

# A Guide to Using e-mail



## **This guide will help you to use e-mail**

e-mail is electronic mail or an electronic version of a letter/  
note you would send by post.

For this guide we are looking at the Mail App on iPad.

Other Apps such as G Mail and Outlook are available.

All e-mails work in a similar way but you may have to make  
slight adjustments if you are using other systems.

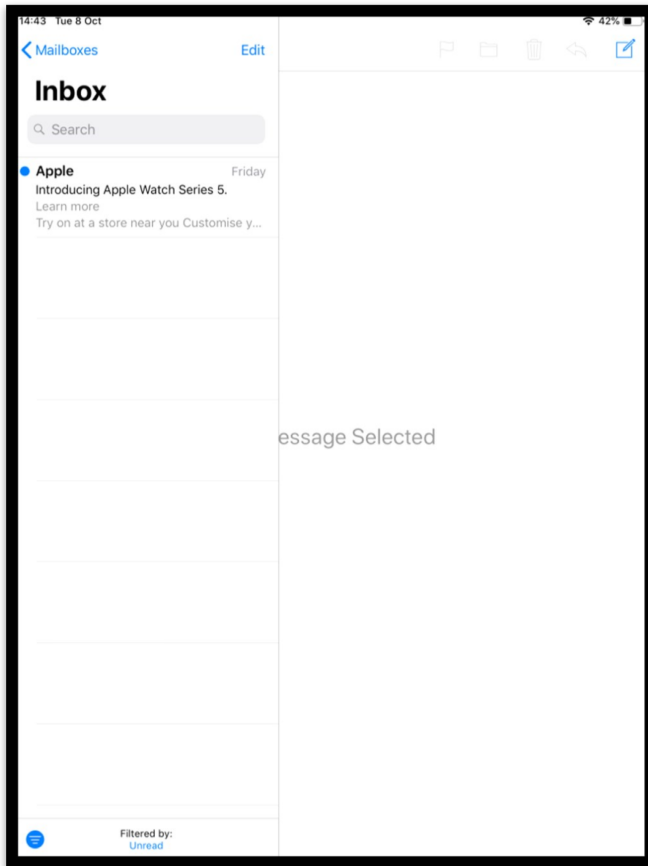
All systems also have regular updates and therefore the  
screen you see may differ slightly in the future.

Please use this booklet as a guide to assist you to navigate  
around your system.





## The e-mail app will open and display the Inbox

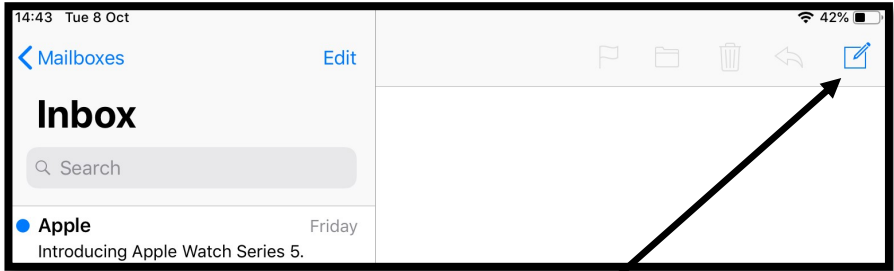


### The Inbox:

- Displays your incoming mail
- Items in **Bold** are new and unread
- Mail you have read will stay in the inbox until you move it.

