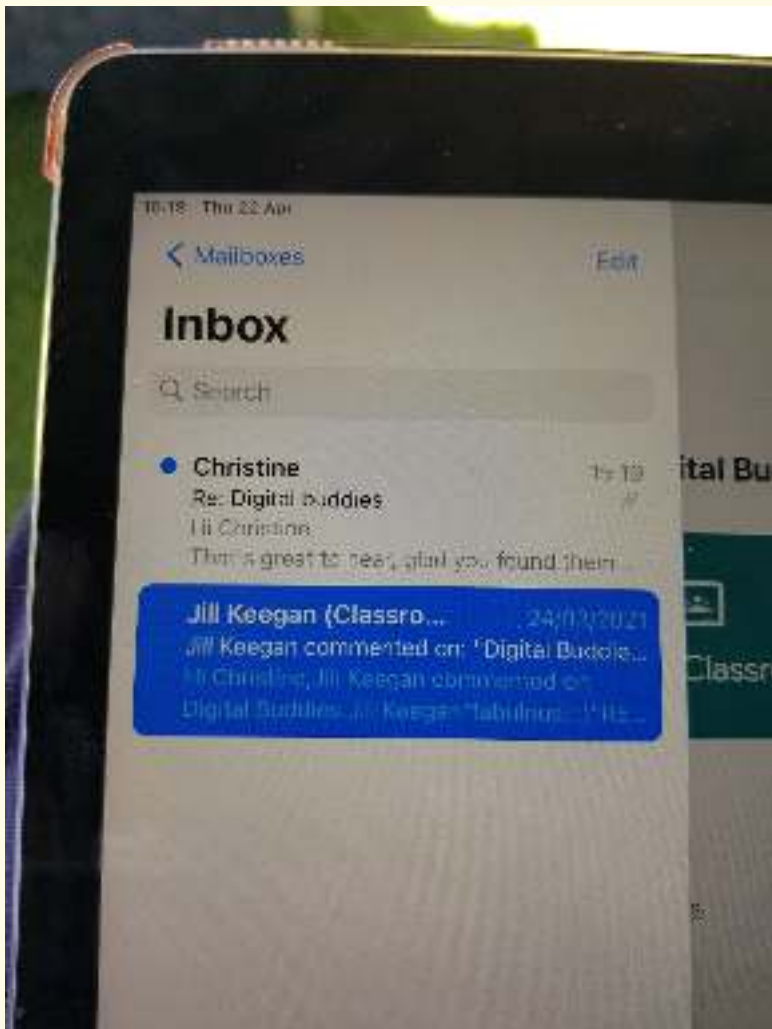
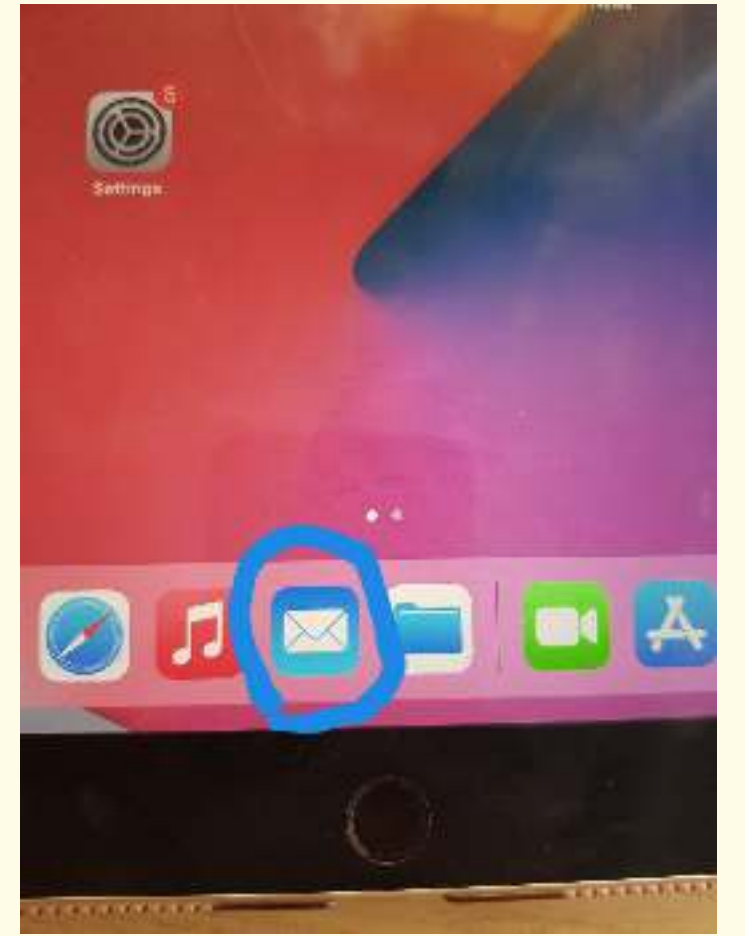




