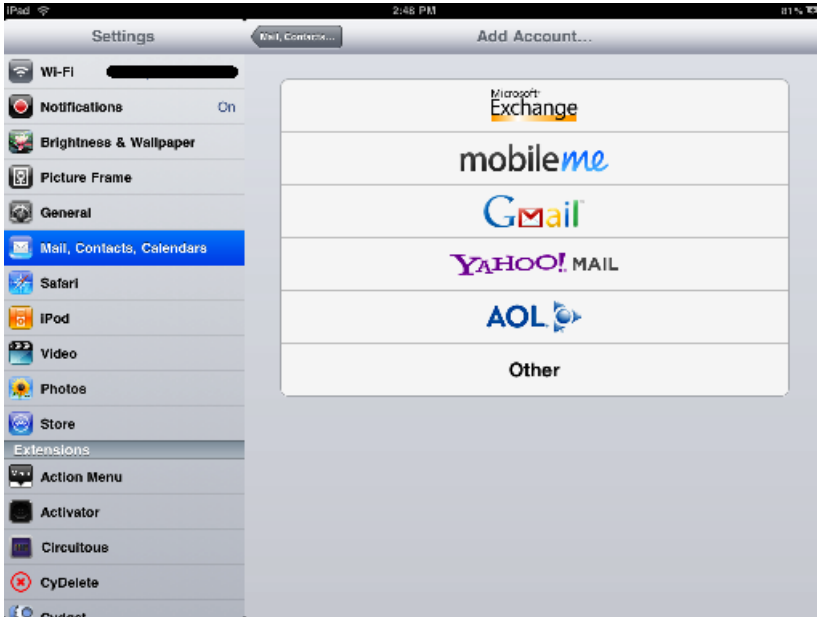# Setting Up Email Accounts on the iPad

Setting up email accounts from the iPad is fairly easy. You just need to know all your email account information. You will need the email address and password.

To add an email account tap Settings, tap "Mail, Contacts, Calendars," tap Add Account. Then, select the type of account you would like to add and enter all your email information.

For a list of popular email server names and setting click here. This information can also be provided by your email service provider.

Managing Emails Accounts

You can add multiple email accounts and once the email accounts are on the iPad it's easy to manage the accounts.

Stop using an Account: Choose "Mail, Contacts, Calendars" choose an account, then turn Account off.

If an account is off, iPad doesn't display the account and doesn't send or check email from or sync other information with that account, until you turn it back on.

Delete an account from iPad: Choose "Mail, Contacts, Calendars" choose an account, then scroll down and tap Delete Account.

Deleting an account means you can no longer access the account on iPad. All email and the contacts, calendar, and bookmark information synced with the account are removed from iPad.

Delete Messages Automatically: Choose "Mail, Contacts, Calendars" choose an account, then select advanced and then select Remove. The default is set on never. You can also choose from one day, one week or after one month.
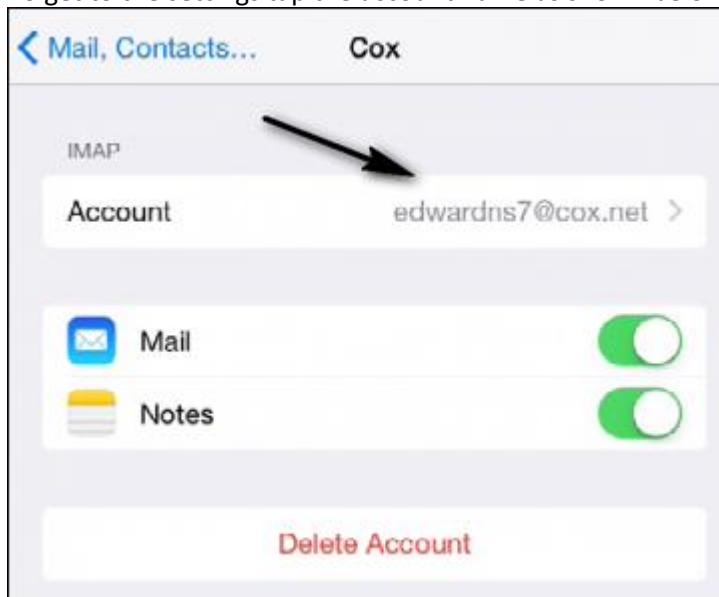
Email Options

There are several options for you to customize you email app with, these options are accessible by going to settings, "Mail, Contacts, Calendars".