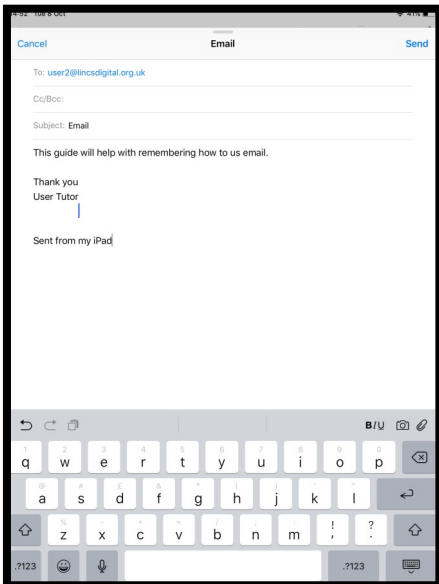


## Composing a New Mail



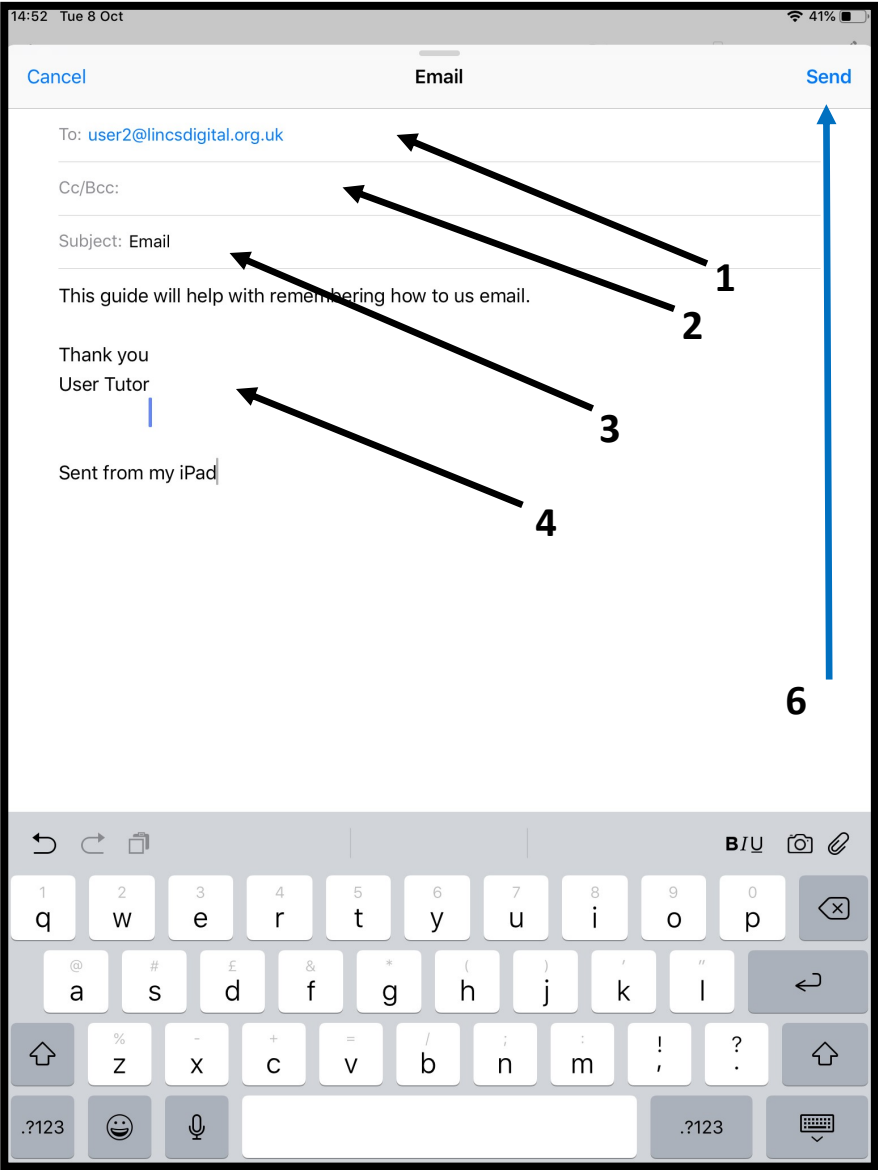
Touch the new mail icon.

This may say “new” or “compose” in some systems.



The mail or message screen will now appear.

This is similar in all systems.