Sending an email on your iPad

1

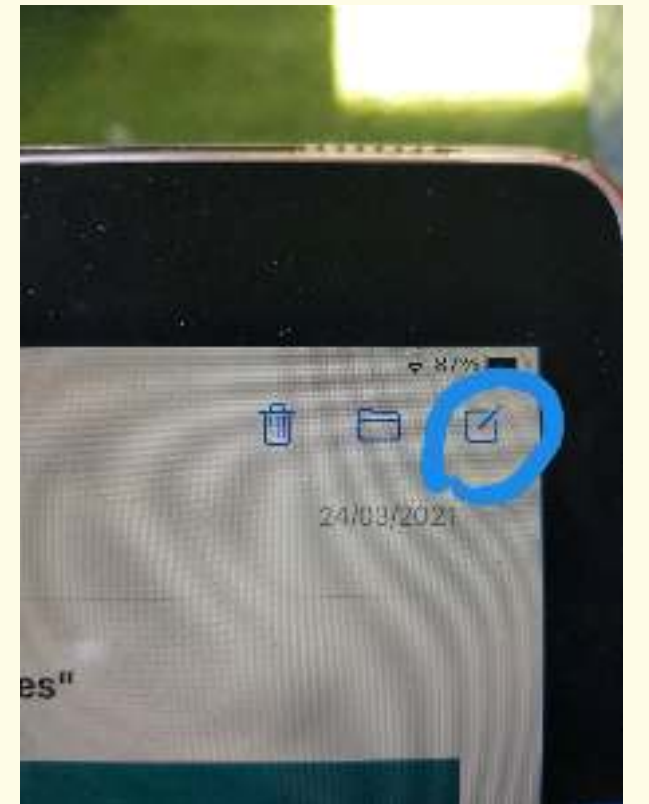
To send an email tap on the blue square with the white envelope in it.



It will open up your inbox where all your emails are stored.

2

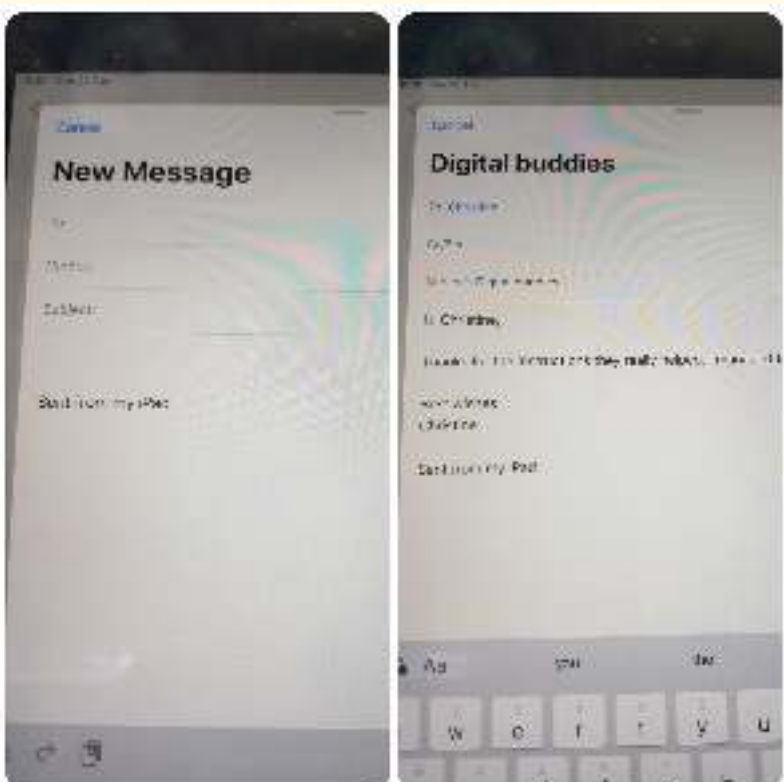
To write an email tap on the square with a pencil in the top right hand corner.



