

How to access your emails

Click one of these icons:

Safari (only for apple products)



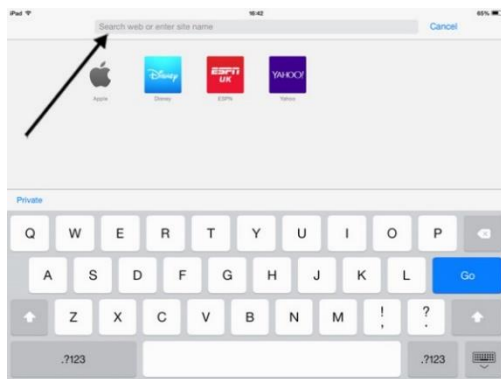
Google



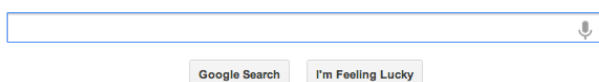
Internet



This will then bring you to an internet page with a search bar (see images below)



iPad/Safari Search Bar

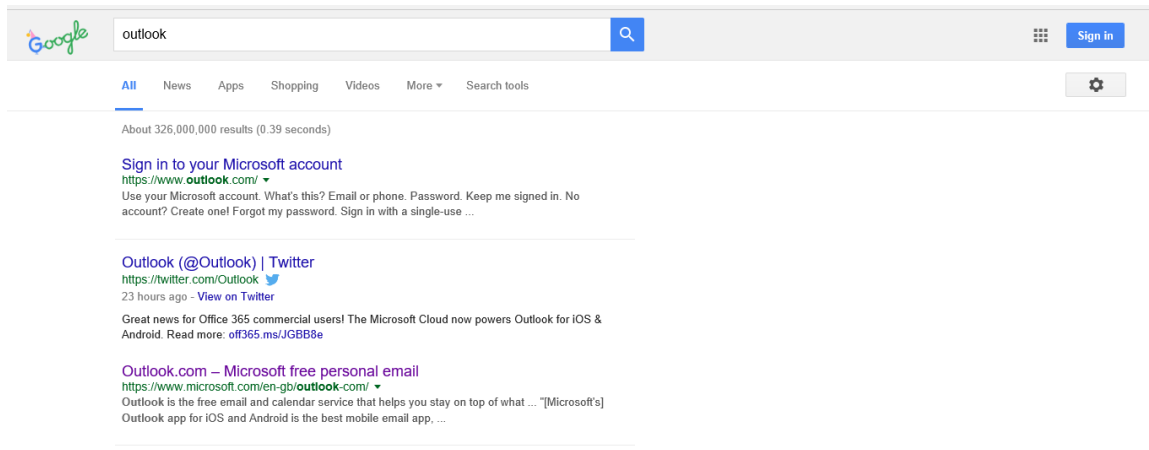


Google Search Bar

How to access your emails

In this search bar can you please type in your email host. For example if your email addresses is example@outlook.com - you would type in **outlook** into the search bar, if your email is example@gmail.com you would type in **gmail** into the search bar and click on the **Go** button on your keyboard.

It should appear like this, then tap on the first website with the bold blue text **“Sign into your Microsoft account”**.



It should then appear like this, can you sign in with your correct email address and password and click on sign in.

****** Please note do not leave a space between your email address. Also when you input your password it will appear as black dots, this is to protect someone from stealing your password. ******

How to access your emails



Microsoft account [What's this?](#)

Keep me signed in

Sign in

Can't access your account?
[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)



One account. All of Google.

Sign in to continue to Gmail

Sign in

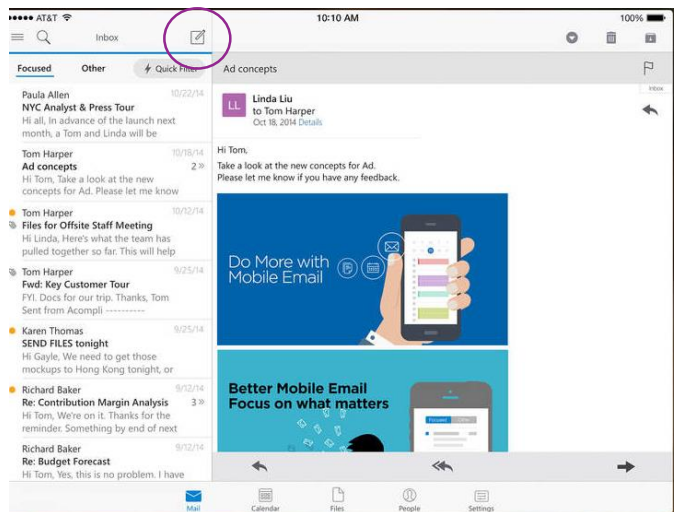
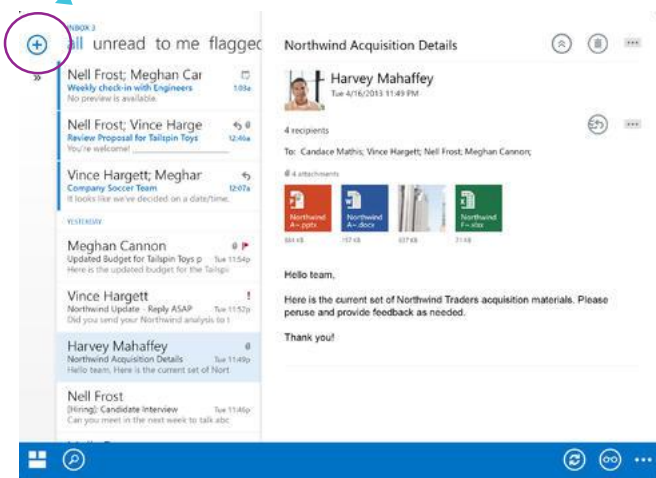
Stay signed in [Need help?](#)

