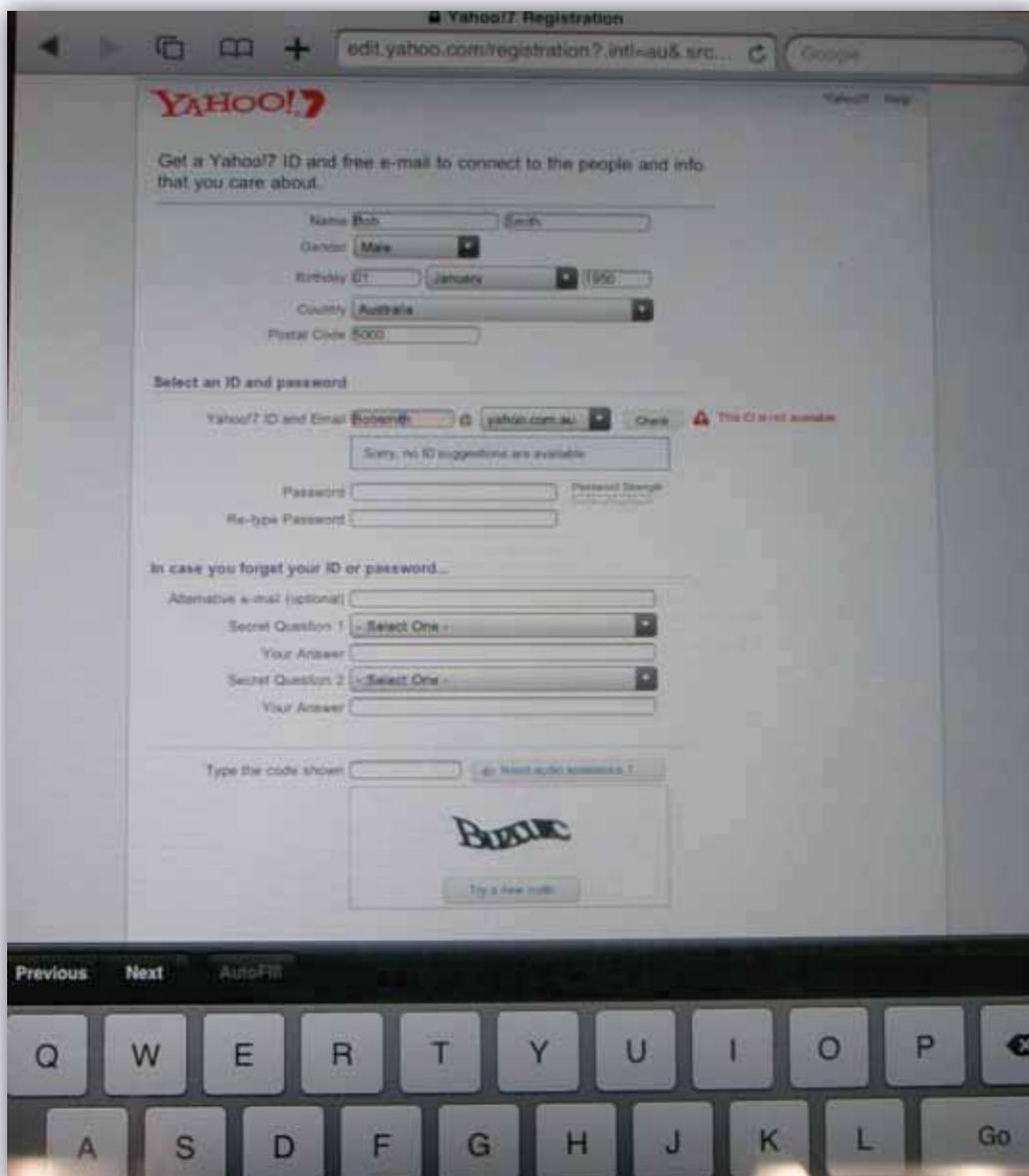
This screen should appear next, you will need to type in your details by tapping on the spaces...this screen appears quite small but you can zoom in or out on any section of the screen by dragging your thumb and index fingers together or apart on the screen...

The image shows a mobile browser interface displaying the Yahoo!7 Registration page. The browser's address bar shows the URL 'http://au-ord01.yahoo.com/registration?pd=_ver...'. The page features the Yahoo!7 logo and a heading: 'Get a Yahoo!7 ID and free e-mail to connect to the people and info that you care about.' The registration form includes the following fields and options:

- Name: Two text input fields.
- Gender: A dropdown menu with '- Select One -'.
- Birthday: Two text input fields and a dropdown menu with '- Select Month -'.
- Country: A dropdown menu with 'Australia' selected.
- Postal Code: A text input field.
- Select an ID and password:**
 - Yahoo!7 ID and Email: A text input field followed by a dropdown menu with 'yahoo.com.au' and a 'Check' button.
 - Password: A text input field with a 'Password Strength' indicator.
 - Re-type Password: A text input field.
- In case you forget your ID or password...**
 - Alternative e-mail (optional): A text input field.
 - Secret Question 1: A dropdown menu with '- Select One -' and a corresponding 'Your Answer' text input field.
 - Secret Question 2: A dropdown menu with '- Select One -' and a corresponding 'Your Answer' text input field.

At the bottom of the form, there is a paragraph of terms and conditions: 'By clicking the "Create My Account" button below, I certify that I have read and agree to the Yahoo!7 Terms of Service, Yahoo!7 Privacy Policy and Communication Terms of Service, and to receive account related communications from Yahoo! electronically. To deliver product features, relevant advertising and abuse protection, Yahoo!7's automated systems scan and analyze all email, IM and other communications content.' Below this text is a yellow 'Create My Account' button. At the very bottom, there is a small copyright notice: 'Copyright © 2011 Yahoo! Pty Limited. All rights reserved. Copyright Policy | Terms of Service | Guide to Online Security. NOTICE: We collect personal information on the site. To learn more about how we use your information, see our Privacy Policy.'

