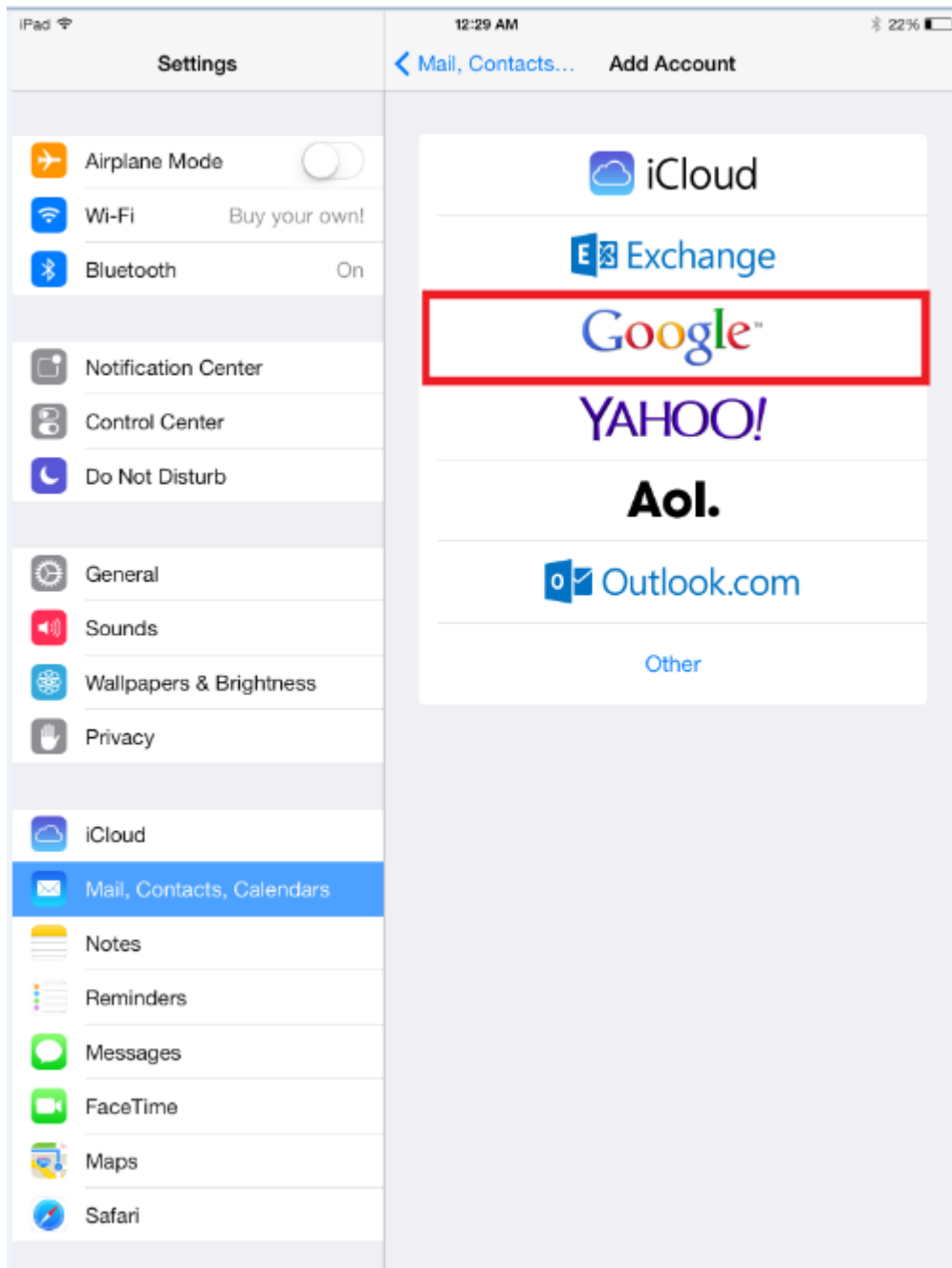# Adding Email Account To Your iPad

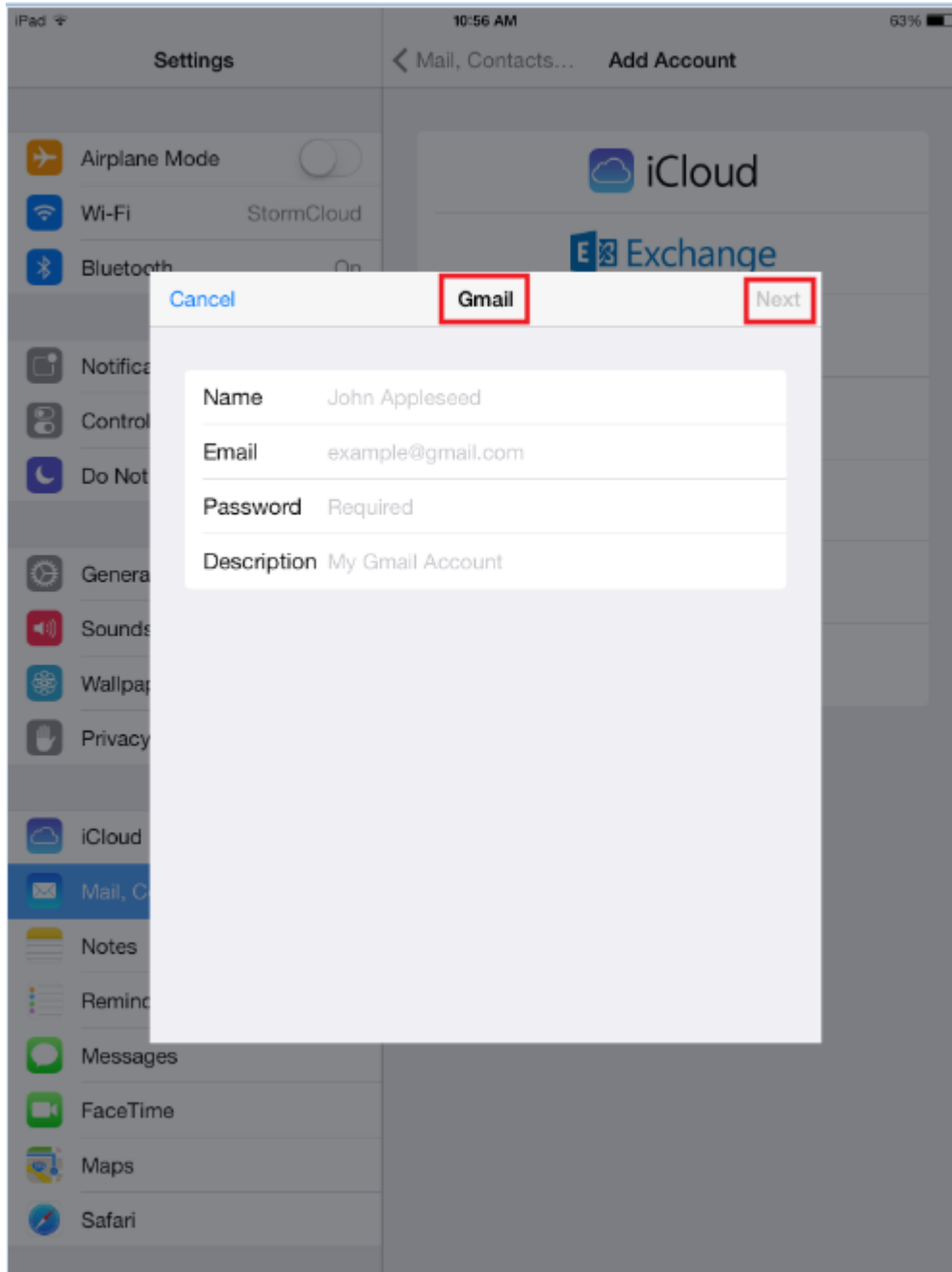To set up your email account the first time start by pressing the Settings icon.

