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# iPad® at Work

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**DUMMIES**®  
A Wiley Brand

## Learn to:

- Set up and get going with your iPad
- Quickly create and interact with typical office documents and systems
- Synchronize and back up data on your work network
- Use your iPad for project management and communication

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# Introduction

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If you bought this book (or are even thinking about buying it), you've probably already made the decision to use an iPad in your work. That's great, because the iPad makes a great tool for people in all sorts of businesses. Maybe your iPad is an adjunct to your computer, or maybe it's your primary computer. Either way, this book has you covered.

## *About This Book*

Who you may be, dear reader, varies widely. Maybe you've been using an iPad for entertainment and other personal activities, or maybe you're completely new to the iPad. Maybe you're self-employed, or part of a small business that has little or no tech support. Maybe you work for a big company that has an IT department to both help you and impose rules on how you can use your iPad at work. The type of business the readers of this book do also varies widely.

That's why I cover a wide range of activities that you may do with your iPad for the purpose of work. I also cover multiple tools that you might use for each kind of task, because the right tool for you might not be the right tool for someone else.

This book helps you select and use the right tools for your work needs, as well as use the iPad effectively and safely in your work environment by addressing issues such as keeping work and personal information separate.

Here's one thing this book won't do: Teach you the basics of the iPad. Many good books are available to show you how to use the iPad itself, and several of those

books come from the publisher of this book, John Wiley & Sons, Inc. Start with one of them if you are new to the iPad, and then use this book to learn how to make the iPad work at work.



If you're completely new to the iPad, I recommend that you get Wiley's *iPad For Seniors For Dummies*, by Nancy Muir. Don't let the "Seniors" in the name dissuade you: It's a great primer for anyone.

## ***Foolish Assumptions***

This book is organized by sets of functions that people do at or for work. Although I do walk you through the steps to accomplish specific tasks in apps where those tasks are complex, this book is not a recipe book for using apps. Instead it's a guide to picking the right tools and understanding how to make the iPad fit into common business workflows and practices.

I presume that you know how to do your job, so my tone is direct and uncomplicated, with no idle chitchat. I give you straightforward advice and recommendations for the right tools to do that job. Some of the issues I raise are technical or complicated because, well, that's just how work is sometimes — but I do my best to make those issues clear.

Each chapter covers a range of tools for the work you may do. I show what these tools do well and how they work at a basic level. I also let you know their limitations and requirements so that you can assess their fitness for your work.

# *Conventions and Icons Used in This Book*

This book uses several iPad-specific terms, including:

- ✓ **Tap:** Press your finger on the screen and release it quickly.
- ✓ **Swipe:** Drag a finger across a substantial portion of the screen, often to scroll the screen's contents. Some apps use the word *slide* to describe this action.
- ✓ **Flick:** Quickly drag a finger over a short area and then release it from the screen, usually to reveal a menu button like Delete.
- ✓ **Press:** Push down on a physical button with your finger and then release it. The iPad does have a few physical buttons and switches, including Home, Volume Up, Volume Down, Sleep/Wake, and the so-called Side switch that can be set to lock the screen rotation or mute the iPad. (The iPad Air 2 does not have the Side switch, so use the corresponding controls in the Control Center instead; you access the Control Center by swiping up from the bottom of the screen.)
- ✓ **Pop-over:** A container for features and commands similar to a dialog, palette, or sheet in a computer application. You can dismiss a pop-over by tapping elsewhere on the screen.
- ✓ **Form:** A container for features and commands that you can dismiss only by tapping a button such as Done, Cancel, or OK. It's like the settings sheet in the Mac's OS X user interface.

- ✓ **Status bar:** The menu bar at the very top of the iPad screen that stays visible most of the time, displaying the time, network connection status, battery charge, and so on.
- ✓ **Home screen:** The screens that display app and folder icons. Your iPad can have as many as 15 Home screens, which you navigate by swiping sideways among them.
- ✓ **Home button:** The physical button at the bottom side of the iPad (when held vertically). Press the Home button to switch from an app to the last Home screen opened, and press it again to go to the first Home button. Double-press the Home button to enter multitasking view, which shows all running apps. Tap an app's preview screen to switch to it.

Three icons are used in this book to alert you to special content:



Tip icons point out insights or helpful suggestions related to tasks in the step lists.



Remember icons point out context or background information that will help you avoid mistakes or confusion later on.



Warning icons point out things that don't work as you'd expect or don't work correctly. I provide suggestions for how to deal with such warnings.