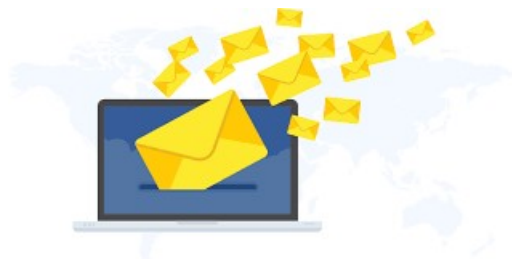


**If you are using iPad or Tablet  
the keyboard will appear.**

**On a computer use the attached keyboard.**

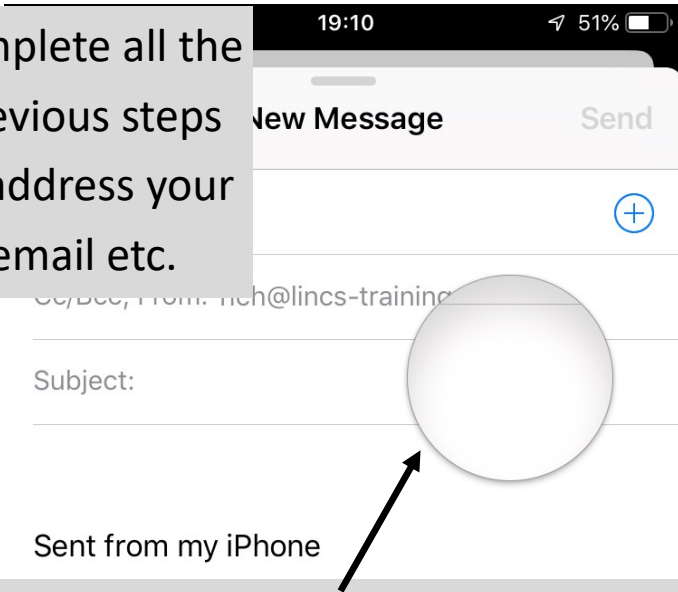
**Now follow this process:**

- 1. Enter the email address you are sending to.**
- 2. Enter any Carbon Copy or Blind Carbon Copy email addresses in this section.**
- 3. Enter a subject for your message.**
- 4. Type the content of your message.**
- 5. Check for any errors.**
- 6. Press send.**
- 7. Your email will now be sent via the internet.**

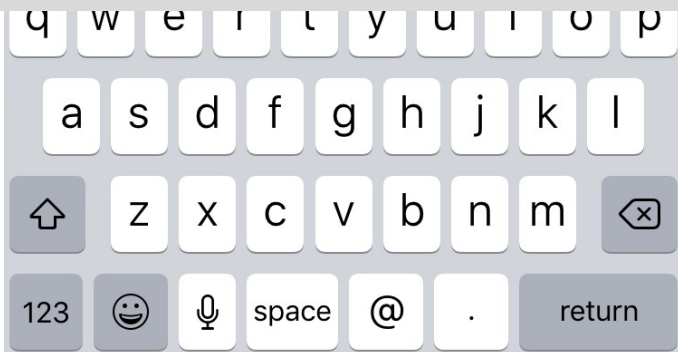


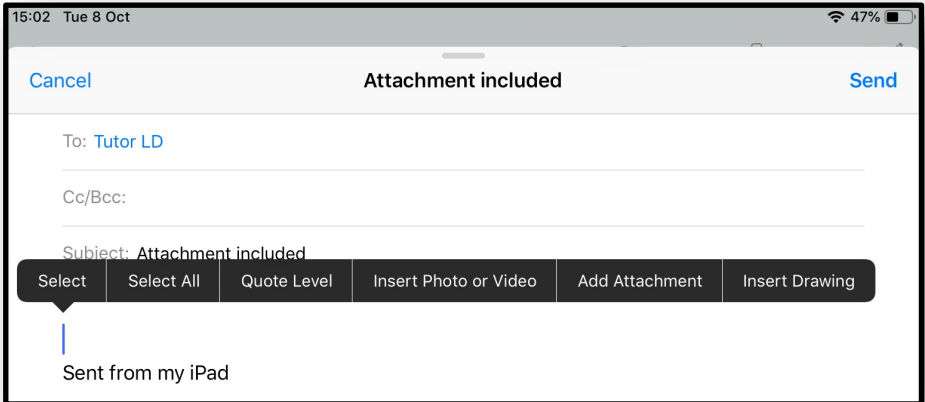
## To send an attachment

Complete all the previous steps to address your email etc.