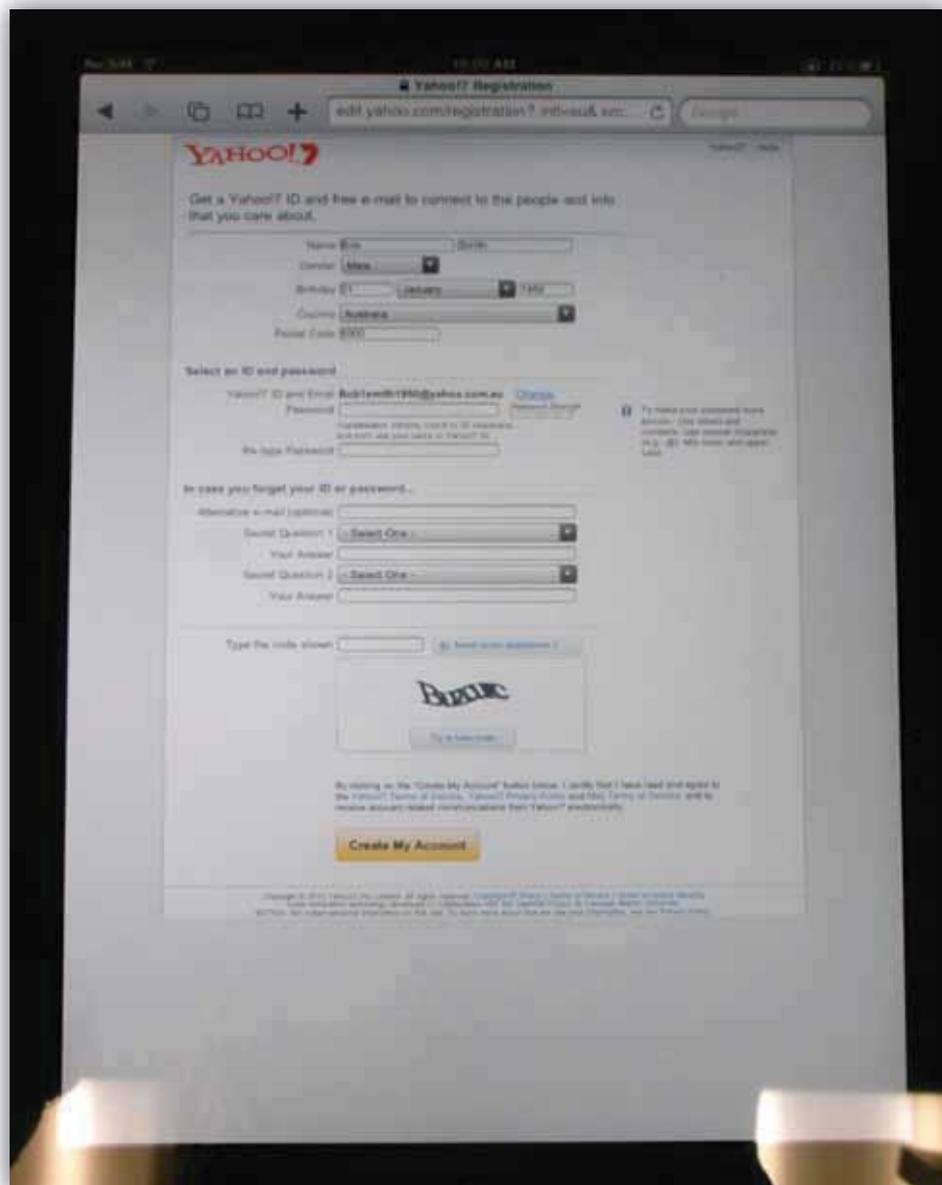
Begin typing your details in, below is an example using the name Bob Smith... you will notice on the image below when selecting the email address (ID) an error message appeared saying **this ID is not available**. This is because the ID I was trying to select was already taken by another user...this is quite common as yahoo provides email worldwide and every user of this email must have a unique ID (email address). You can choose any address (ID) you like but it has to be unique so if you get this error message just keep trying to make it a bit more unusual you must be able to remember it so make sure you write it down



After a few trials...we got a unique address with

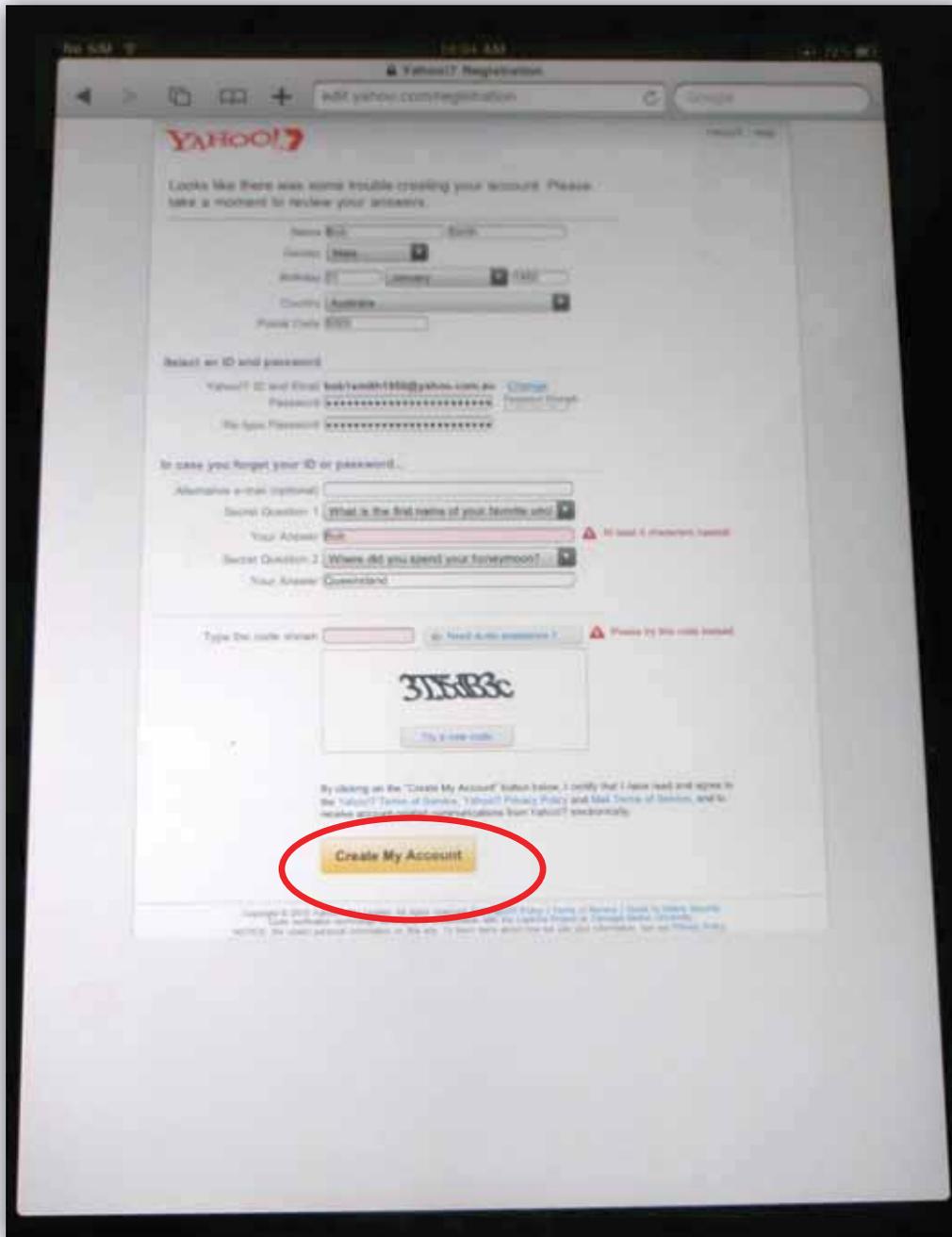
*****@yahoo.com.au

You will also need to decide on a password, make sure this is something hard to work out for others but easy for you to remember, it may help to write this down as well. You might need to use letters and numbers in your password to make it more secure.



This image is a zoomed in shot of the same screen with the keypad active. You will need to choose some secret questions and type in the answers of your choice so that if you forget your password at any stage a new one can be issued given that you answer those questions correctly.