In the left column press the Mail, Contacts, Calendars icon. Then press the "Add Account" icon.
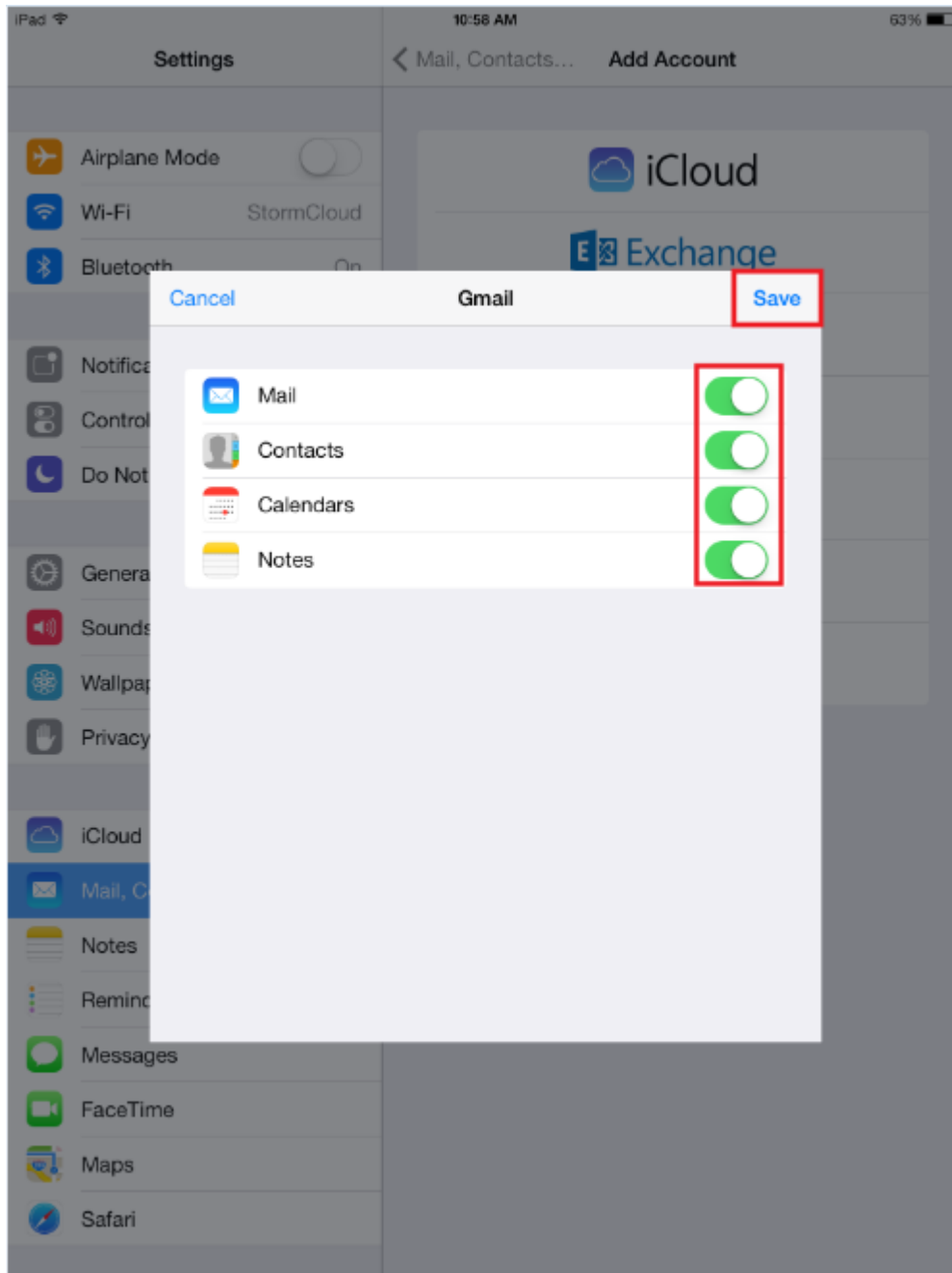
In the options that pop up next choose Google as the account.

In the next window enter your credentials for your email account. This is usually your first initial, last name and the last 4 of your student ID followed by @davidsonccc.edu. After you have entered your information press next in the top right hand corner.

