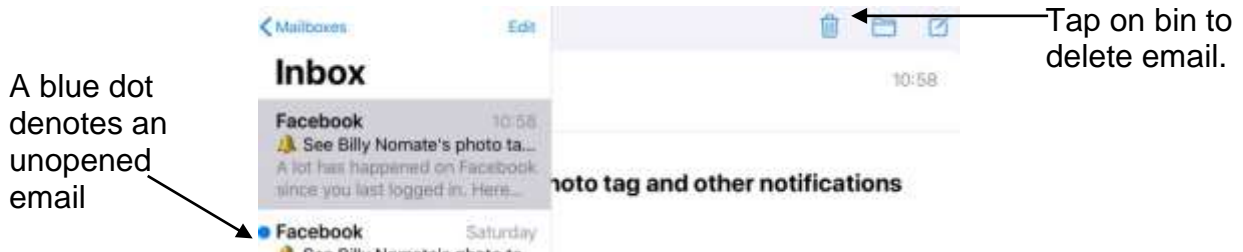



Reading emails

Most email accounts automatically open in the Inbox. This is where new emails are stored.

The hi-lighted email appears here. To see the full email, tap on the screen on the right.



Replying to an email

In the open email you wish to reply to, tap on the arrow  (this may be at the bottom or top of the email). A pop up box will give you the option to reply to the person who sent the email, reply to everyone who received the email, or forward the email on to someone new.

Composing an email

Tap on the new email icon. 

Tap **Cancel** if you change your mind and do not want to send an email.

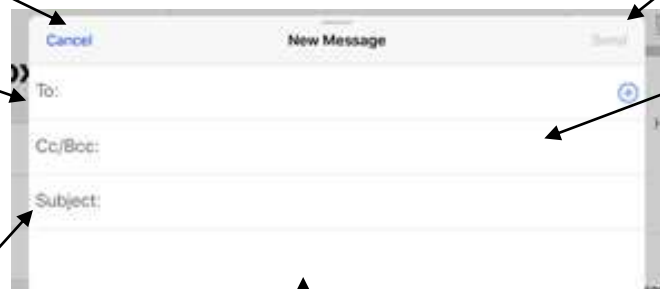
'Send' will turn blue once you have entered an email address. Tap Send when you are ready to send your email

Type the email address here. You can send the email to more than 1 person by adding other email addresses here.













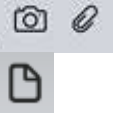



Cc/Bcc is for email addresses of people who may want to know about the email

Tell the person what your email is about. This will help separate your email from unwanted emails.

Type the main body of your email here



Quick guide to email symbols

GMail				Apple
	NEW Tap on this to start writing a new email			
	Tap on the arrow to reply to an email. Tap on the 3 dots beside the arrow for more options, e.g. Forward an email	REPLY	Tap on this to reply, forward or print an email. A box with options will appear.	
	DELETE Tap on this to delete an email. You will be asked to confirm that you want to delete the email.			
 Move to Change labels Mark as important Mute Unsubscribe Report spam Print all	Tap the 3 dots at the top right of the message to reveal a menu with options including 'Move to'	MOVE	Tap on this to move an email to a folder.	
	FLAG Tap on this to 'Flag' an email. This makes a mark beside the email to make it stand out from other emails and remind you about it.			
	Tap this to archive the email	ARCHIVE	This action is not available on the iPad App	
	Tap to add an attachment	ADD ATTACHMENT	Tap the camera to add a photo. Tap the paperclip (or document on newer versions) to add a file.	
	SEND Tap to send email			
	Mark as unread and return to Inbox (if looking at an individual email). Show unread emails (if in Inbox).	MARK AS UNREAD	See notes for how to mark as unread in Apple App.	