Setting up email on your iOS device Script

TechTalk 2013

by Suzanne Smith and Bryan Lee of CCIT

Email in iOS

- Will be demonstrating iOS 6.1 on an iPad, if you are using an earlier iOS, you may not have all of the options I demo
- Bryan Lee of CCIT is joining us to help answer questions – he’s our Mac guru – Head of Apple Support and Development

1- Adding an Email Account

- Click on Settings (looks like gears)
- Click Mail, Contacts, Calendars
- Accounts Area
- Add Account
- Various providers listed as default
- Choosing Hotmail (if yours isn’t listed, choose Other – You may need to look in the Help settings of your provider to find the needed information)
- Must have your email already set up with the particular provider
- Enter in Email address and password
- Click Next
- Mail, Contacts, Calendars and Reminders on or off, this is how you would temporarily stop mail
- Can choose to pull in your Contacts, Calendars or Reminders from the provider. To not include, click on the “On” and it will toggle to “Off”
- Click Save when finished

2 - Automated Exchange

- Open browser – navigate to ccit.clemson.edu/iphone
- Scroll down to Exchange Email Account – click here to configure your Clemson University Exchange email account
- Install
- Unverified Profile – Install Now
- Enter Exchange Email and next
- Domain\user = campus\your userid
- Enter password and Next
- Bryan Lee talks about why it is “Not Verified”
- Has to do with Apple security – it is okay.

2 - Automated Exchange
• Profile Installed – Click Done
• Lives in your Settings/General/Profile
• To Edit settings – go to Mail, Contacts, Calendars and Accounts – Click on Clemson University Exchange
• You can turn Off items here by clicking on “On” to toggle to “Off”
• Mail Days to Sync – How many days you would like to be viewable on your iOS device
• Mail Folders to Push – You can choose which folders you would like to “push” – Inbox will push all – leaving the device on that setting – other Push settings are found in another section
• Bryan demos clicking on your account in this area, which takes you to the next screen – notice that the areas are grayed out and you cannot edit. Except you can edit your password as you update your Clemson password.

3 - Set Push Settings

• Settings/Mail, Contacts, Calendars
• You will need to configure your settings for how often you would like for your email to refresh and bring in new emails. Depending on your data plan, you may want to make this a manual setting.
• Click on Fetch New Data
• There are settings here – you can set “Push” to “On” – Push pings the server looking for new content continuously.
• Fetch will work for items that are not configured to Push – you can set how often they Fetch
• Click on Advanced to see for each account
• Each email can be set to Push or Fetch by clicking on the individual emails – Some email providers cannot be “Pushed”
• Bryan goes into more detail about the subject and explains further that it is per provider and that the settings can help with the draining of the battery

4 - Mail Settings

• To configure your mail settings, click on Settings
• Find Mail, Contacts, Calendars in the list and on the right side you will see Accounts Listed
• Under Mail
• Show – Set to 50 Recent Messages – click and it will go to the next screen – this is the amount of messages that will show in your email during the time frame you are syncing – helps eliminate the amount of space it is taking up on your device
• To Choose Others, just click on them
• Navigate back by clicking on Mail, Contacts...
• Preview – when viewing your mail, you can set the amount of lines you wish to preview – click to go into the setting and click on the amount you would like to preview
• Show To/CC Label On/Off
• Ask Before Deleting On/Off – if on you will get a prompt asking you to confirm deletion when you delete an email
• Load Remote Images – Turn off to prevent advertisers from knowing you have opened an email – also helps with taking up less space on your device
• Organize by Thread – If On, your email will group by a particular subject, whenever new messages come in with that subject, one email will show in the viewing area and you will need to click on the email to see the messages related to that thread
• Always BCC Myself On or Off
• Increase Quote Level On – Click on this – to navigate back click on the arrow
• Signature – Click on this – if you do not have iOS 6.1, you will not have the option to change for each of your accounts – otherwise, you can choose Per Account
• Default Account – click on this to choose your default account

5 – Managing Mail

• Badge Icon shows how many unread mails
• Changing order of Email Providers – Edit and drag and drop
• Click on the email provider to see emails for that provider
• Unread messages have a bubble to the left
• To Open email, click on it
• Can navigate through the email and click on links, etc
• Flag, Move, Delete, and Arrow to Reply, Reply All, etc
• Start to Forward the Message
• Cancel to show Save to Drafts or Delete Draft
• Click on Inbox to go back
• Creating a new message
• Typing in email address
• Click on + to get contacts from address book
• Opening To/CC area – Click on From to change the email it is being sent from
• Add a Subject
• Add information to your message and Send a Test Message
• Inbox
• Go to Sent folder under Accounts
• Opens the folder view
• Click on the Arrow with Sent to navigate back out
• Managing your emails in the Inbox
• Swiping finger to get Delete option
• Edit to get the options at the bottom and the open bubbles to the left
• Select emails and then click on the options
• Click Delete, Move, and Mark
Video 6 – Emailing and Saving Images with iOS

• Explain – cannot show the emailing from photo roll option as it freezes the iPad when recording
• From an email, Hold finger down in the message area to get the option to insert images, etc (specific to iOS 6.1)

Video 7 - Deleting Accounts

• Other than Automated Exchange Account – Settings/Mail, Contacts, Calendars/Click on the Account and Choose Delete Account
• Automated Exchange Account
• General/Profile/Remove