

Setting Up The Mail Application On Your iPad

Hello again Area Directors! This tutorial is all about setting up the Mail app on your iPads.

Start by tapping the Settings icon on your home screen.

In the left column marked Settings, scroll down until you see Mail, Contacts, Calendars and tap on that.

On the right under Accounts, tap Add Account...

Your Man in the Mirror email address is provided via Microsoft Exchange, so tap that button next.

You will then be presented with 5 blanks. Enter the following information:

Email: [firstnamelastname@maninthemirror.org](mailto:firstname.lastname@maninthemirror.org)

Domain: maninthemirror

Username: firstnamelastname

Password: yourpassword/thepasswordweassignedtoyou

Description: Type a name for this email account so you can distinguish it from others you add.

Tap Next in the upper right. You may or may not get an error message. If you do, tap continue.

Lastly, whether you received the error message or not, a 6th blank appears:

Server: mail.maninthemirror.org

Type the above in the server blank and tap Next in the upper right. You should see check marks appear next to each blank on the right, and then be taken to a screen where you can turn on and off the retrieval of information such as email, calendar appointments, and contacts.

When you're done selecting what to use from these options, tap on Save in the upper right.

Press your home button, then tap the Mail icon on the home screen. By Default, it will be one of the 4 icons at the bottom of the screen.

If the Man in the Mirror account is the only email account setup for Mail, it will take you right to your inbox, and you can begin viewing messages.

And that's it! Feel free to setup other email addresses for the Mail app to manage for you.

Don't forget to clean out your Spam and Trash folders on occasion!