

# How Do I Use Email on My iPhone?

## In this tutorial, you will learn:

- why email is important
- how to set up email
- how to access email
- how to send an email
- how to respond to email

## Introduction

This tutorial will explain how to check email on your iPhone. Email, or electronic mail is a service to communicate with other people. It is a quick and efficient way to reach people and businesses with email addresses. Having email on your iPhone is important because it allows you to receive updates when you get new emails and stay connected to others.

## Getting Started

To begin, start at your [home screen](#) and press the Email [application](#). Depending on your phone's [settings](#) and apps, your home screen may look different. On iPhones, the email application should be at the bottom left of the screen. Press this button to gain access to your email.

## Changing Email Settings

To begin, start at the home screen (Image 1) and tap the settings icon. The settings icon is shaped like gears (in the center of Image 2).

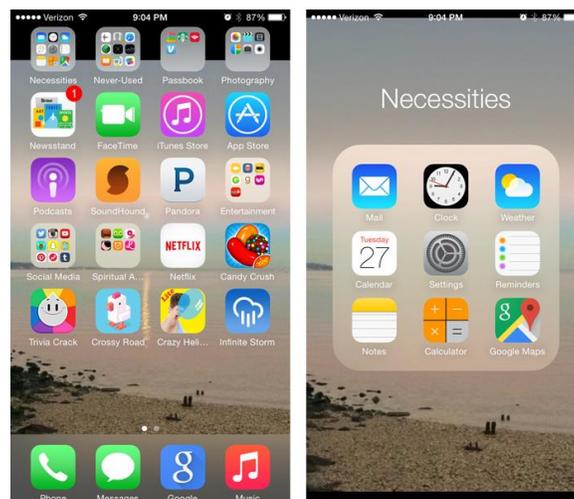


Image 1 and Image 2

Within settings, scroll down until you see the "Mail, Contact, Calendars" tab and tap it to open (Image 3). From here, scroll down until you see "Add Account" (Image 4). Tap it to open.

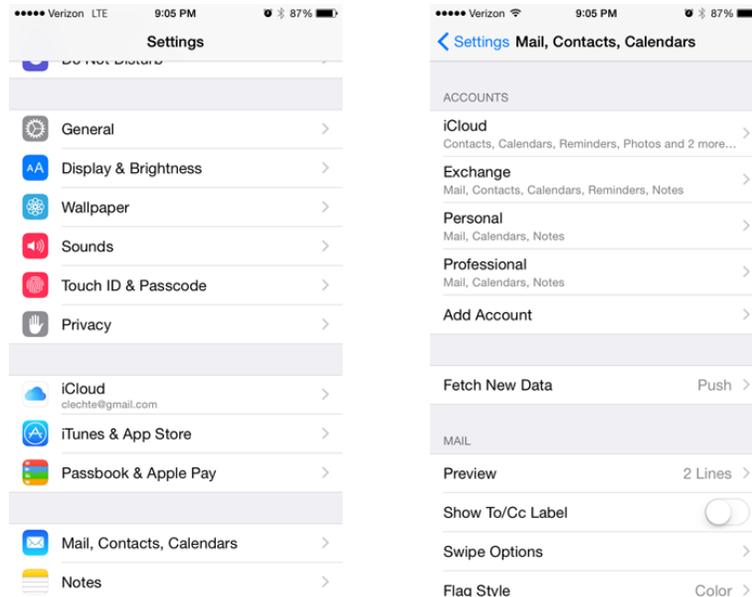


Image 3 and Image 4

Tap to select the type of email account you wish to **log on** to (Image 5).

On the next page, tap the input boxes and enter your **account** information (your email address and your **password**). Press save to continue (Image 6).

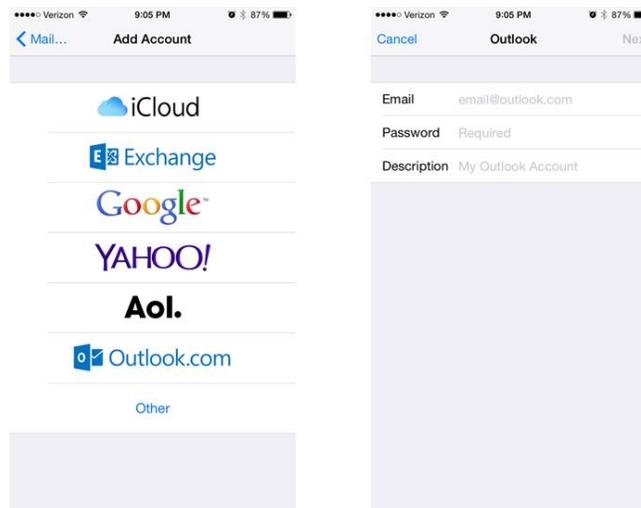


Image 5 and Image 6

Once your account has been added, you will see the Mailboxes screen (Image 7).

## Checking Email

To access your emails, go back to the home screen and tap the mail icon (top left of Image 8). You are now free to check your email and receive **notifications** when you get new emails. Pressing a message will allow you to read the message and respond.

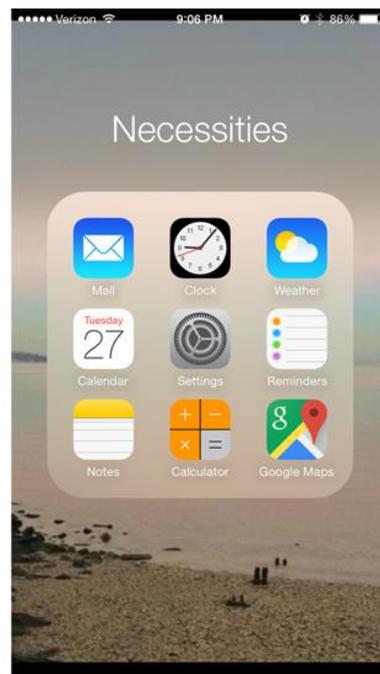


Image 7 and Image 8

## Sending an Email

- creating a new message
- choosing contacts to sent to

## Responding to an Email

- replying to email
- forwarding email

## By now, you should know how to:

- set up email
- change settings
- check email