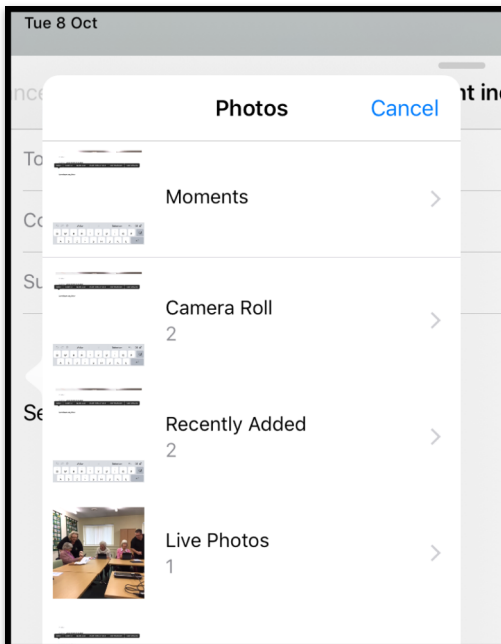


Touch the screen in the message area and hold your finger in place until this circle appears. You can then lift your finger away.

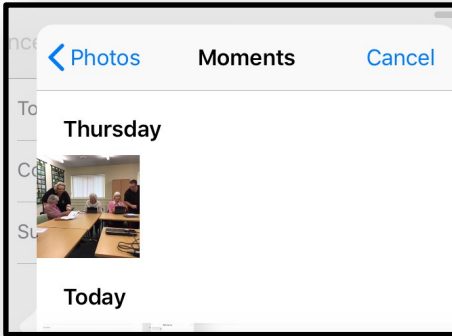




This box will now appear.  
Touch Insert Photo or Video



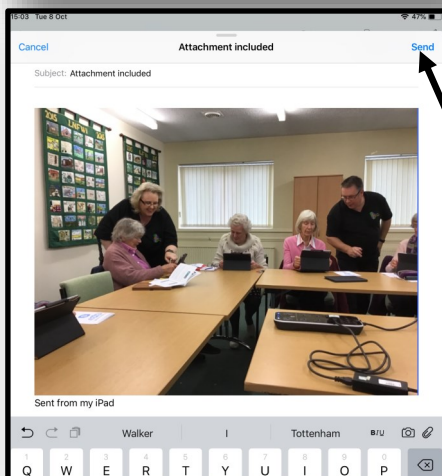
This photo  
screen will  
now appear.  
Select which  
section you  
require by  
touching the  
screen.



Touch the photo you want to use.



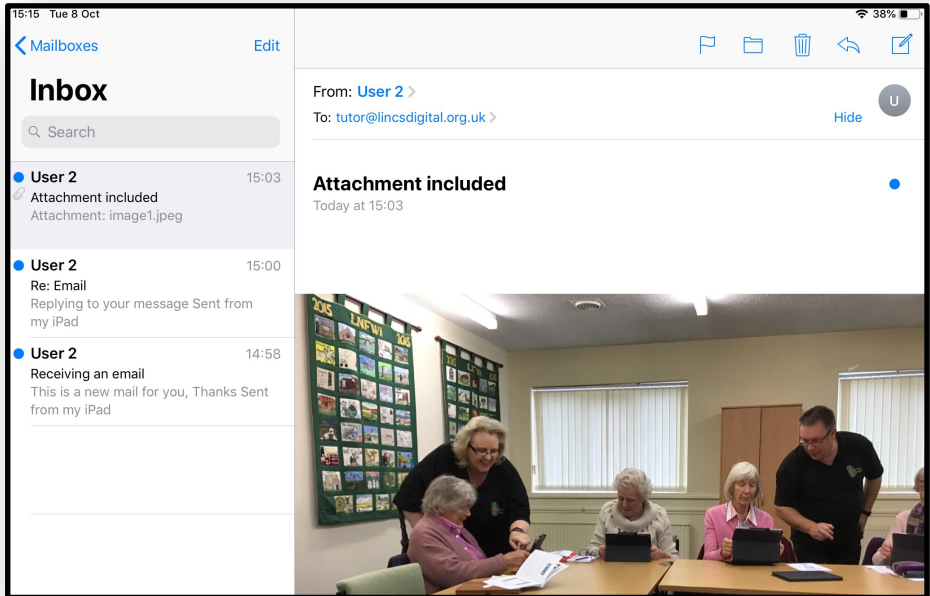
Check you have the correct photo and then touch "Use".