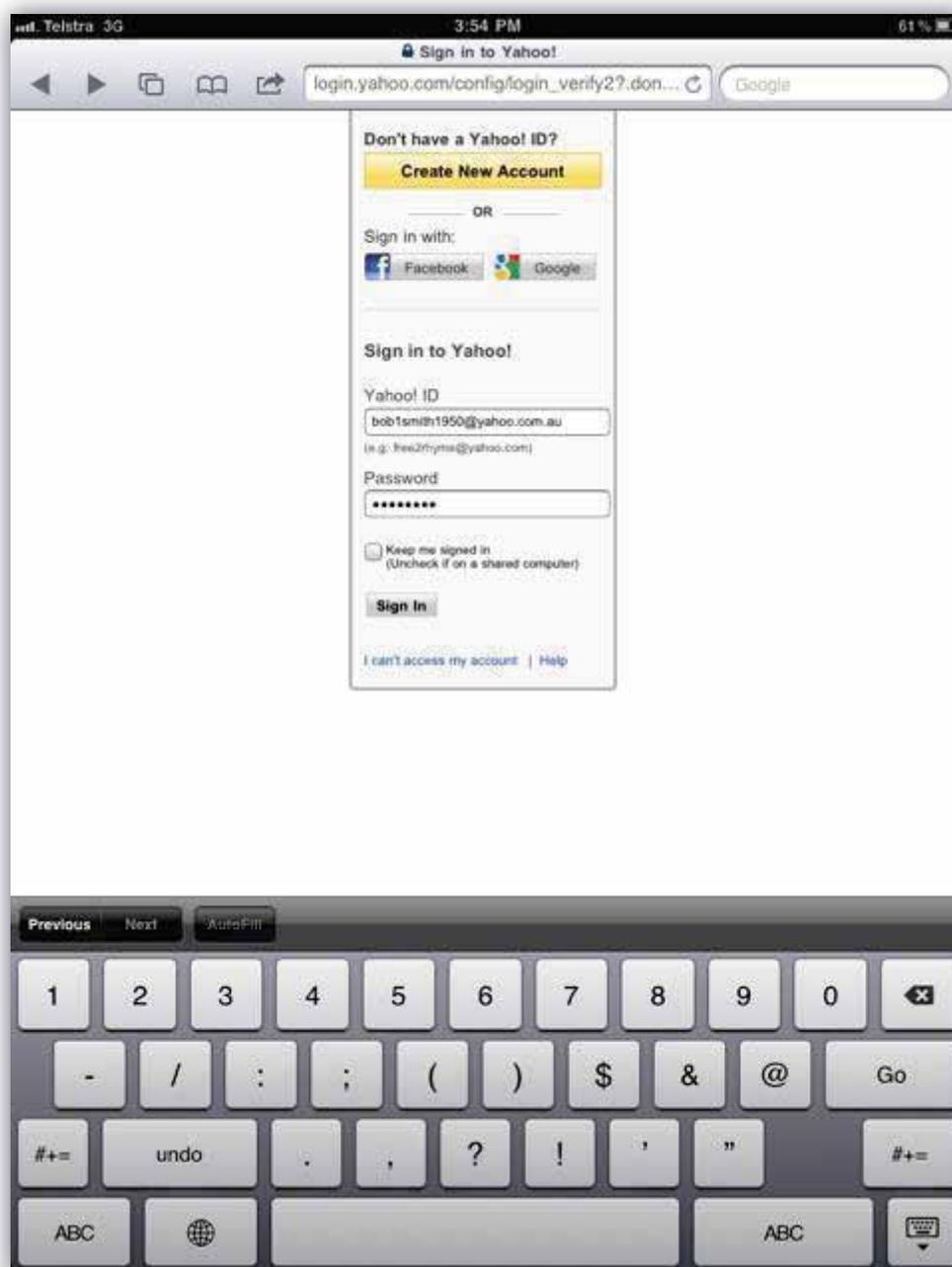
In the last section you just need to type out the letters that you see written in a distorted way in the box.



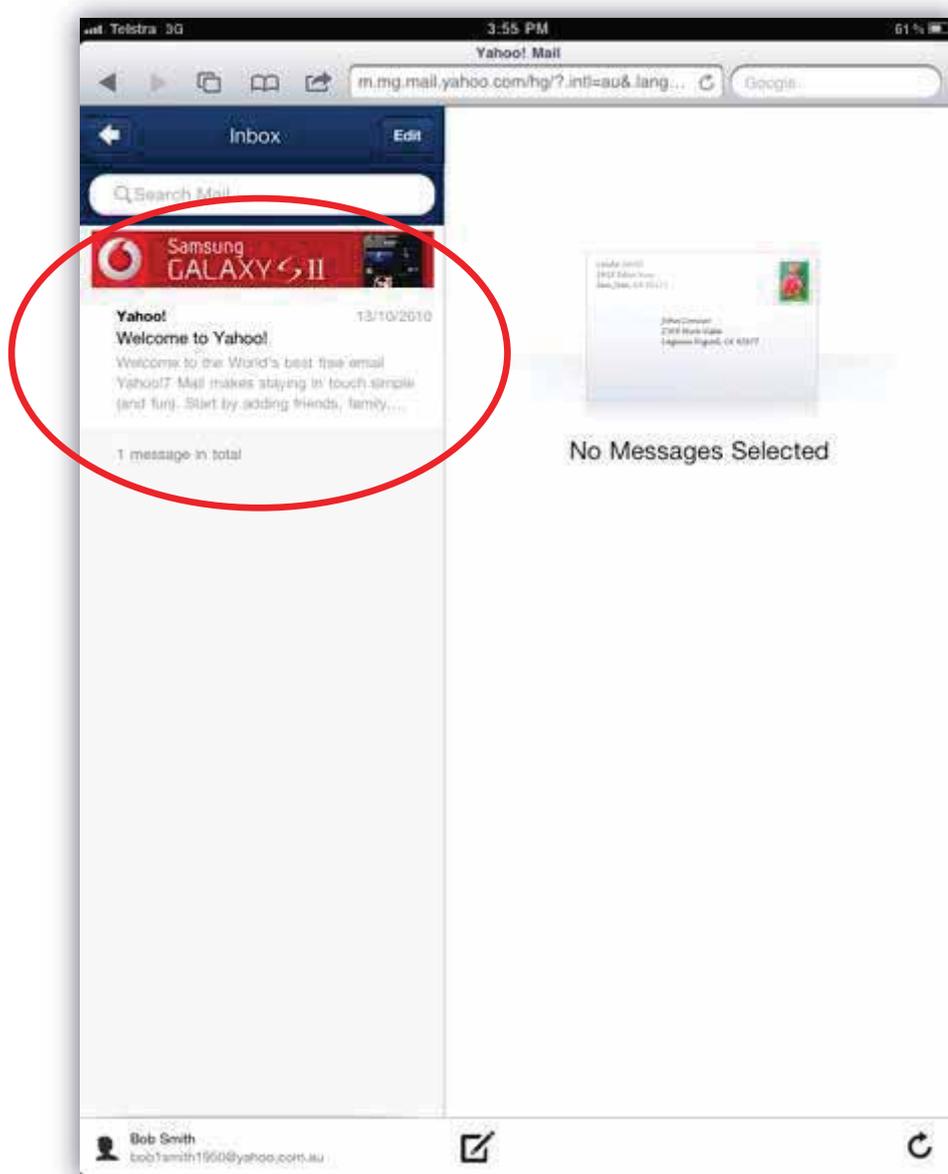
Once you have finished putting all the details in you can then select the 'create my account' button (circled).