## ***Beyond the Book***

I have written a lot of extra content that you won't find in this book. Go online to find the following:

✓ **Online articles covering additional topics at**

[www.dummies.com/extras/ipadatwork](http://www.dummies.com/extras/ipadatwork)

Here you'll find out how to avoid ever losing the contents of your iPad; use the new Handoff feature to pick up from where you left off while working on another device; make your iPad act like a phone if your iPhone is close by; turn your iPad into a Wi-Fi hotspot; record your iPad's screen by using your computer and an app; and print from your iPad. Here you'll also find ten preferences in the Settings app that every business user should know.

✓ **The Cheat Sheet for this book is at**

[www.dummies.com/cheatsheet/ipadatwork](http://www.dummies.com/cheatsheet/ipadatwork)

Here you'll find a primer on using the iPad's gestures and buttons, common Siri controls, and the apps supported by the various accounts the iPad can access.

✓ **Updates to this book, if I have any, are at**

[www.dummies.com/extras/ipadatwork](http://www.dummies.com/extras/ipadatwork)

## ***Where to Go from Here***

The book's chapters are organized into parts so that related business issues are kept together. But you can read the chapters in any order — let your needs and questions determine what you read, and when.

But I do recommend that you start with [Chapters 1](#) through [3](#), because they cover issues that many users simply don't think about when using an iPad for work, such as what iPad model to buy and how to manage

business accounts and data separately from personal accounts and data. Getting these issues right will make the rest of your iPad experience a lot more pleasant, and effective.

This book assumes that your iPad is running iOS 8, the operating system released in fall 2014. Apple updates iOS roughly once each year, so you may be running an earlier or later version. (Your iPad or iTunes on your computer will alert you to both those major updates and to smaller updates that occur in between.)

Those changes may affect what you see on the screen, but you'll find the app advice and basic operational instructions to be the same whether you are using iOS 7, iOS 8, or something newer. When a change is very substantial, I may add an update or bonus information that you can download at this book's companion website, [www.dummies.com/extras/ipadatwork](http://www.dummies.com/extras/ipadatwork).

Part I  
**Getting Started with iPad  
at Work**



Visit [www.dummies.com](http://www.dummies.com) for great *For Dummies* content online.

## *In this part . . .*

- ✓ Finding out where the iPad can replace a computer and where it can supplement it.
- ✓ Learning about all the extra hardware you can add to your iPad so that it does more and better.
- ✓ Making sense of that iCloud thing: What it does and why you need it.
- ✓ It's all in the setup: backup, mail, contacts, calendars, and Wi-Fi — oh, my!
- ✓ Keeping your iPad — and your data — safe.
- ✓ Discovering how to be a road warrior: The right apps for that.

# Chapter 1

## The iPad Is Your New Computer — Much of the Time

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### *In This Chapter*

- ▶ Understanding how the iPad fits into your work
  - ▶ Deciding which iPad model to get
  - ▶ Surveying helpful peripherals for your iPad
- 

The iPad debuted in 2010, and early analysts dubbed it a “media tablet,” tarring the iPad as “merely” an entertainment device for watching movies, reading books, playing games, and surfing the web. Yet from the get-go, Apple delivered world-class productivity applications in the form of its iWork suite, and since then, many developers have created thousands of apps that make the iPad a serious computer for industries of all types.

Still, many people continue to think of the iPad as an entertainment device, not as the new type of computer it truly is. If you’re reading this book, you’re not one of those people. You know that the iPad is a serious business tool — even though, like a PC, it’s great for entertainment, too.

You can do a lot of work on an iPad — with the right apps and accessories. You may use the iPad exclusively as your only computer. More likely, you’ll use it as a

supplement to your computer, broadening where and how you can work.

In this chapter, I explain the iPad's role in everyday business, and why it's a great replacement or supplement for a laptop. Then I explain how to choose the right iPad model for your needs and suggest some key peripherals to complete your iPad "toolkit."

## ***Envisioning the iPad in Your Work Day***

When I go on the road for work, I no longer bring my laptop with me, and I haven't done so since 2011. I can do most of my work on my iPad, so why lug around the laptop? Plus, my iPad is one of the cellular versions, so I can access the Internet from almost anywhere. That means no hunting for the nearest Wi-Fi cafe.

If I do need to do work that my iPad has no apps for, then I can still bring the laptop with me, leaving the computer at the remote office or hotel room to do that special work when I need to. Meanwhile, my iPad is with me all the time, ready to use when needed for the many things it can do.

But you don't have to be a road warrior or work in the field to benefit from an iPad at work. I find that it's really handy in the office, too: I bring it to conference rooms to take notes that are instantly available on my computer when I get back to my desk. I look up information during the meeting to make sure decisions aren't based on bad assumptions. I show people that presentation or those budget numbers or that how-to video.