The photo appears in your email.

Repeat to add more photos.  
Touch send when ready.

## Receiving e-mails

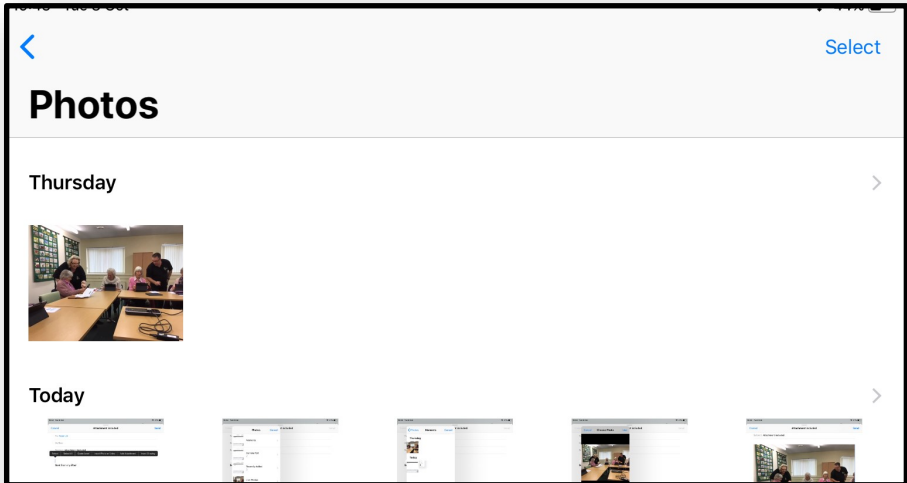


- New e-mails appear in the Inbox
- You see who it is from and the subject in the left screen
- The content of the e-mail appears on the right side of the screen
- The paper clip indicates there is an attachment with the e-mail
- “Re:” shows that the e-mail is a reply to one of your messages

## Additional way to e-mail a photo

Touch the Photo App

See Page 3

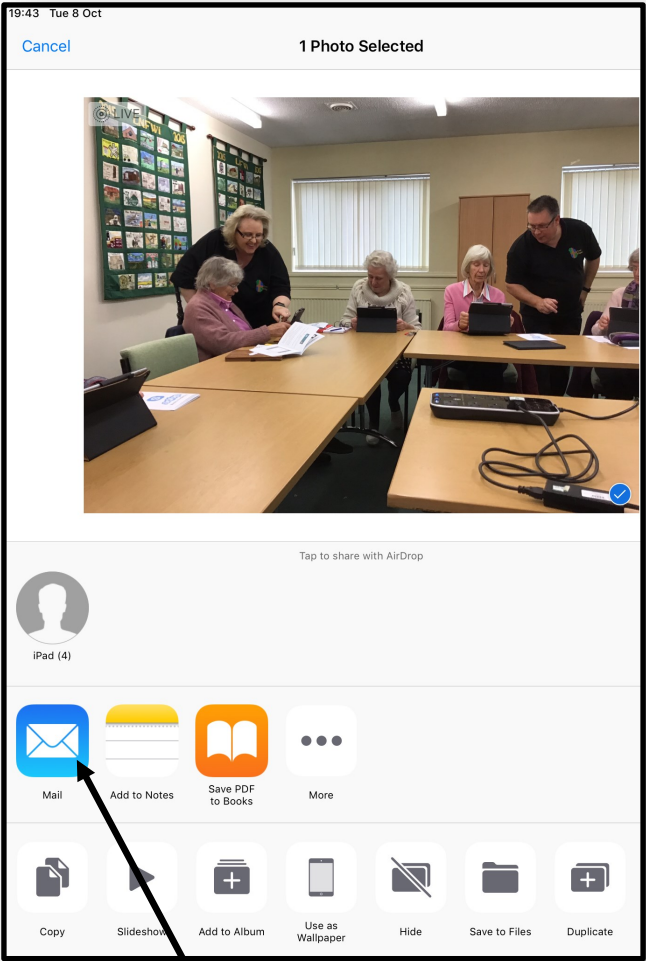


Touch the Photo you require and then touch select in the top corner.