- Select the account that you want to work with by tapping it as shown below. In this case I'll tap my Cox account
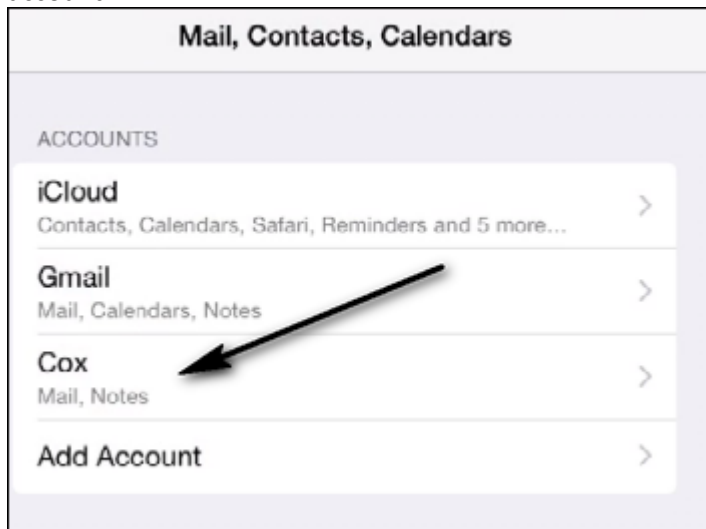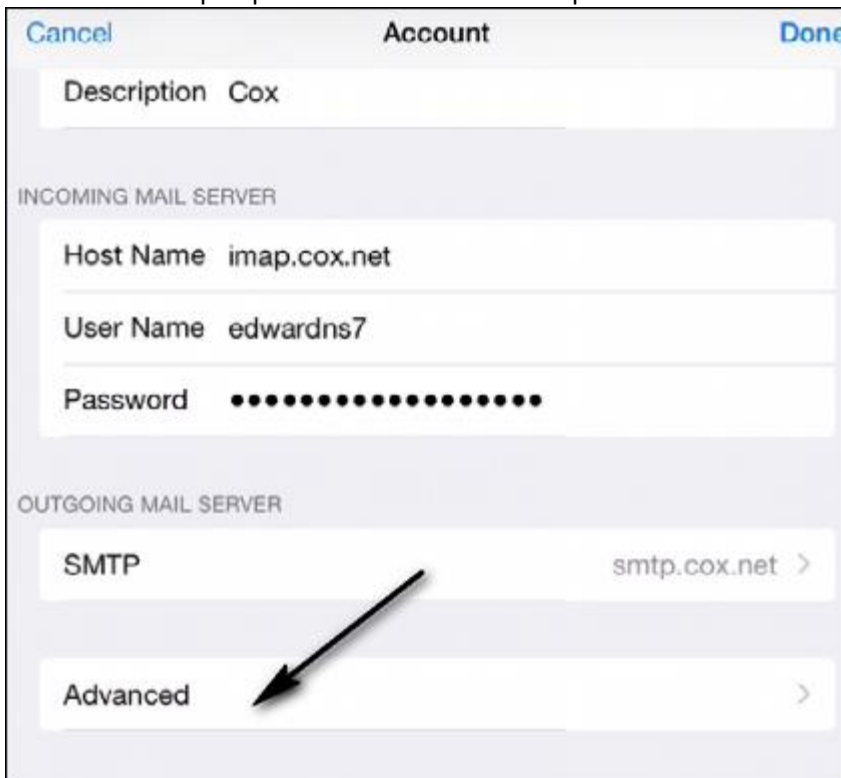

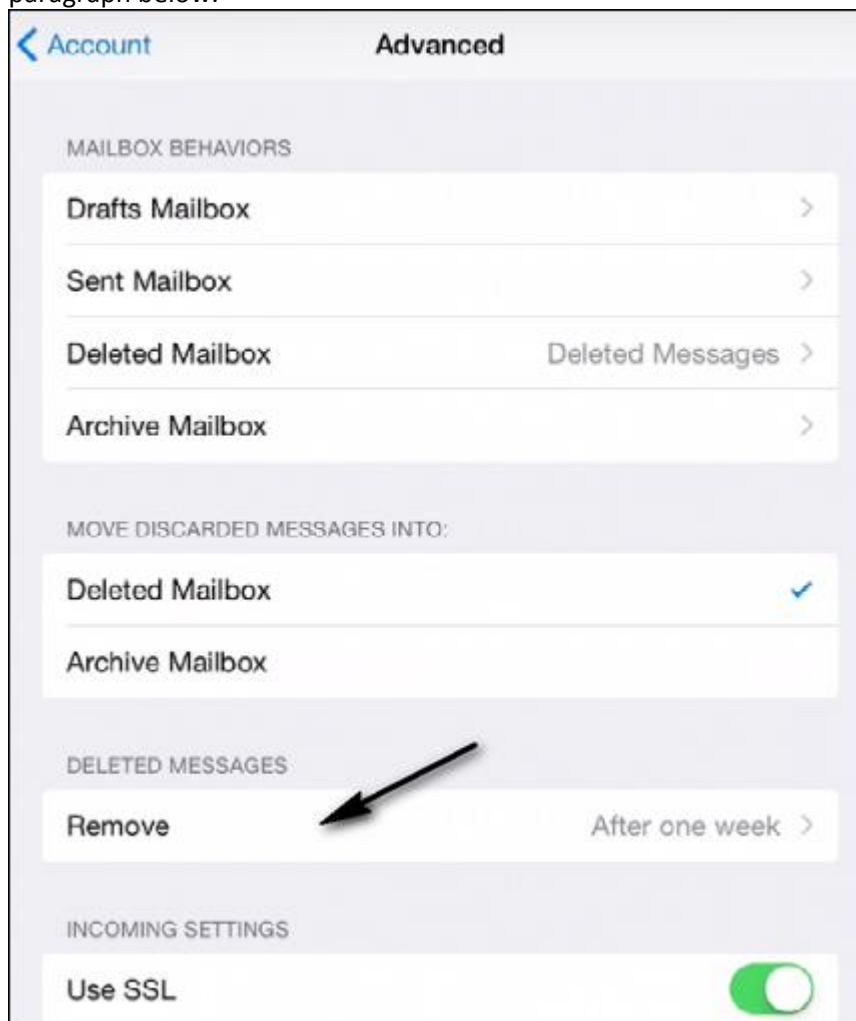- To get to the settings tap the account name as shown below