In the last window you'll choose what you want to sync. You can tell what you are synching by the green icon beside the option. After you have chosen what to sync press save in the top right hand corner.
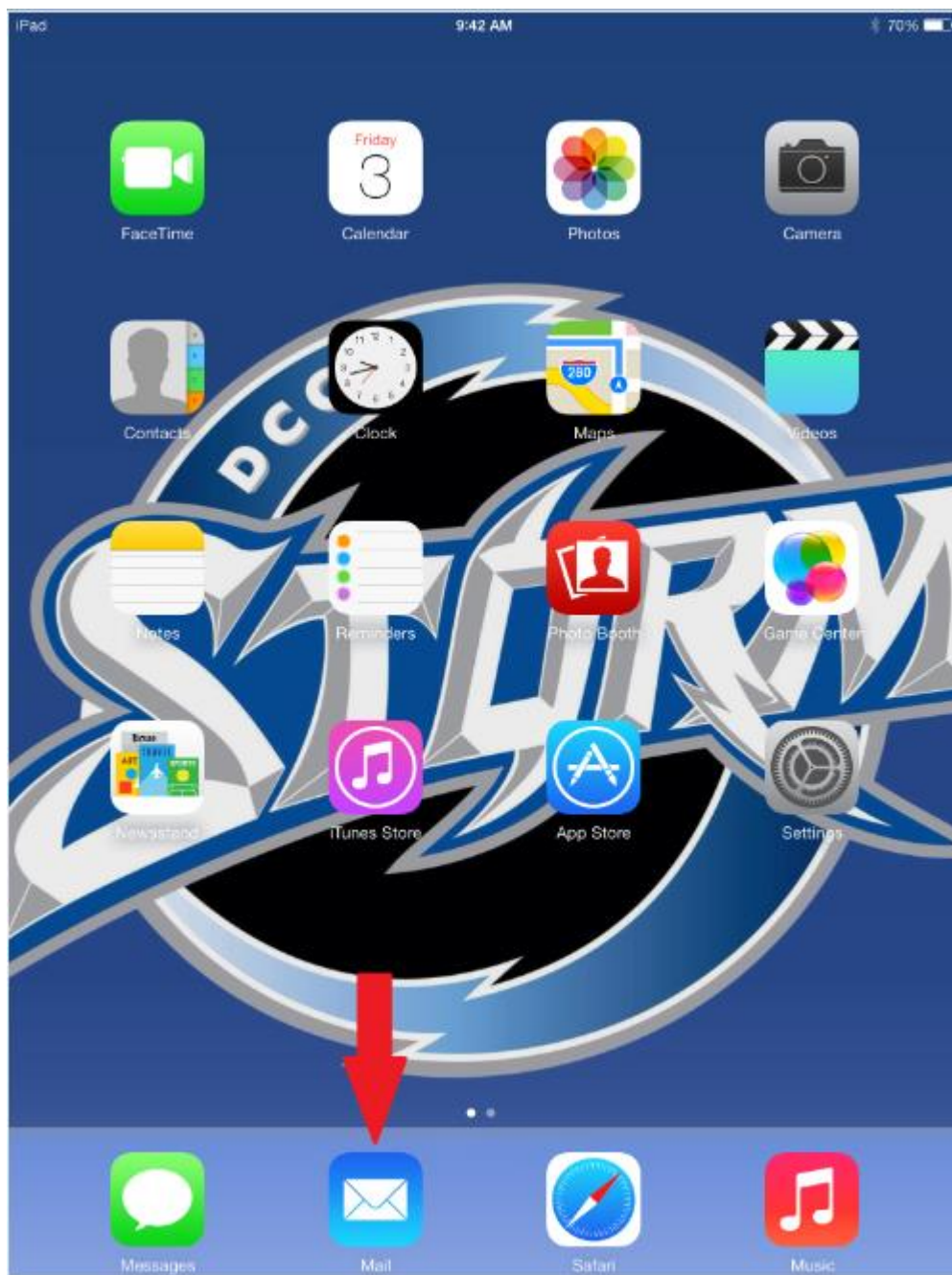
Email Etiquite