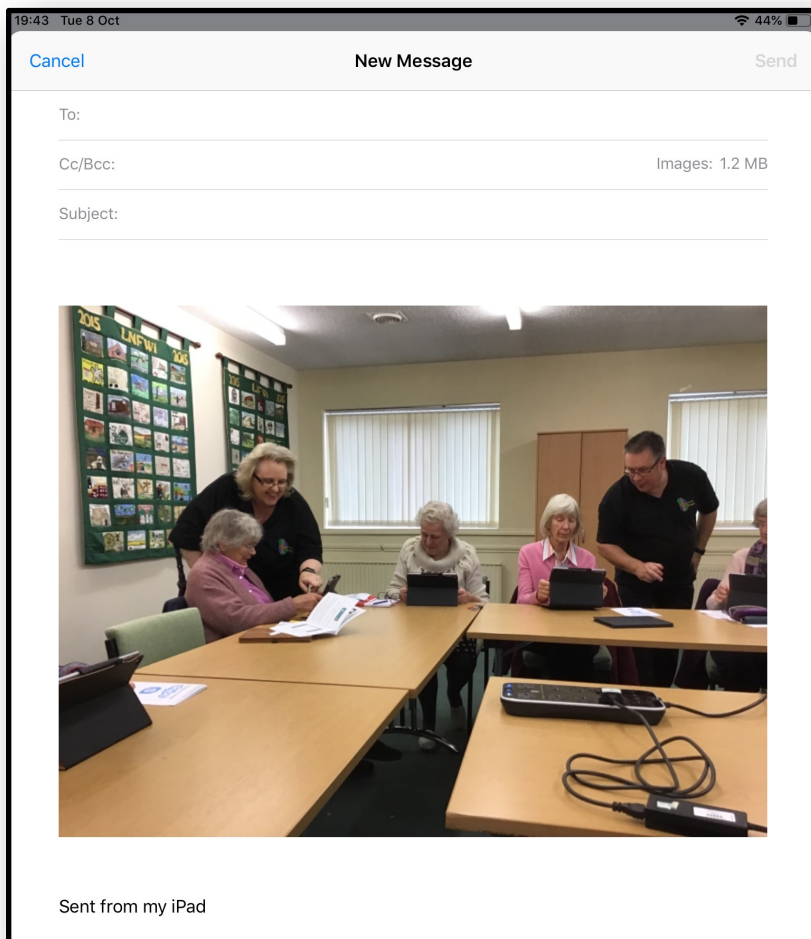


Check the preview of your photo and then touch





Touch the Mail Icon

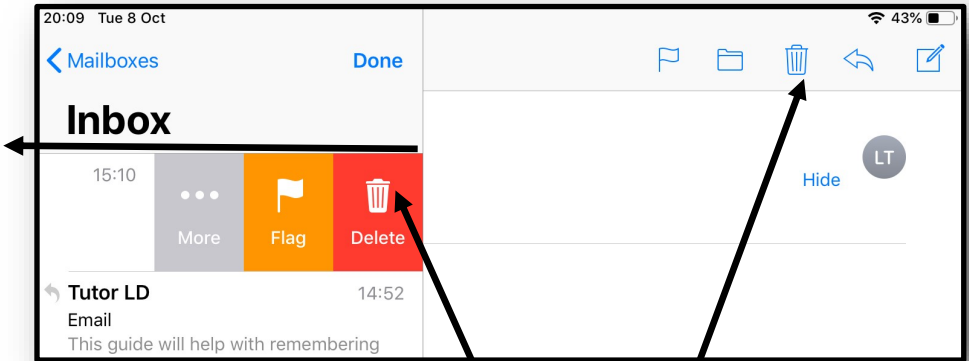


The New Message Screen opens and the photo is inserted for you.