In the 'To' box start to type the email address of the person you want to email. If you have sent or received an email from them their email address should appear in the list. Tap the one you want to email. Next tap on 'subject' and type in what the email is about to give the person you are sending it an idea of what it is about. Next tap above 'Sent from my iPad' and type in what you want to write in your email

3

4

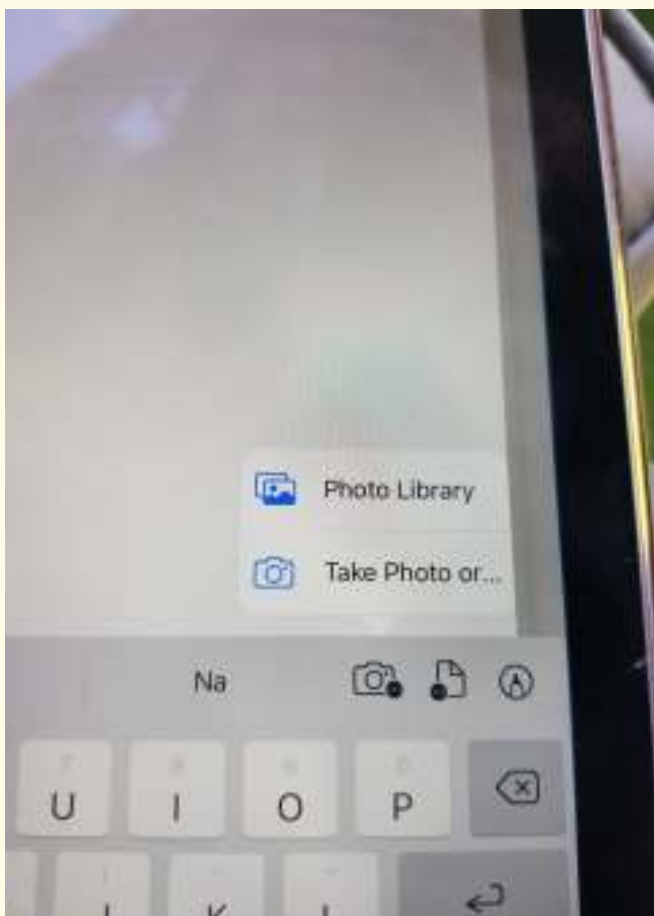
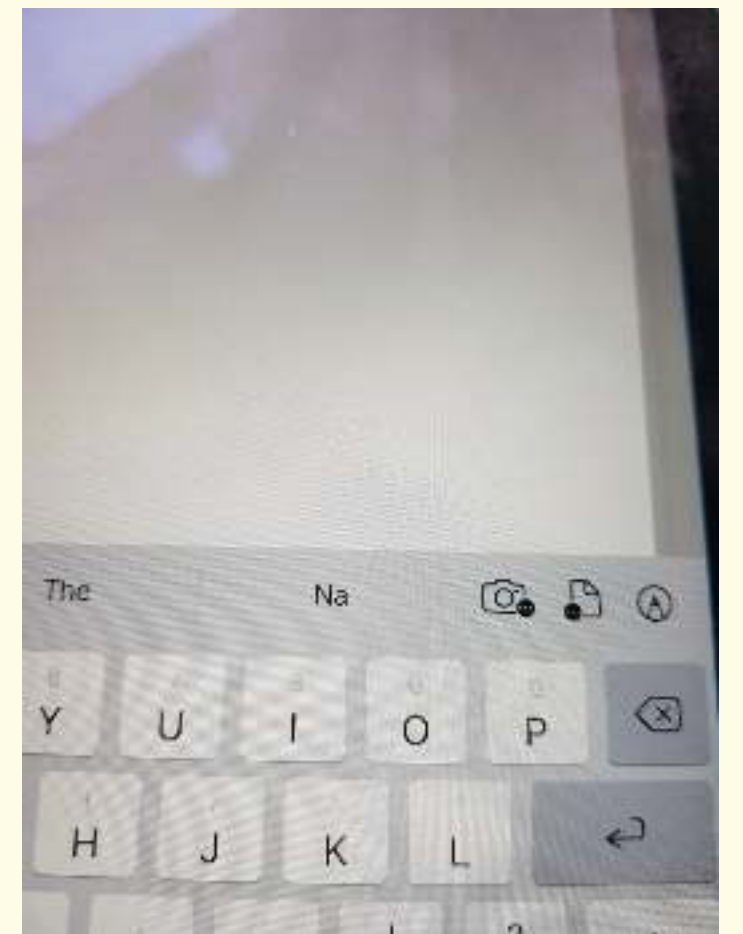