1. **Be informal, not sloppy.** Your fellow students may use commonly accepted abbreviations in e-mail, but when communicating with Instructors, everyone should follow standard writing protocol. Your e-mail message reflects you and your professionalism, so traditional spelling, grammar, and punctuation rules apply.
2. **Keep messages brief and to the point.** Just because your writing is grammatically correct does not mean that it has to be long. Nothing is more frustrating than wading through an e-mail message that is twice as long as necessary. Concentrate on one subject per message whenever possible.
3. **Use sentence case.** USING ALL CAPITAL LETTERS LOOKS AS IF YOU'RE SHOUTING. Using all lowercase letters looks lazy. For emphasis, use asterisks or bold formatting to emphasize important words. Do not, however, use a lot of colors or graphics embedded in your message, because not everyone uses an e-mail program that can display them.
4. **Use the blind copy and courtesy copy appropriately.** Don't use BCC to keep others from seeing who you copied; it shows confidence when you directly CC anyone receiving a copy. Be cautious with your use of CC; overuse simply clutters inboxes. Copy only people who are directly involved.
5. **Don't use e-mail as an excuse to avoid personal contact.** Don't forget the value of face-to-face or even voice-to-voice communication. E-mail communication isn't appropriate when sending confusing or emotional messages. Don't use e-mail to avoid an uncomfortable situation or to cover up a mistake.
6. **Remember that e-mail isn't private.** I've seen students get into trouble for using e-mail inappropriately. E-mail is considered school property and can be retrieved, examined, and used in a court of law. Unless you are using an encryption device (hardware or software), you should assume that e-mail over the Internet is not secure. Never put in an e-mail message anything that you wouldn't put on a postcard. Remember that e-mail can be forwarded, so unintended audiences may see what you've written. You might also inadvertently send something to the wrong party, so always keep the content professional to avoid embarrassment.
7. **Be sparing with group e-mail.** Send group e-mail only when it's useful to every recipient. Use the "reply all" button only when compiling results requiring collective input and only if you have something to add. Recipients get quite annoyed to open an e-mail that says only "Me too!"
8. **Use the subject field to indicate content and purpose.** Don't just say, "Hi!" or "From Laura." Agree on acronyms to use that quickly identify actions. For example, your team could use <AR> to mean "Action Required" or <MSR> for the Monthly Status Report. It's also a good practice to include the word "Long" in the subject field, if necessary, so that the recipient knows that the message will take time to read.
9. **Don't send chain letters, virus warnings, or junk mail.** Always check a reputable antivirus Web site or your IT department before sending out an alarm. If a constant stream of jokes from a friend annoys you, be honest and ask to be removed from the list. Direct personal e-mail to your home e-mail account.
10. **Remember that your tone can't be heard in e-mail.** Have you ever attempted sarcasm in an e-mail, and the recipient took it the wrong way? E-mail communication can't

convey the nuances of verbal communication. In an attempt to infer tone of voice, some people use emoticons, but use them sparingly so that you don't appear unprofessional. Also, don't assume that using a smiley will diffuse a difficult message.
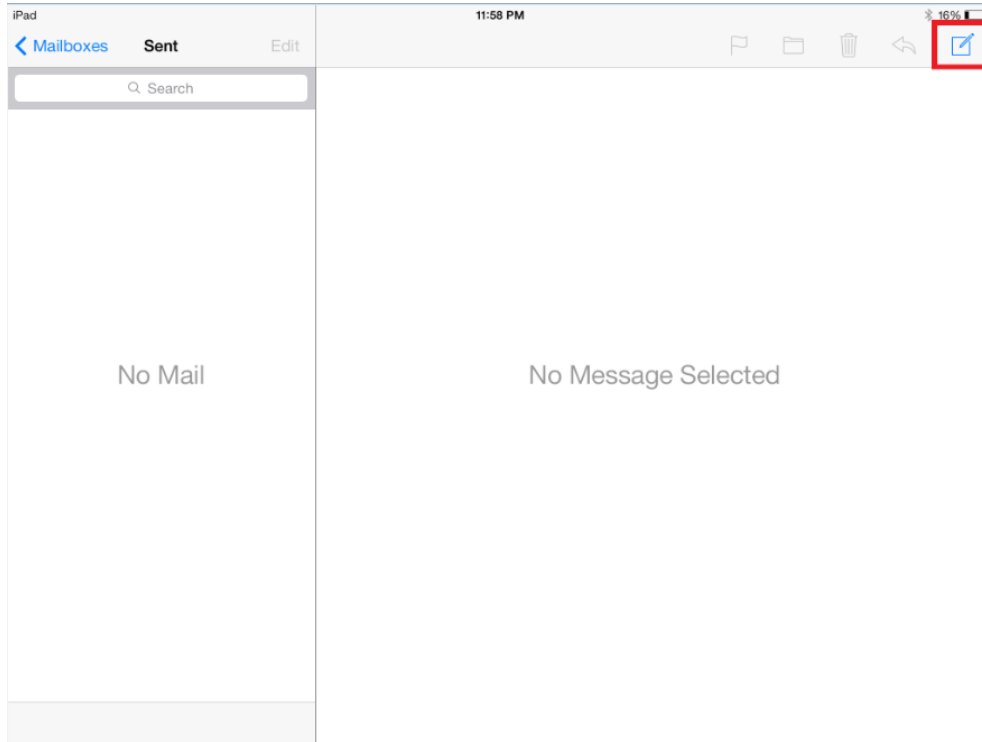
11. **Use a signature that includes contact information.** To ensure that people know who you are, include a signature that has your contact information, including your mailing address, Web site, and phone numbers.