The page may reappear with some red highlighted sections...this means it is not happy with your response to certain sections, just try and amend the errors and then select the create my account button again.

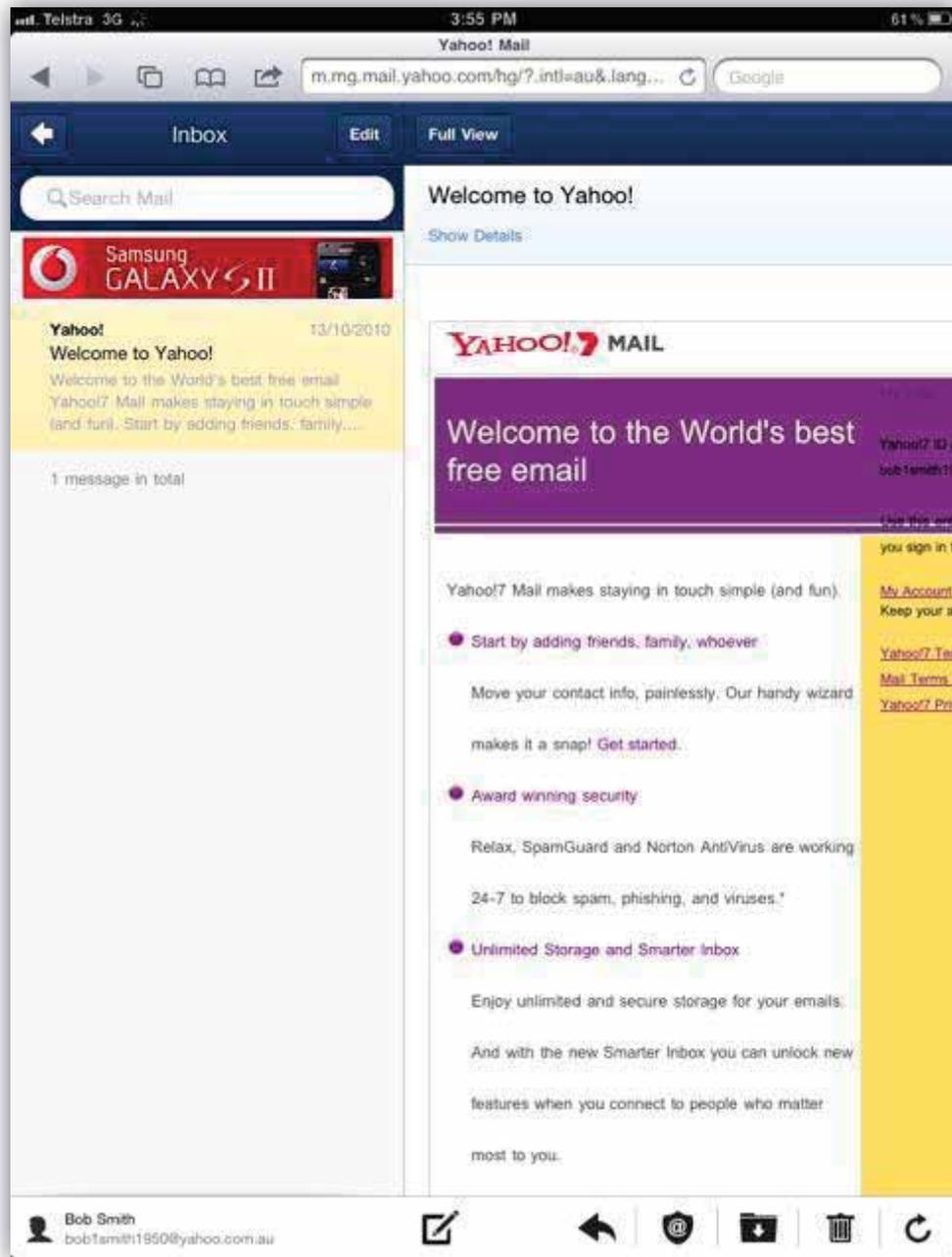
This should take you to a logged in webmail screen, however if it doesn't, just go back and search the yahoo mail website again to log in to your webmail online as shown below. This is the same spot we were earlier where you had to select to create an account, now you have an account so you can input your new email address (ID) and password.



You will then be directed to this page which is the email inbox for your new email account. Your first email should already come up in the list as circled below....

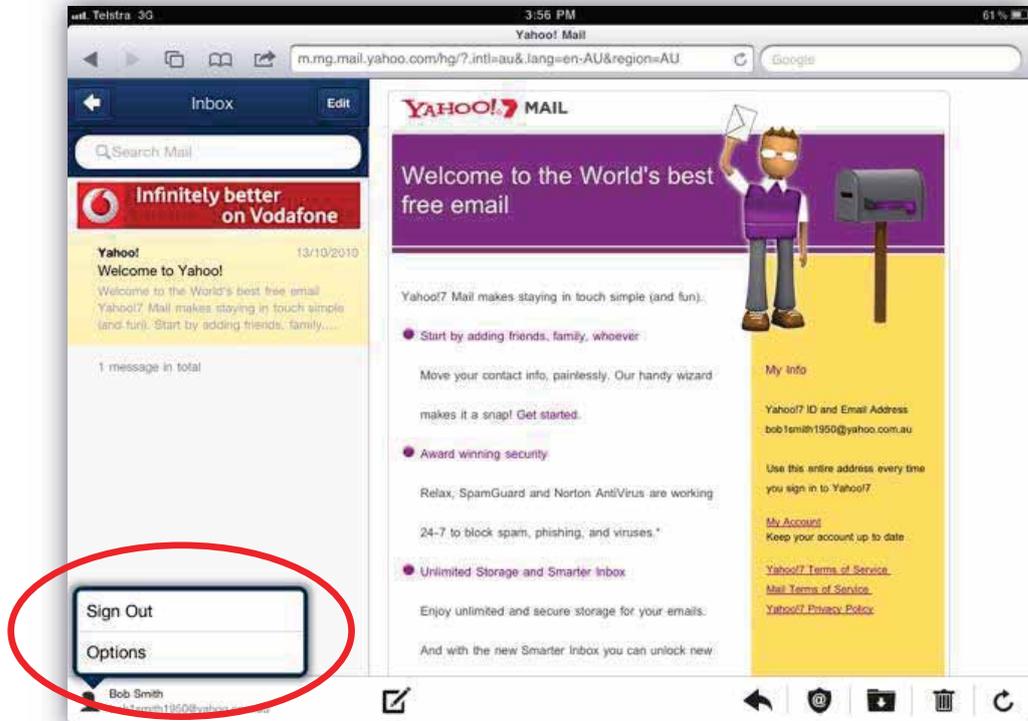


Your inbox will generally be arranged in chronological order so the most recent email received will be at the top of the list. To view the email tap on it...



You might notice that it is hard to view the whole email like this; you may prefer to turn your iPad around to the landscape view to make it easier to see the whole message. This is shown on the next page.

Once you have finished viewing your email and you want to sign out just press this icon in the bottom left hand corner and select sign out



You can check your email on any computer just by heading to this yahoo email site: www.yahoo.com

The next section shows you how to also sync your iPad email App to this yahoo email account so that you don't have to log in to check it, and it appears in a more user friendly format.....

Syncing an email account to the iPad....

You will need to select the mail option on your home screen as circled below...



This will take you to the following screen....