Sending an email on your iPad

5

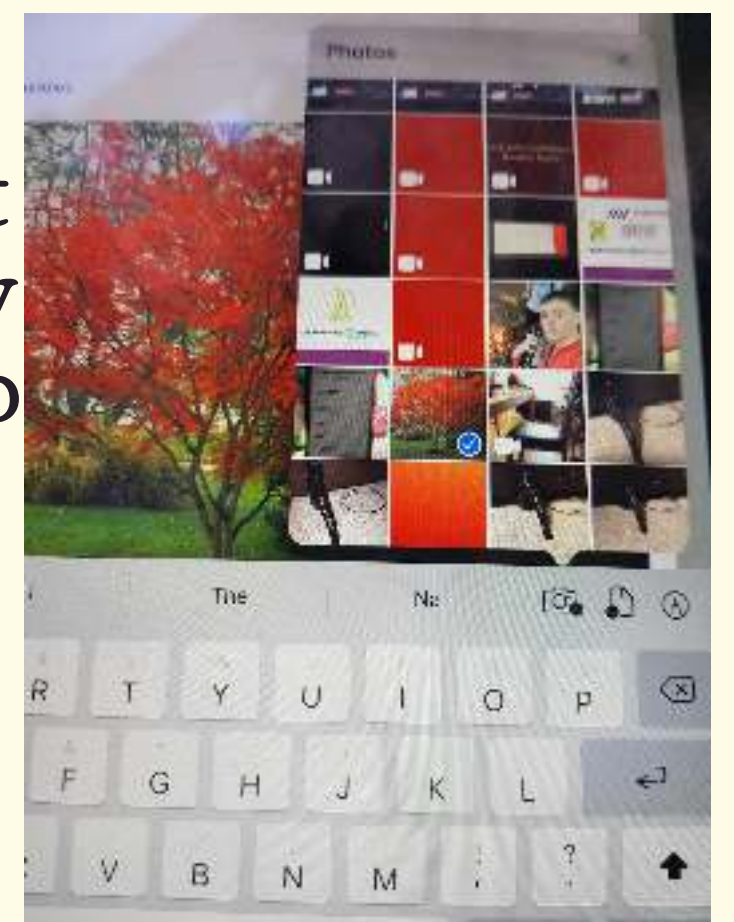
If you would like to attach a photo, video or file to your email tap on either the camera to attach a photo or the rectangle with the corner folded over to attach a file. You will find these in the grey coloured bar above the keyboard.



When attaching a photo it will give you the option to take a photo or go to your photo library where all the photos you have taken are stored.

6

If you choose to take a photo it will take you to your camera. If you want to attach one from your photo library it will take you to all your photos. Tap on the photo (s) you want to attach.



When you have finished selecting your photos tap on the x in the right hand corner, it is opposite where it says photos. The photos will now be attached to your email.

7

When you have finished writing your email tap on the blue circle with the white arrow in the top right corner to send it.

8