12. **Summarize long discussions.** Scrolling through pages of replies to understand a discussion is annoying. Instead of continuing to forward a message string, take a minute to summarize it for your reader. You could even highlight or quote the relevant passage, then include your response. Some words of caution:

- If you are forwarding or reposting a message you've received, do not change the wording.

- If you want to repost to a group a message that you received individually, ask the author for permission first.
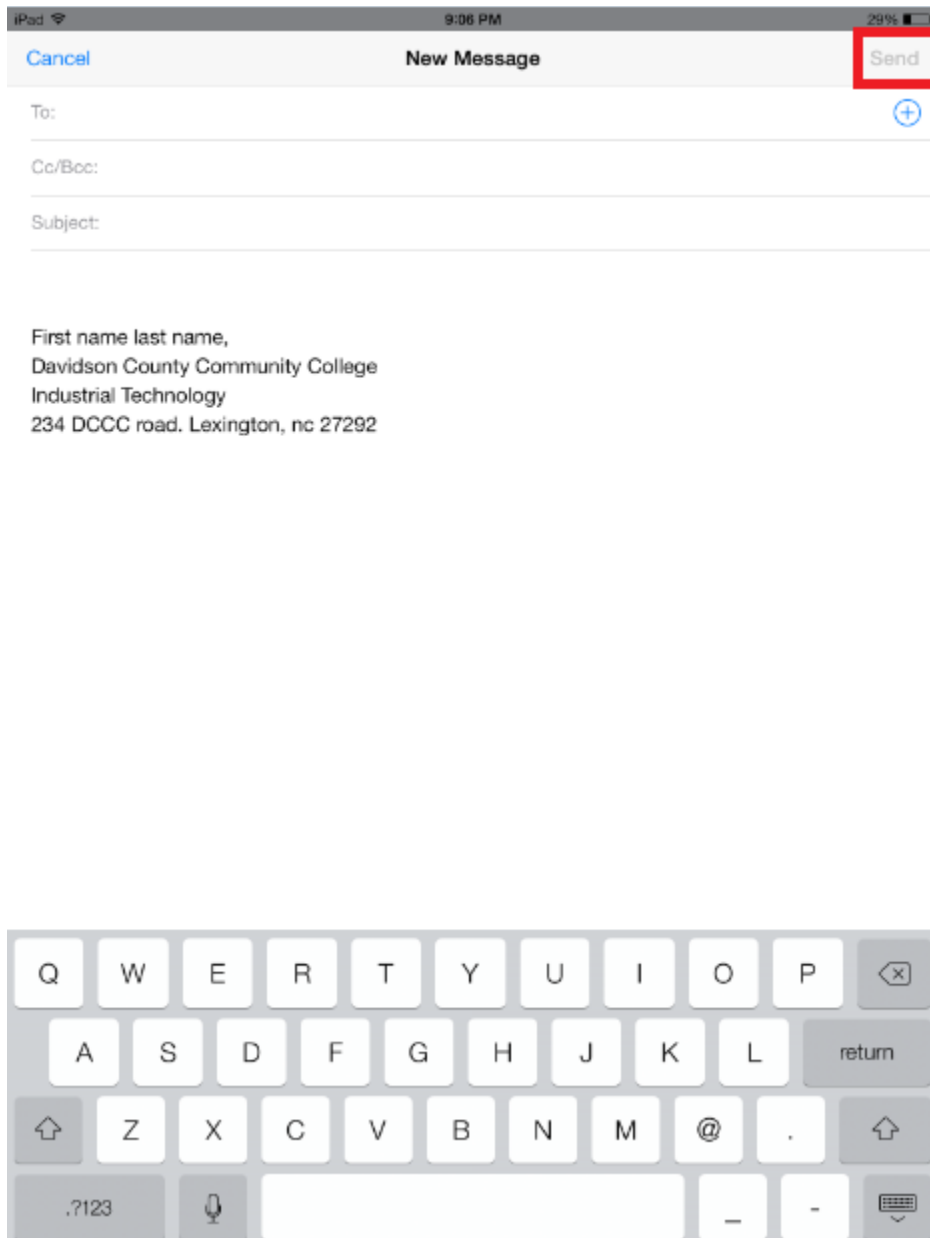
- Give proper attribution.