- Next, you can view or change the settings. You can tap Cancel, Done

- You can also swipe up to reveal the Advanced options as shown below

- From the Advamced options you can control such items as to when to remove messages. See the paragraph below.


How to set messages to delete after a period of time on iPhone and iPad

One of the largest culprits when it comes to chewing through the storage on your iPhone or iPad is the Messages app. From regular text messages to iMessages to photos, videos, and audio notes, they all take up space. In some cases, several gigabytes. However, iOS 8 brings with it an awesome feature that lets you set messages to delete automatically after a set amount of time. That means more storage space freed up regularly without you actually having to think about it!

1. Launch the **Settings app** on your iPhone or iPad running iOS 8 or higher.
2. Tap on **Messages**.
3. Tap on **Keep Messages** under the **Message History section**.
4. Tap on either **1 year** or **30 days**, whichever you'd like.
5. Tap **Delete** in the popup menu to confirm you'd like iOS to delete any messages older than the specified time period. You can not undo this action.

Emailing a Photo

- Open the Photos App
- Go to the album you want to use
- Tap the Select icon at the top
- Tap and select the photos you want to send
- Tap Share icon at the top
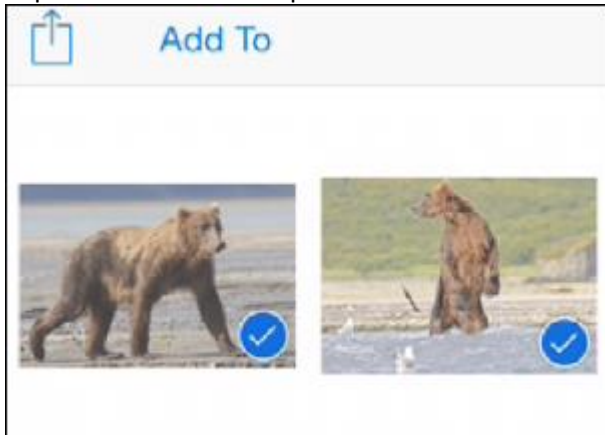
- Tap the Mail icon as shown below
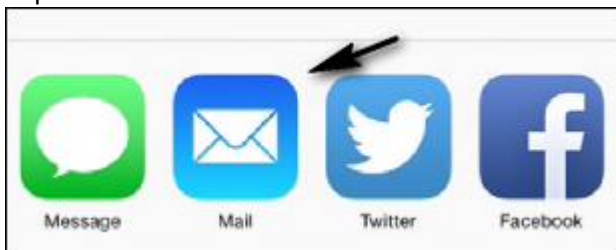
- Fill in the email blanks and send

Email Troubleshooting

Email Attachments Won't Open

The file type may not be supported. iPad supports the following types of email attachments:

- .doc – Microsoft Word
- .docx – Microsoft Word (XML)
- .htm – Webpage
- .html – Webpage
- .key – Keynote
- .numbers – Numbers
- .pages – Pages
- .pdf –   Preview, Adobe Acrobat
- .ppt – Microsoft PowerPoint
- .pptx – Microsoft PowerPoint (XML)
- .rtf – Rich Text Format
- .txt – Text

- .vcf – Contact Information
- .xls – Microsoft Excel
- .xlsx -Microsoft Excel (XML)

FAQ:

Why can't I receive emails from my iPad?

- If you have just set up the account verify that all your email account information is correct. If you need any help with finding the information to enter contact your email provider. Here is [a list](#) with most email settings and links to help pages of popular email service providers.
- Make sure you have a data connection (Wi-Fi or 3g).
- Turn iPad off, and then on again. Press and hold the Sleep/Wake button for a few seconds until a red slider appears, then drag the slider. Then press and hold the Sleep/Wake button until the Apple logo appears.

Why can't I send emails from my iPad?

- After you have verified that all your email account information is correct, go to "Mail, Contacts, Calendars", tap on your email account, tap on the Outgoing Mail Server, tap on the Primary Server, enter your user name and password where it says Optional.
- Make sure you have a data connection (Wi-Fi or 3g).
- Turn iPad off, and then on again. Press and hold the Sleep/Wake button for a few seconds until a red slider appears, then drag the slider. Then press and hold the Sleep/Wake button until the Apple logo appears.

Here is [another article](#) with more detailed email troubleshooting information.