

Sending photos via EC Mail on an iPad

Logging in to EC Mail

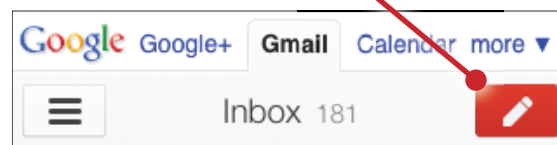
- 1 Open the Safari app and tap the *Search or enter an address bar* at the top of the screen. Type in *EC Mail* and tap the *Go* button to find the link to your University mail as shown below.

EC Mail - The University of Auckland Student Email System
webmail.ec.auckland.ac.nz/
Your obligations, rights and responsibilities in using the Electronic Campus (NetAccount) services.

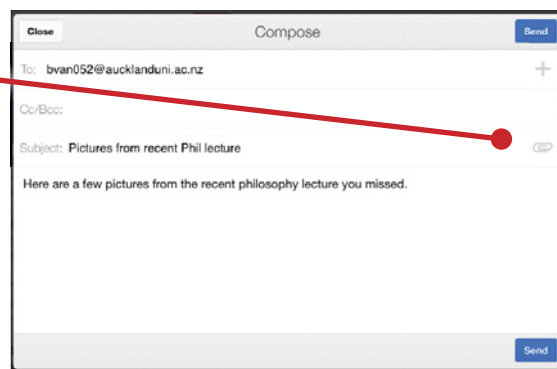
- 2 Open the EC Mail web address and tap *Login to EC Mail* on the left side of the screen. Enter your UPI/ University email and password and tap *Sign in*. This will take you to your EC Mail inbox.

Sending photos in a new message

- 1 To compose a new message, tap the *small red pencil icon* at the top of the screen.

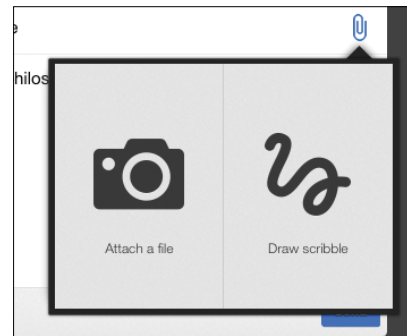


- 2 A prompt will appear asking for the email address and subject of your message. To attach images to your email, tap on the *small paperclip* to the right of the subject line.

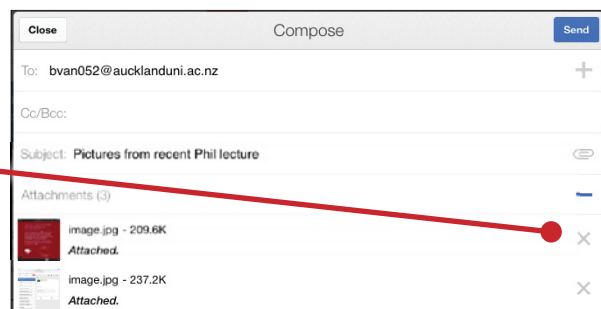


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- 3 Next, tap on **Attach a file** and select **Choose Existing**. Here you can select the image from your iPad you wish to attach to your email. If you wish to send more than one image, you need to tap the paper clip again to upload another picture.



- 4 Once an image has been added to your email, it will show up in your message under **Attachments**. If you wish to remove an image you have attached, simply tap the **X** button to the right of your attachment. Once you are done attaching your images, tap the **Send** button to send your message.



Logging Out

- 1 Once you have finished sending your message, don't forget to log out of your account. To do this, tap the small tab containing **your email address** at the bottom left of your screen and press **Sign out of all accounts**.