To send an email from your iPad start by pressing the mail icon on the home screen.

In the top right corner press the icon for composing emails.

Fill in the appropriate information and press the send button in the top right hand corner of the screen.

Steps to creating a custom email signature.

Step one.
Go into the settings on the iPad.

Step two.

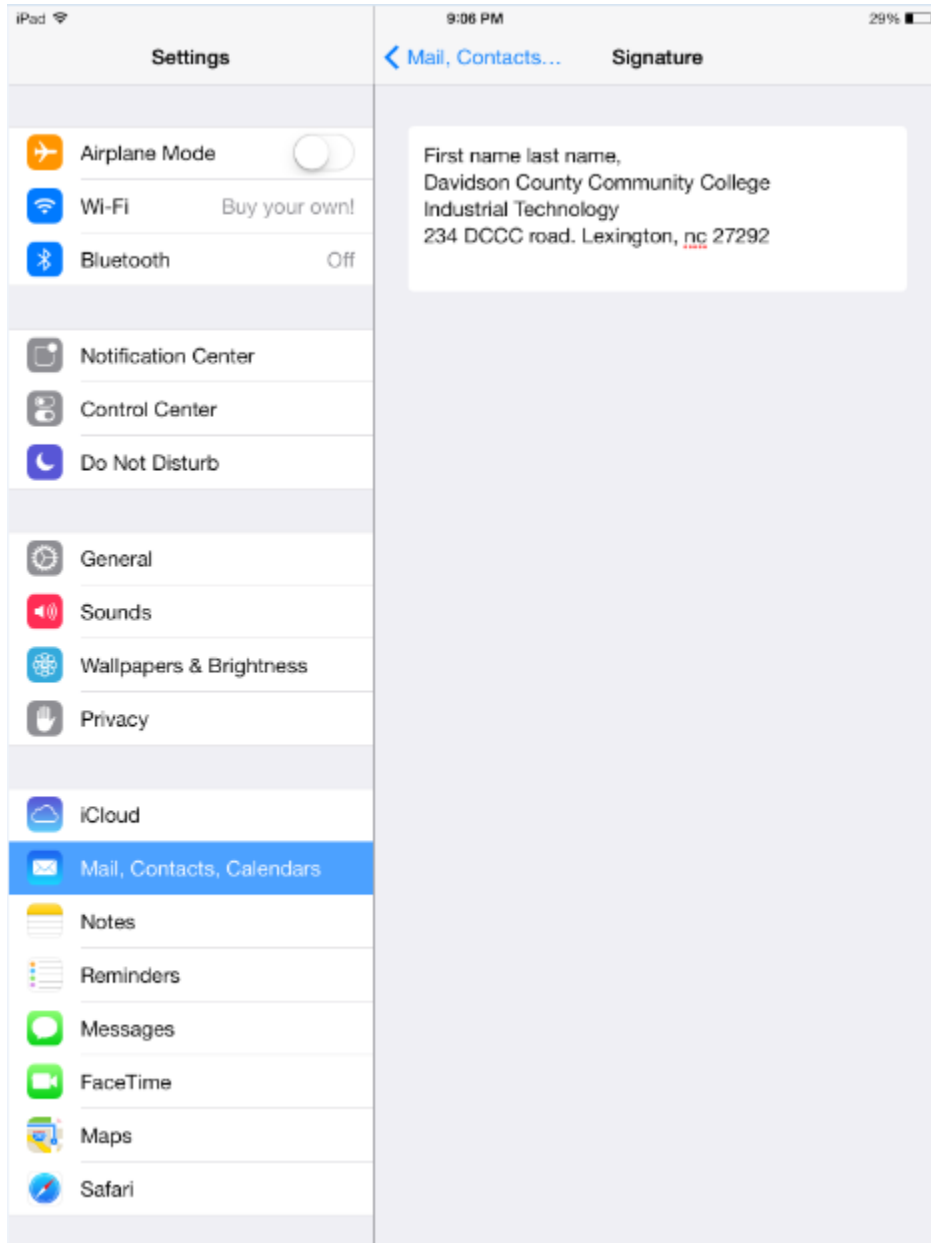Select "mail,contacts, and calendar" from the side bar.

