Using the Mail app

Mail is probably one of the first apps you'll want to set up on your iPad. You can use it to view and send emails, reply to messages, and manage your inbox—all the things you're used to doing with your email account.

The first time you open the Mail app, you'll need to connect it with an existing email address. Select your email provider, then follow the instructions to connect your account with the Mail app. When you're done, you'll be able to send and receive emails from that account on your iPad.

Adding another email account

If you use more than one email account—for example, one for **personal email** and one for **work email**—you can add **multiple accounts** to the Mail app, allowing you to manage all of your messages in the same place.

To add another email account, open **Settings** from the Home screen, tap **Mail, Contacts, Calendars** in the left pane, then select **Add Account**. Follow the instructions to connect the new account.

Email notifications

When you receive a new email, a **badge** will appear on the app icon. The number indicates how many **unread emails** are in your inbox. This allows you to quickly see if you have new messages without opening the Mail app.

You can customize your alerts by opening **Settings**, tapping **Notification Center**, then choosing **Mail**.

Swipe gestures

The Mail app includes many convenient tools to manage your inbox, including **folders** and **flags**. iOS 7 also introduces a new **swipe gesture**, which allows you to quickly manage the messages in your inbox. Just **swipe a message to the left** for the option to **Archive/Delete**, **Reply**, **Forward**, and more.

Customizing the email signature

By default, every email you send will include the words **Sent from my iPad** at the bottom of the message. This is the default **email signature** for the Mail app. If you'd like to customize or remove the email signature, open **Settings** from the Home screen, tap **Mail, Contacts, Calendars** in the left pane, then select **Signature**.

How to Create and Send E-mail

Note that, by default, your e-mails have a signature that says, "Sent from my iPad." This will definitely impress your geekiest friends, but if you want to change it to something a little more useful and personal, just go to Settings. In the Mail settings, cho

Follow these steps to create and send e-mail:

- Choose Contacts and Calendars, and then Signature. You can then enter any signature text you want.

- With Mail open, tap the New Message icon

- Enter a recipient's address in the To field.

- If you have saved addresses in Contacts, tap the plus symbol in an address field to choose an addressee from the Contacts list.

- If you want to copy other people on the message, enter other addresses in the Cc/Bcc field.

- When you tap the Cc/Bcc field, both cc and bcc fields are displayed.

- Tap the subject line and enter a subject for the message in the Subject field.

- Tap in the message body and type your message.

- Tap Send.

- Mail keeps a copy of all sent messages. To view sent messages, tap the Inbox button and then tap Mailboxes. Tap the Sent button, and the folder containing all sent messages opens. Tap a message to review it.

Reply to an Email Message

- From the Home screen, tap Mail.

- Select the appropriate email account/inbox (e.g., All Inboxes, Gmail, Yahoo!, etc).

- Tap the email message.

- Tap the Arrow icon Apps icon (located at the top).

- Tap Reply.

- Edit the subject, enter a message then tap Send.