[Create an account](#)

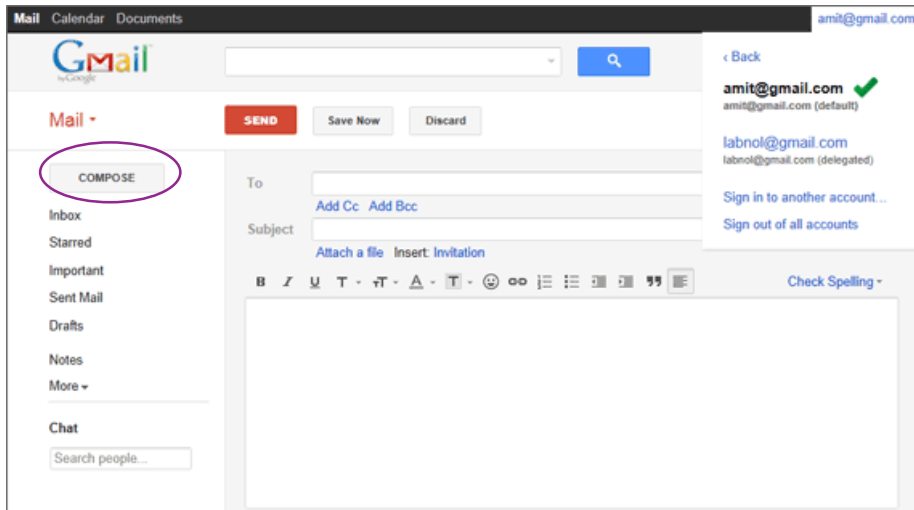
One Google Account for everything Google



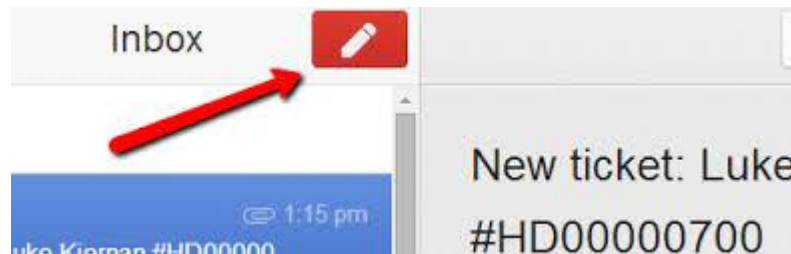
Once in your emails it should appear like the image below, you can click on any of the **purple** highlighted areas to start writing a new email.



How to access your emails

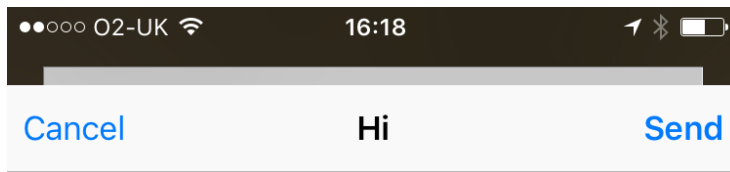


Or if you see this symbol
click on it.



Another box will appear. You can then input an email address of the person you wish to email (don't leave any spaces in the email address). To move down to each section of the email just tap.

How to access your emails



To: example@outlook.com

Put in email address here

Cc/Bcc, From: stef@supportingcommunities.org

Your email address will appear here

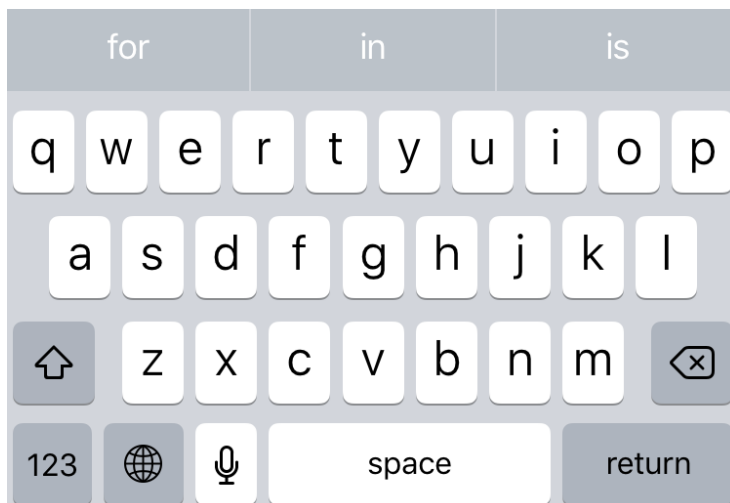
Subject: Hi

Put in any small bit of info in here

Write your email here |

Sent from my iPhone

Mail email goes in here.



March 2017