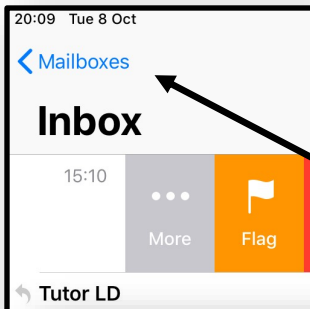
Complete the "To", "Subject" , Type your message and then "Send".

## Points to Remember

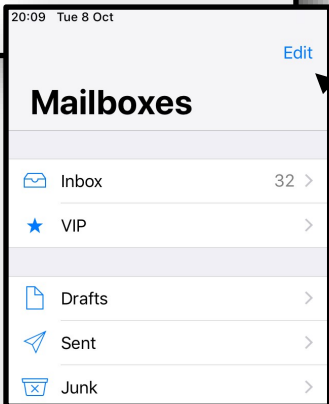
- e-mails are equivalent to a written letter
- They can be used as legal documents
- They are not secure
- Do not include Bank Card Information on one message
- Do not follow Links from e-mails which appear to be from your bank, electric company, phone etc.
- Do not open attachments on a computer if you do not know the sender
- Computer Virus are often sent as an attachment
- E-mails have a limit of 10mb for attachments
- Send photos a few at a time
- Documents such as insurance documents and receipts for online shopping usually arrive as PDF attachments
- Do not give anyone your e-mail account password
- Deleted e-mails only move to the bin
- Delete from the bin to remove completely
- You can move messages to folders to save them



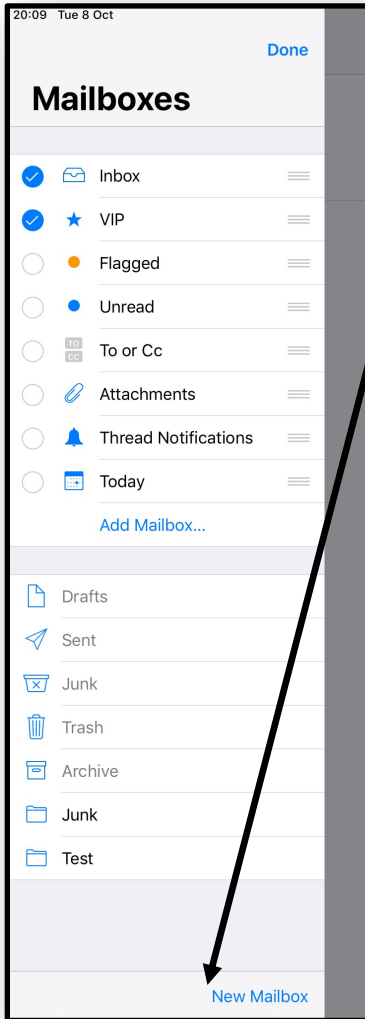
To Delete a message. Slide your finger from right to left across the message and it will delete or you can touch delete.