There are also times I use both my computer and iPad at the same time for work *at my desk*. In that case, the iPad

becomes a second screen, letting me check some stats for a report or monitor my email while Word and Excel fill my computer's big screen. Or I can monitor a conference on my iPad while working away at my computer.

## ***Where the iPad Can't Do the Job***

As convenient as the iPad is — you can bring and use it almost anywhere — its limits are real:

- ✓ The small screen means you can't scan and work across multiple open windows as you would on a PC's larger monitor. In the iPad world, you'll find yourself focusing on one app at a time.
- ✓ The iPad doesn't support a mouse, which allows for much finer control for delicate and precision activities like drawing plans.
- ✓ A PC's physical keyboard is much faster to type on, and more accurate, too. Don't get me wrong: After you adjust to it, the iPad's onscreen keyboard is quite usable, but it ain't a computer keyboard. And you can buy an external Bluetooth keyboard for your iPad if you prefer to type on physical keys.
- ✓ Some applications don't run on the iPad at all. Some — like Microsoft Office, AutoDesk AutoCAD, and Adobe Photoshop — have iPad versions that drop some desktop features that your work may require you to use.

So, for most of us, an iPad doesn't replace our computer. But it does let us do more than a computer alone can do.

# ***Equipping Your iPad***

Before you can use an iPad at work, you need to get an iPad. Whether you buy it yourself or requisition it from your employer, you'll want to review the choices you need to make both for the iPad itself and essential peripherals for it.

## ***Choosing the right iPad model***

At any particular time, chances are that Apple has four versions of the iPad available for purchase. There's usually the current full-size model (historically with a 9.7-inch screen, diagonally measured), such as the iPad Air series, and the current smaller model, a.k.a. the iPad Mini series (historically with a 7.9-inch screen). [Figure 1-1](#) shows the iPad Air and iPad Mini. Then there's usually the previous model of each kept on sale for those on limited budgets.



**Figure 1-1:** The iPad Air (left) and iPad Mini (right) represent the two basic size options available from Apple for its tablets.

The iPad Mini is very portable, fitting into lab coat pockets and suit jacket pockets. But the screen can be hard on older eyes — you'll want reading glasses — and touch-typing is harder on its smaller onscreen keyboard. It's a great choice for folks who are rarely at a desk, which is why it's a favorite of physicians in hospitals, field technicians, construction foremen, and insurance adjusters.

The full-size iPad, the iPad Air, is also quite portable, but you can't stick it in a pocket when you need both hands to do other stuff. If you carry a briefcase or backpack, or tend to move from desk to desk or desk to conference room where you can set it down safely and easily, the iPad Air is a great choice. Its larger screen is easier to

read for older eyes, and touch-typing is easier on its onscreen keyboard.

Both iPad models come in versions that support cellular networks in addition to Wi-Fi networks, and both are available in a range of internal storage capacities from 16GB to 128GB. (Note that the older models Apple sells are typically available only in the 16GB, Wi-Fi-only versions.)

The cellular option costs \$130 more than the Wi-Fi-only version, but it's very handy because it lets you work almost anywhere there's a 3G or 4G (LTE) signal. Even better, cellular access is cheaper than Wi-Fi in many cases: You can pay \$20 to \$30 for 30 days' service of 1GB to 3GB of cellular data usage (depending on your carrier), versus \$15 to \$25 *per night* for Wi-Fi at a hotel, plus potentially additional Wi-Fi fees at conference centers and so on. Note that you don't need a contract for an iPad's cellular data service, though some carriers will try to sell you one. You're best off sticking with its default pay-as-you-go approach.

In the U.S., your iPad is tied to the specific carrier (AT&T, Sprint, T-Mobile, or Verizon) that you choose when you buy it, but you can use it abroad on any GSM network by buying a local SIM and getting pay-as-you-go service for it in that country.

If you're a frequent traveler who will use it to watch movies on your flights, buy as much internal storage as you can afford when you get your iPad, because you can't add more later. 16GB is fine if you're really going to use it just for work apps, e-book reading, and web use, but if you want to store your music library on it as well as a healthy collection of videos, aim for 64GB. If you're a salesperson or product manager who makes lots of

presentations, aim for at least 32GB — and more if you also want to carry your entertainment with you.

## ***Protecting your iPad with a cover or shell***

You'll want a cover at least for your iPad to protect its screen, and likely a skin or case to protect the iPad's aluminum body. These add weight and bulk but will help your iPad last for years.

Apple's \$39 Smart Cover is great because it magnetically attaches and detaches, so you can get it out of the way easily. By contrast, cases don't detach, so the cover is always there, folded behind the iPad when you're using the tablet. By the way, other companies make magnetically attached covers, not just Apple.