If you have just set up a yahoo e-mail account then just select the **yahoo mail** option. If you have another type of existing email address then you will need to select the **other** option, we will get to the other option in a little while....first lets go through how to set up the **yahoo mail** option.

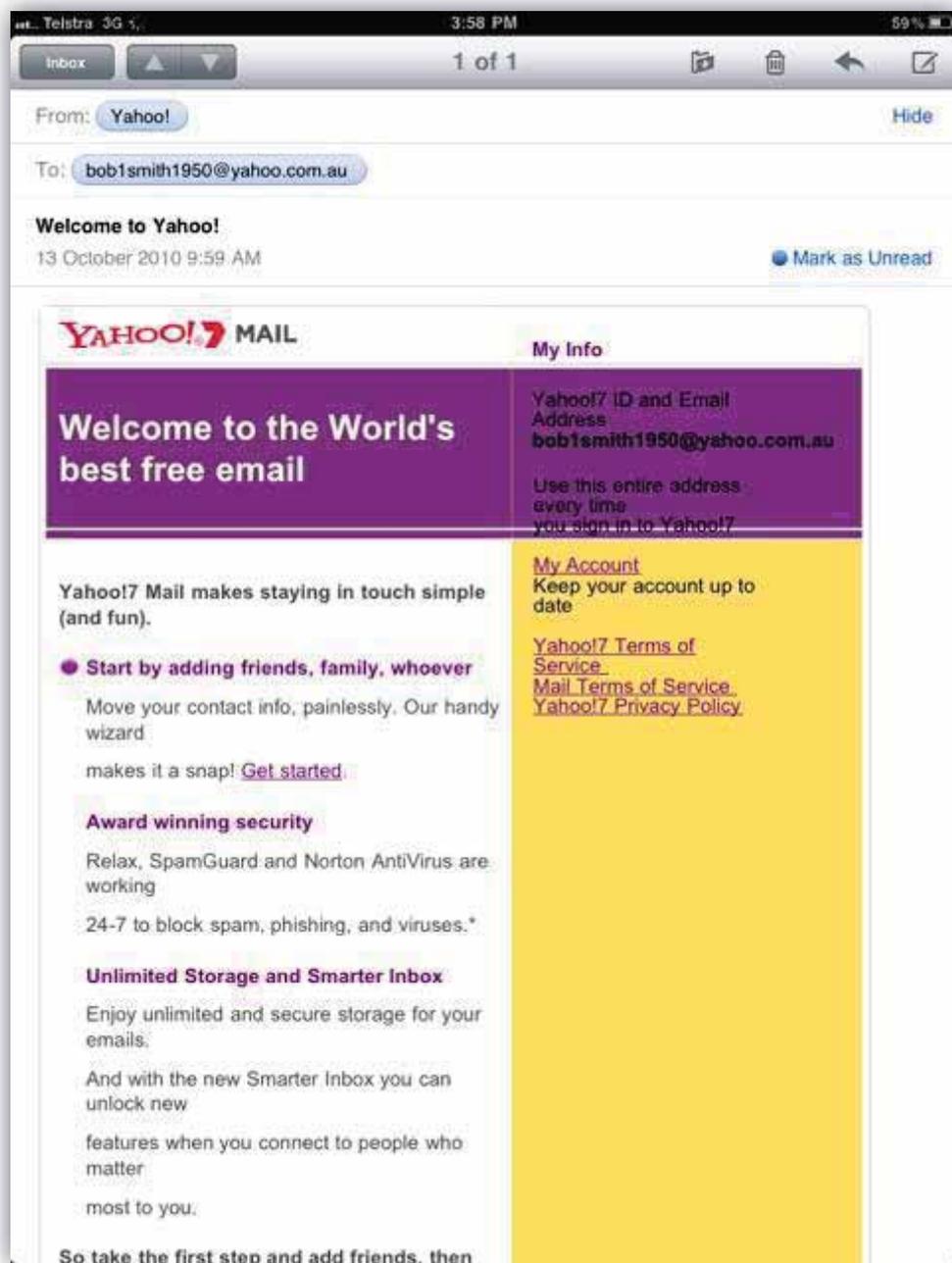


It's really very easy!...you just need to tap on that option and then type in your first and last name, your new yahoo email address and password and then hit return on the key pad.

Once this has verified your yahoo email will be synced to the iPad mail app. The screen should appear empty to start with but if you tap on the inbox button in the top left corner a panel showing your emails will come up.



You will see that very first welcome email from yahoo, if you tap on this... that email will fill the entire screen and you can scroll up and down by dragging your finger up and down to read it. See the next page....



To view the different mailboxes in your account you just need to select the button circled below...

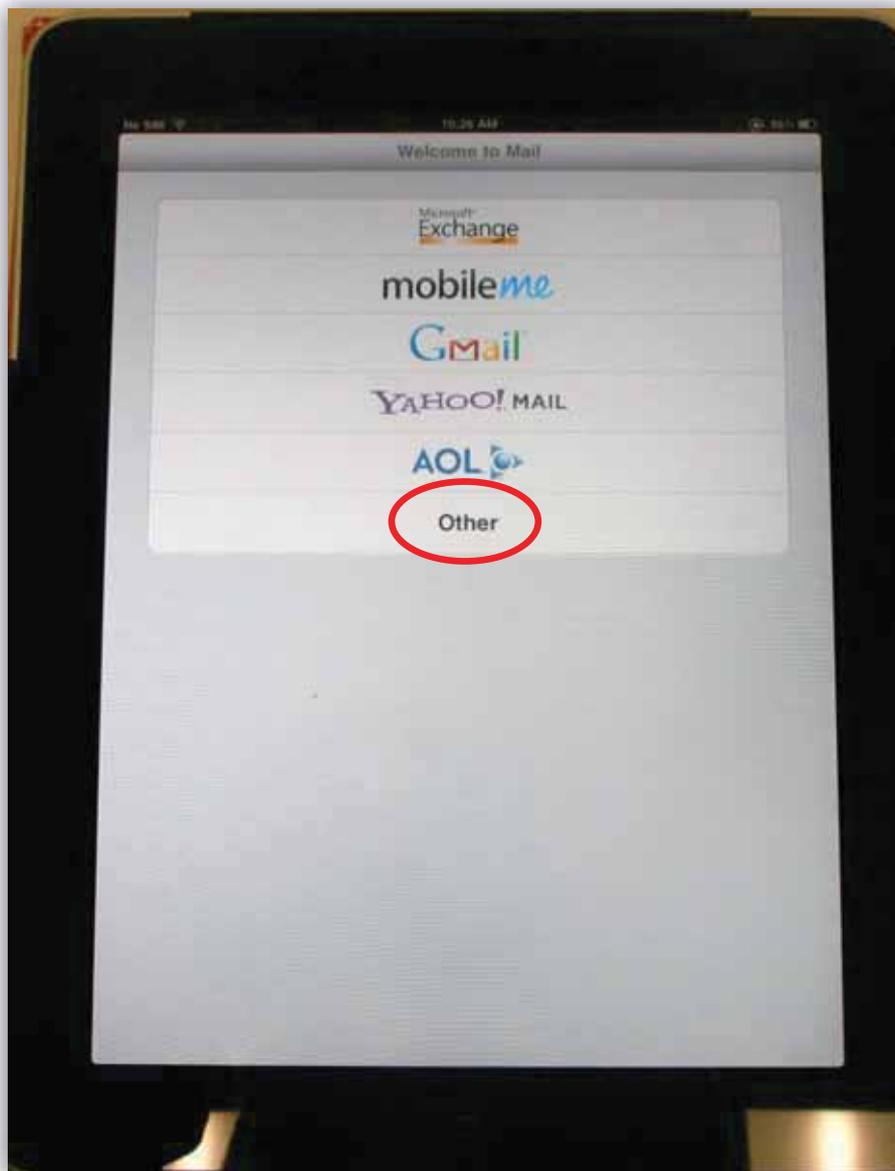


This takes you back to the mailboxes section where you can access your sent items, your trash folder and your drafts folder etc. To get into any of these or back to your inbox simply tap on the option. If you're not familiar with how all of these boxes work, this is explained later in the section titled 'Some instructions about using the email app'...