To Make a folder to save messages.  
Touch Mailboxes



This Screen will appear.  
Touch Edit



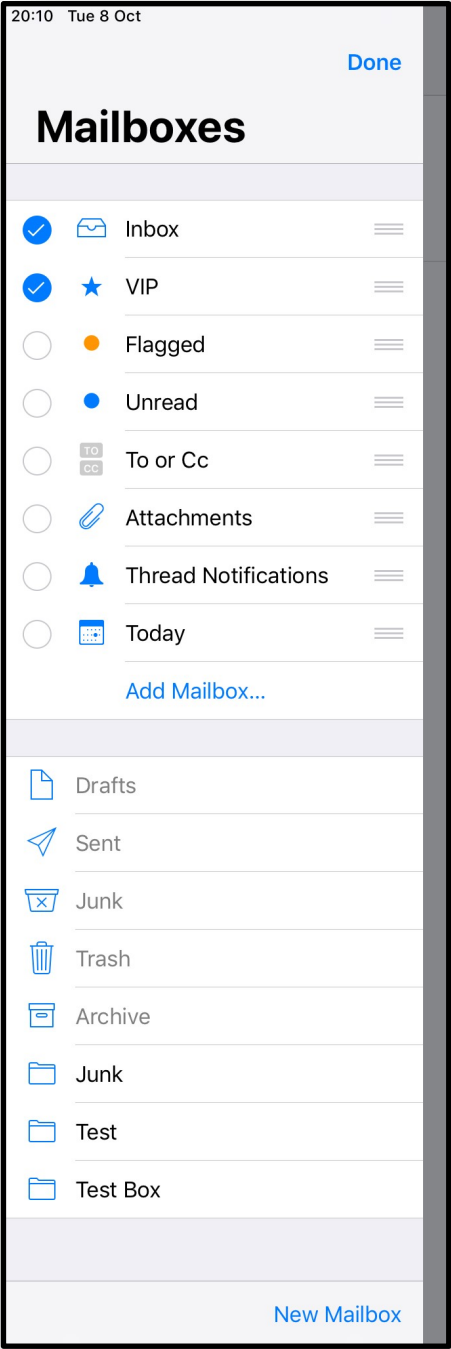
1.Touch New Mailbox

2.Type a name for your new folder

3. Touch your email address folder in this section

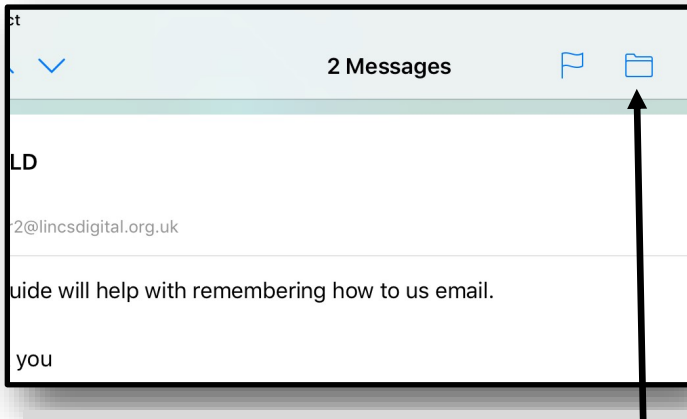
4. Touch Save



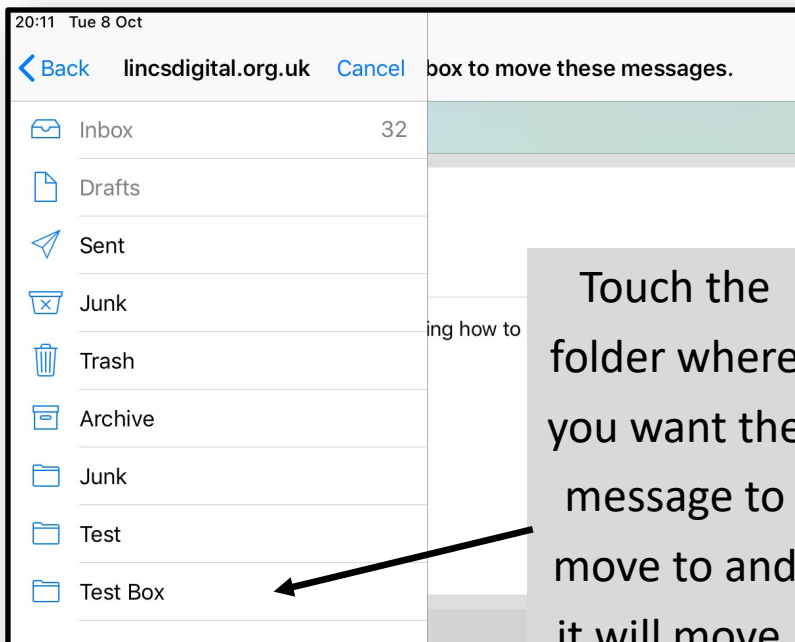


Your New Folder  
will appear in  
the list.

Touch Inbox to  
return to your  
messages.



Touch the e-mail you want to move.  
Touch the folder at the top of screen.



Touch the folder where you want the message to move to and it will move.



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