Step three.
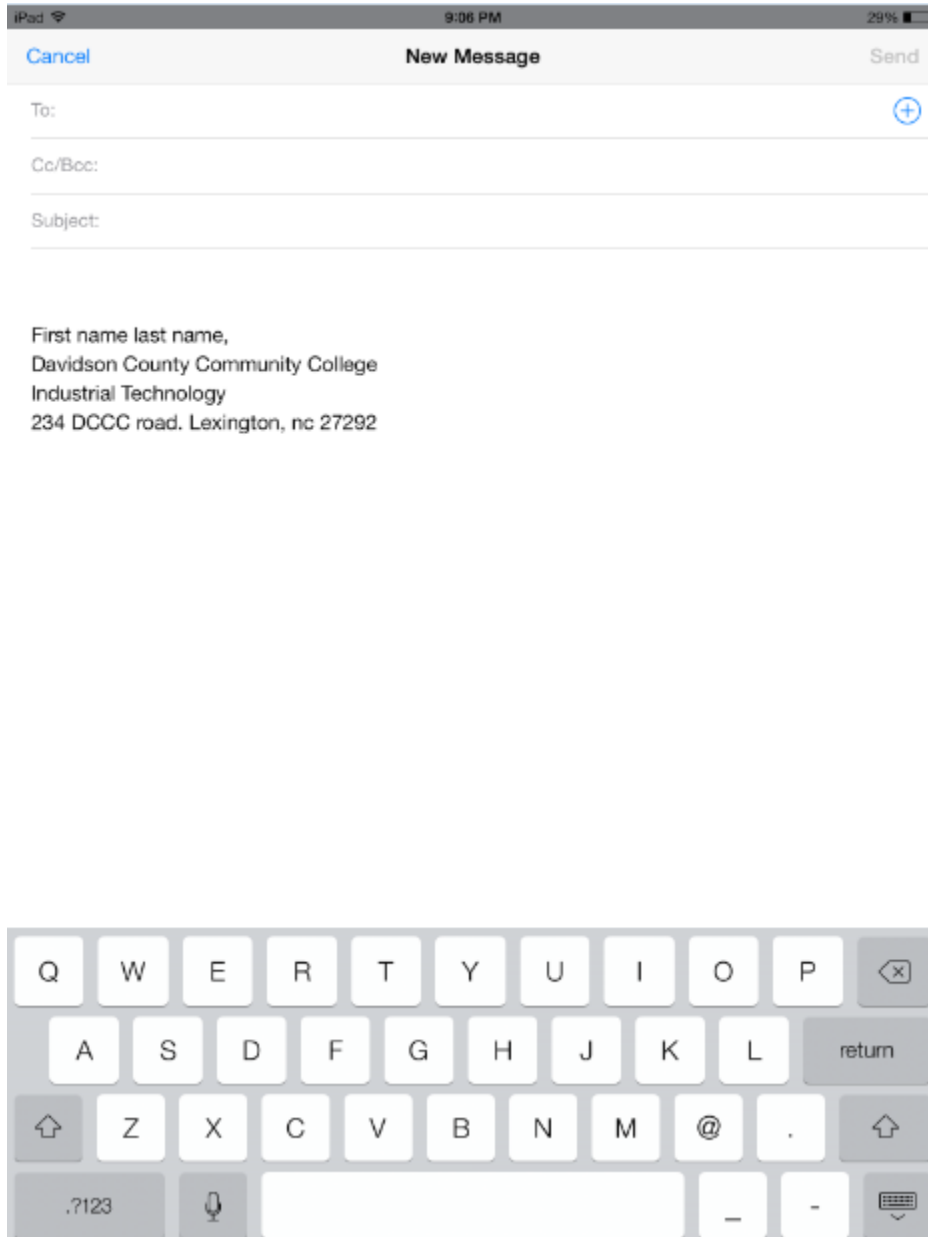
Tap on the option for signature.

Step four.

Clear the default signature and input your own custom signature.

Step five.

Hit the home button, launch your email and any new composed email will have your new signature.

Your email signature should be short and professional. Maybe something to the lines of

"YourID@Davidsonccc.edu"

Industrial Manufacturing Dept.

2345 DCCC address."

But of course using your own information.