Syncing an existing email address using the 'other' option...

If you have another email address that doesn't come up on the list below, you can still sync this to the iPad using the other option at the bottom of the list.



An example might be if you have an account with **internode** or **hotmail**.....

This example shows configuring a 'Your address' email address to the iPad. The information for the 'Your organisation' email server configurations is on the 'your organisation' Website. The same should apply for other email providers...

For example if you have an email account with Internode, you should go to their website and search out information on email accounts. You should be able to find the details of incoming and outgoing mail servers reasonably easily...but if you can't we can also help....

The first screen when you select the other option just asks you to type in your name and email login details as normal...



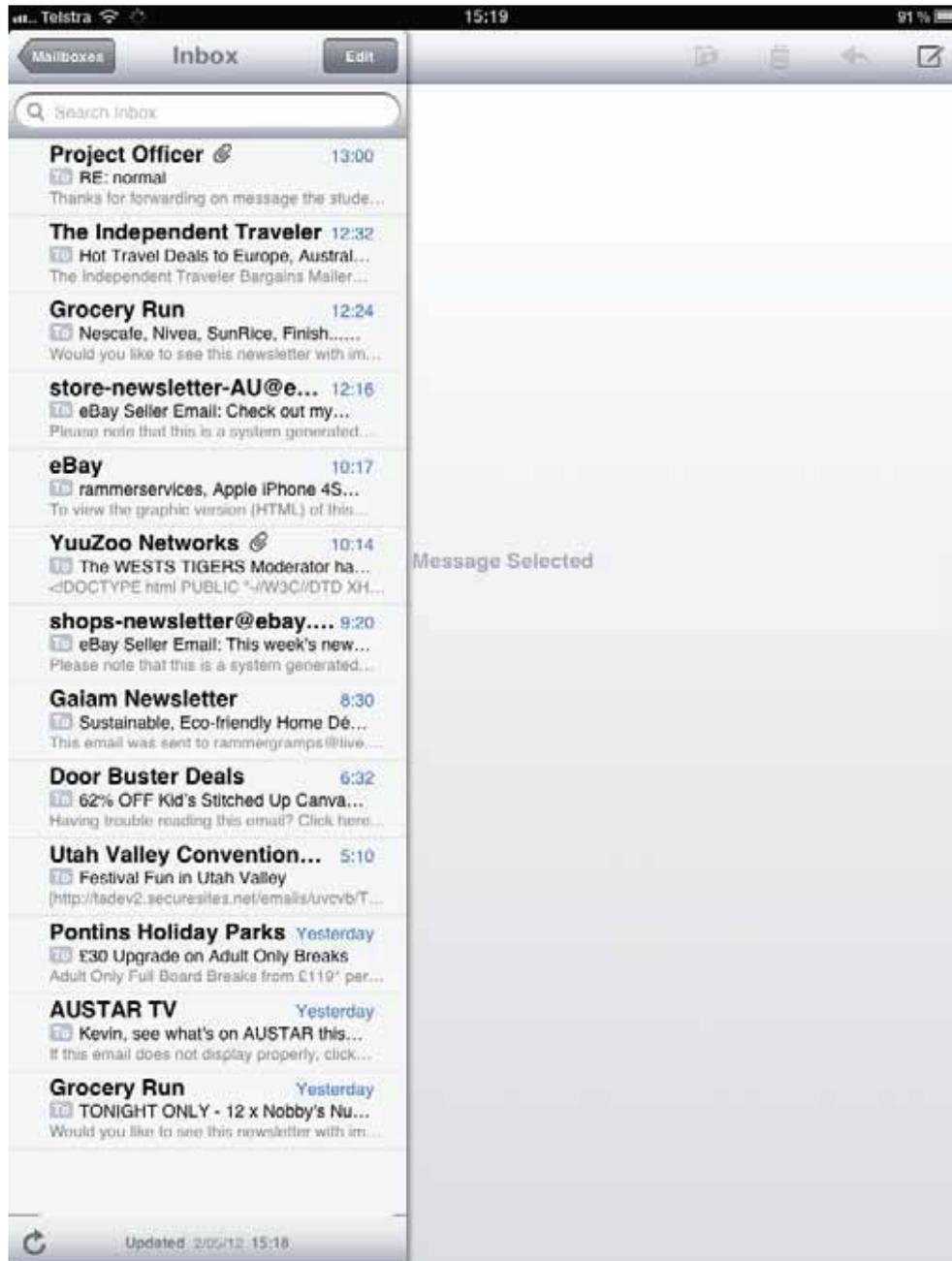
Once you have all the details in there you can hit the save button (circled) in the top corner of the box or the return button on the keypad.



The following screen that appears next... this asks you to put in the incoming mail server details and the outgoing mail server details. This is where you will need to source some information depending on who your email service provider is....

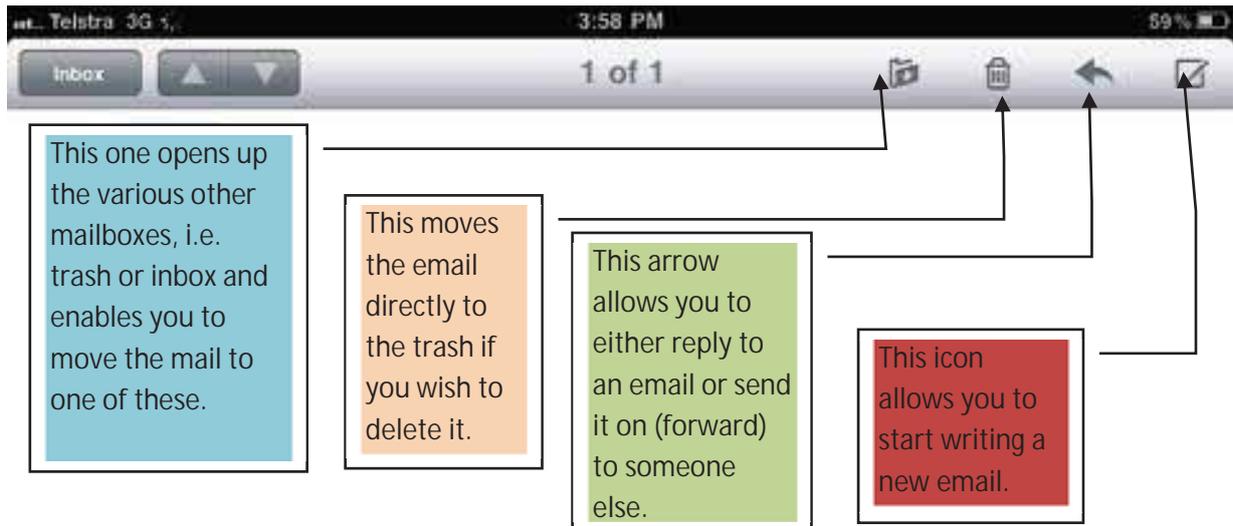
You will need to type in the host name for both the incoming and outgoing mail servers...in this case the “[your details](#)” were mail. .au and the smtp. .au. Then the user name and password can be typed in as normal to both sections.

