

# More Stuff You Can Do With Mail

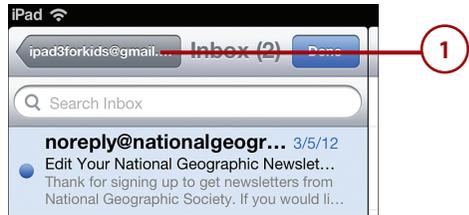
There's more you can do with the Mail app than we could squeeze into the main book. You can create new folders to hold your mail, set up an email account from your computer instead of just an iPad, set up multiple email accounts, and even more, as I'll show you here.

>>> *step-by-step*

## Creating a New Folder for Your Mail

Normally, all emails are stored in the inbox of the account they come to, but if you want, you can keep things organized by storing them in folders.

1. To create a folder, keep tapping the mailbox name button (depending on your account, it could be called by the name of the account—Yahoo! or Gmail, for instance—or Inbox) until you get to the Mailboxes screen.
2. In the Accounts section, tap the account you want to add the folder to.
3. Tap Edit.
4. Tap New Mailbox and give it a name.
5. Tap Save and then Done.

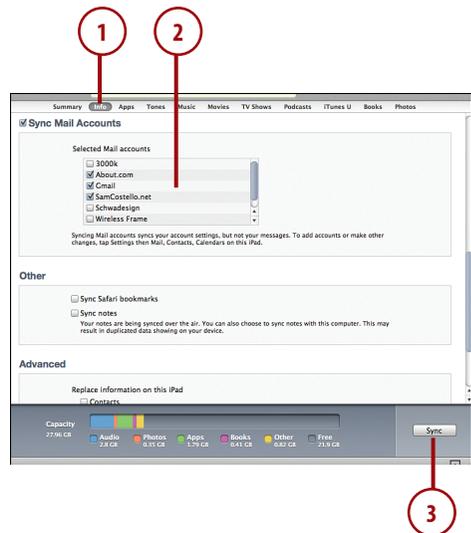


## >>>step-by-step

# Setting Up an Email Account from Your Computer

The easiest way to add an email account to your iPad is by syncing one from your computer. Once you have connected your iPad and synced it (which happens automatically), follow these steps:

1. Click the Info tab in iTunes.
2. Select the email account you want to add.
3. Click the Apply (or Sync) button, and the account will be added to your iPad. I'll cover how to work with your added email account(s) later in this chapter, in the section called "Writing and Sending Email."

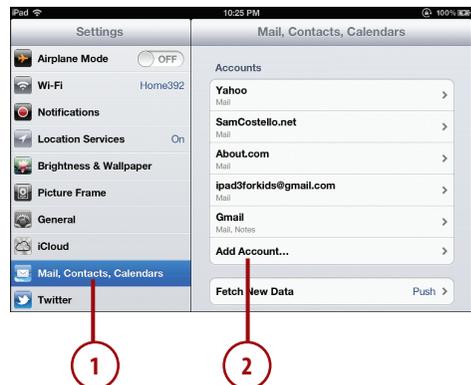


## >>>step-by-step

# Adding Multiple Email Accounts

If you have more than one email account and want to add one (or more) to your iPad, begin by tapping the Settings app and then follow these steps:

1. Tap Mail, Contacts, Calendars.
2. Tap Add Account and then follow the process just described in the section, "Setting Up Your First Email Account on Your iPad."



## >>>step-by-step

# Deleting an Email Account

If you have an email account that you want to stop using, you may want to delete it from your iPad. Deleting the account begins by tapping Settings. Then you follow these steps:

1. Tap Mail, Contacts, Calendars to get a list of all the email accounts set up on your iPad.
2. Tap the email account you want to delete.
3. Tap Delete Account at the bottom of the window.
4. Tap Delete in the pop-up window to confirm the account deletion.



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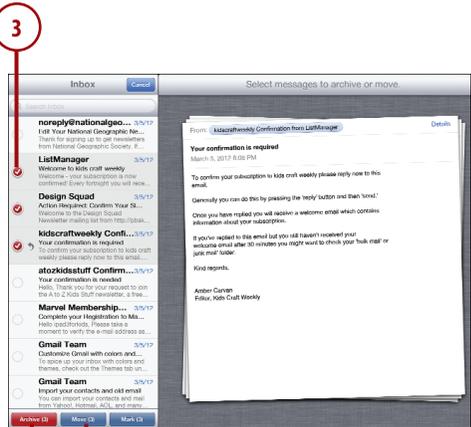
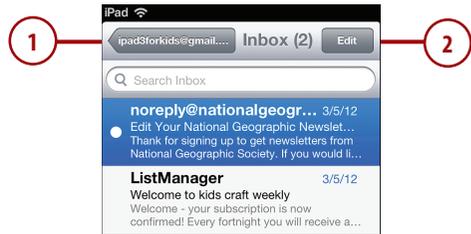
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## >>>step-by-step

# Moving or Deleting More Than One Email

You can also move or delete more than one email at a time.

1. If you're in Portrait mode, tap the Inbox button. If you're in Landscape mode, all the buttons you need are already there.
2. Tap Edit.
3. Tap each message you want to move or delete. A checkmark will appear next to it when you've selected it.
4. Tap Move.
5. Tap Trash (or, in some mailboxes, Archive) if you want to delete the messages or the folder you want to move them to.



>>>step-by-step

## Changing Your Email Signature

You've probably seen them: those little messages, sign-offs, or ads at the bottom of emails. They're called *signatures* and they are automatically added to emails when people have set up their email to use them.

Every email you send from your iPad automatically has "Sent from my iPad" as its signature, but you can change that to be anything you want. To do that, tap the Settings app and follow these steps:

1. Tap Mail, Contacts, Calendar to access your email options.
2. Tap Signature.
3. Tap Clear to erase the current signature.
4. Type your own signature in the space provided. When you've got the one you want, you don't have to tap Save (there is no Save button). Just go do something else and your signature will be saved.