Once all of this information is typed in...You can then press the save button again and the mail should configure after a few moments with your existing email inbox appearing as demonstrated below, depending on who your account is with, all of your existing emails should be pulled into the inbox...



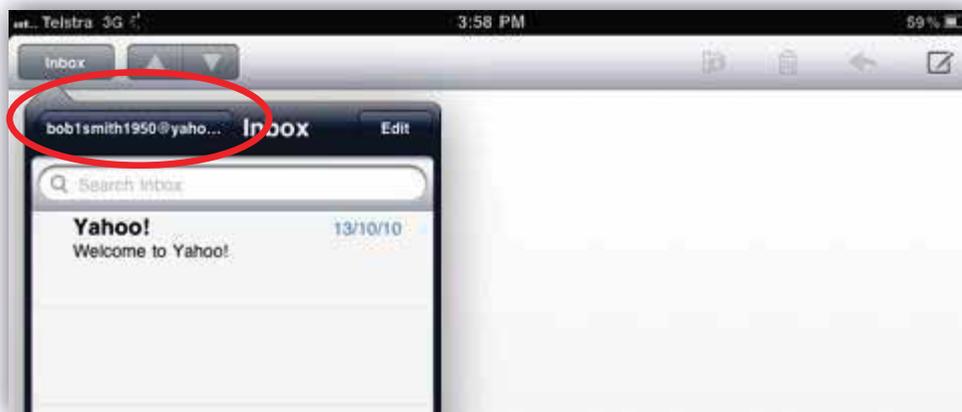
Some instructions about using the email App....

You will notice this panel across the top of the screen in your inbox... This has a few other email functions that you may or may not be familiar with...



When you select the inbox button on the left hand corner of the screen to bring up the list of emails in your inbox you can also access the separate mailboxes, the arrows next to it allow you to scroll between different emails in these boxes.

To view the mailboxes you just need to select the button circled below.



And the mailboxes will appear as below...



The **inbox** is where your incoming mail appears.

The **drafts** box is where you can save messages you have begun typing but don't want to send yet.

The **sent** box is where a copy of the emails you have sent out will be stored and the **Trash** is where any deleted messages will go....

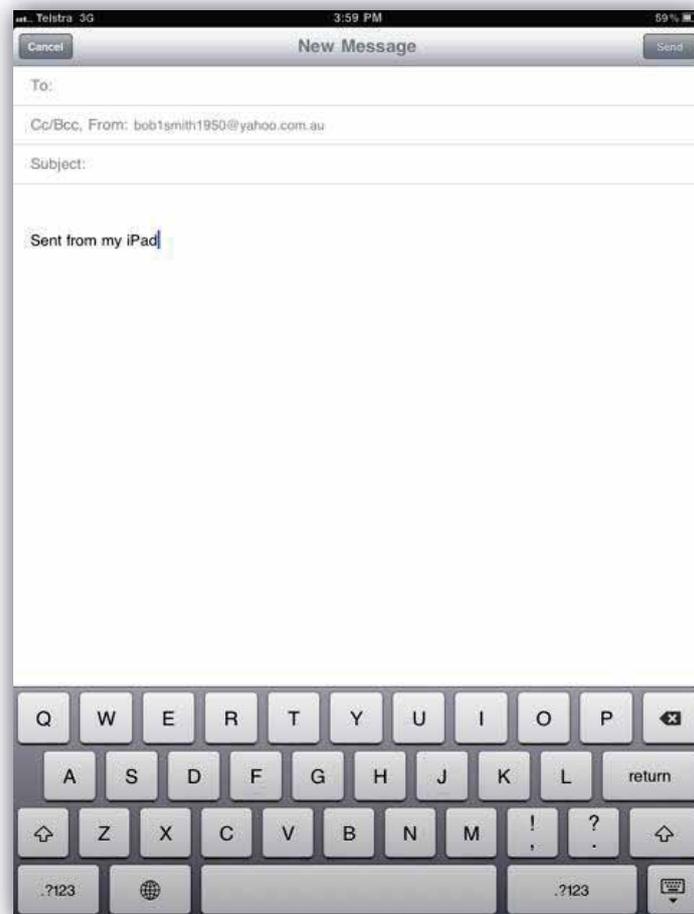
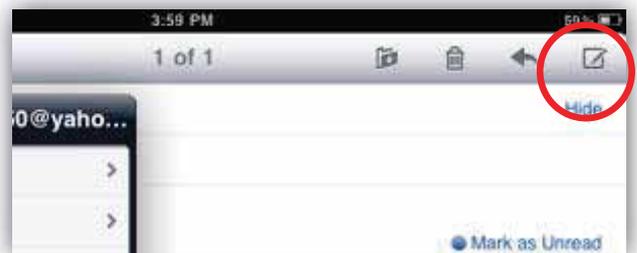
For now you probably only really need to worry about the inbox and composing new emails.

Now we can try sending an email...if you tap the inbox button again the mail box menu will disappear from the side of the screen. Then you just need to

select the new message button (the square with a pencil in the top right hand corner of the screen).

The screen below will appear...

This is the new message screen.



You can then begin typing an email...

First of all you need to type in the email address of the person you want to send an email to...this goes in the **To:** line....

The **Cc/Bcc:** is optional.

Note: **Cc** stands for Carbon Copy....this means that if you put another person's email address in here they will receive an exact copy of the email you are sending. **Bcc** stands for Blind Carbon Copy; it is the same as Cc except email recipients in the **To** line will not be able to see that the email has been copied to anyone else, it's a copy that is sent in secret!

The **subject** line is where you type a small description of what the email is about, this is what comes up in the inbox of the recipient so they have an introduction to the email before opening it.

Try testing this process by sending an email to ***** ...

You should type in as follows:

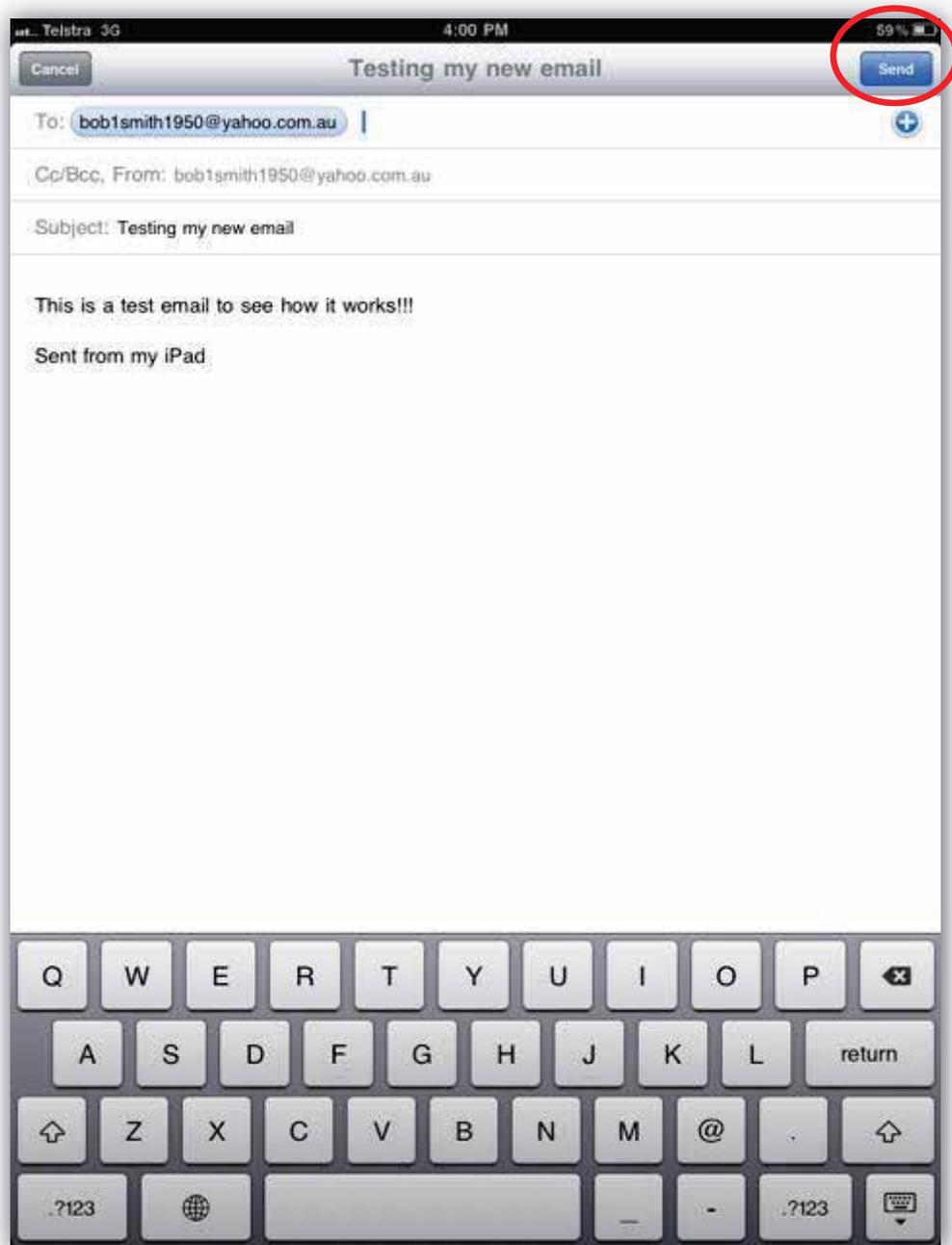
To: *****@yahoo.com.au

Cc/Bcc:

Subject: Testing my new email

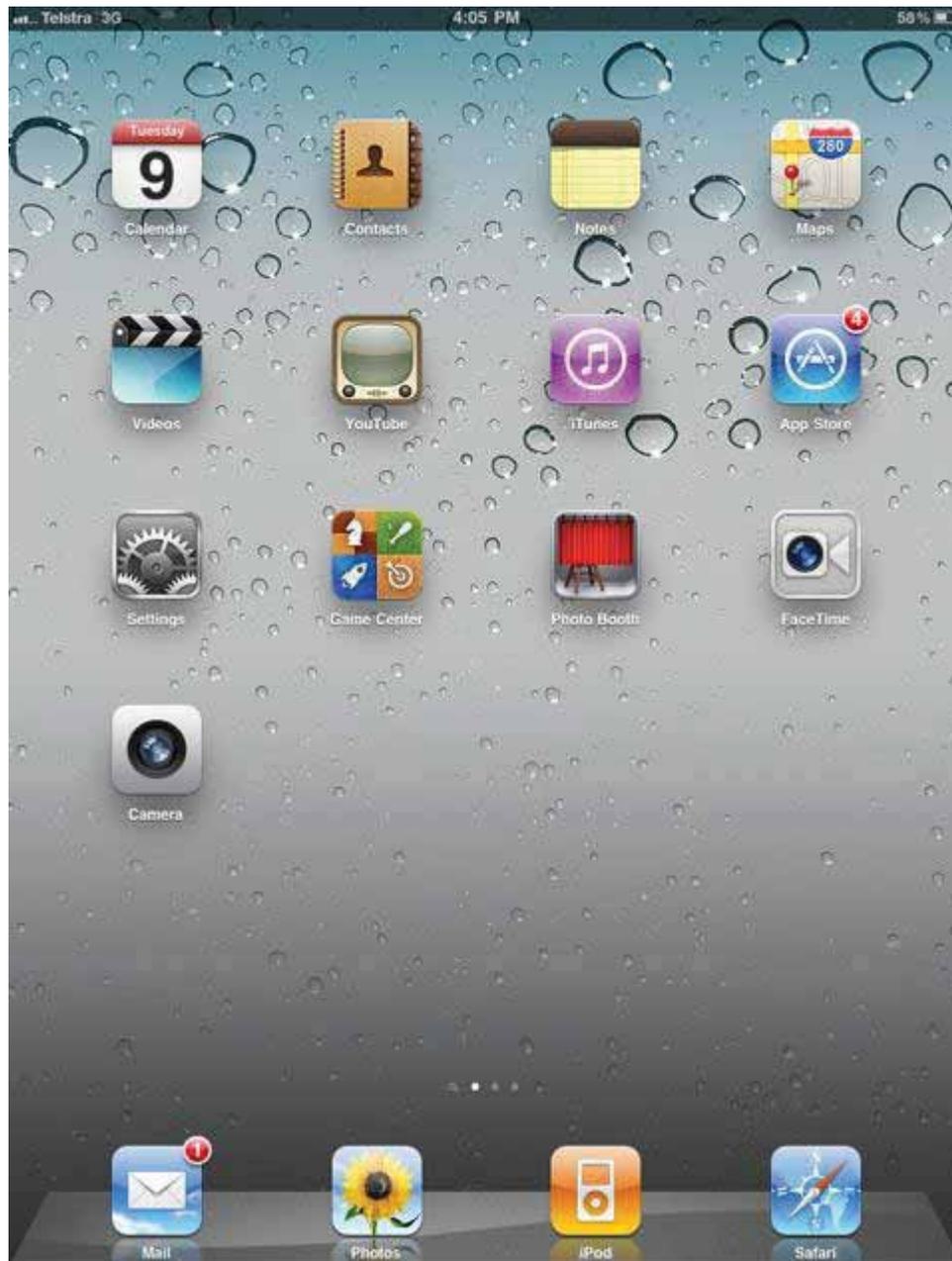
And then what ever text you like to follow.

See below for a screen shot of a typed email....



When you have finished typing and are ready to send the email just tap the send button in the top right hand corner of the screen as circled above.

Whenever you receive an email your mail application will show there is unread email using a red dot with a number in it, the number represents how many unread emails there are in the inbox. On the next page you can see there is one email to be read.....



A new email in your inbox will appear with a blue dot as shown below...