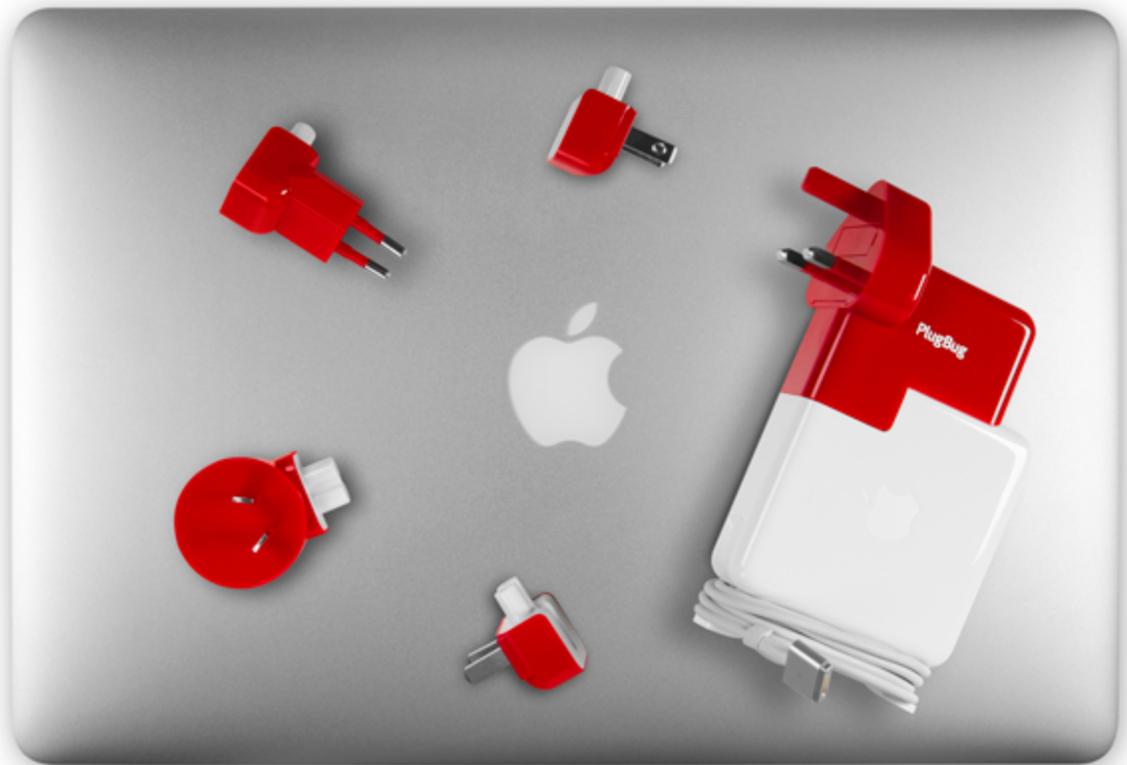
I recommend pairing a Smart Cover or similar third-party cover with a cover for the back of the iPad (these back-only covers are often called *shells*), so that you can detach the magnetic front cover when it's in the way but keep the iPad's body protected. There are many great options available from a variety of vendors, with prices ranging from \$10 for a no-name version to \$40 for a more durable, name-brand item.

## ***Keeping your iPad powered***

Your iPad comes with a USB cable and power block that you can connect to a wall adapter to recharge it. You may want to buy extra cables and an extra power block to keep in your travel kit so that you don't have to remember to pack it.

I also recommend you get a USB car charger if your car doesn't have a USB power outlet, as well as an extra iPad cable for the car. If you rent cars for travel a lot, get an extra to keep in your travel bag, too.

And for those who travel abroad, Apple makes a set of foreign plug adapters called the World Travel Adapter (\$39) that's quite handy: You can swap out the standard iPad charger block's plug tip with the one for the country you're in, so you don't need separate charger blocks for each country. If you use a MacBook, get Twelve South's PlugBug World Charger and Power Adapter (\$45; see [Figure 1-2](#)), a set of plug adapters that include a USB charging port; this combination lets you use the MacBook's power block to power both the laptop and charge your iPad (or iPhone) at the same time.



**Figure 1-2:** The PlugBug lets you power your devices almost anywhere in the world.

## ***Connecting to video displays***

Many business iPad owners use their tablets to make presentations, whether in conference audiences or in

conference rooms. ([Chapter 19](#) explains how to create and give presentations on your iPad.)

I recommend that you equip your conference rooms with Apple's \$99 Apple TV, which lets you stream presentations and more from your iPad over Wi-Fi to the Apple TV, to which your TV or projector is connected by an HDMI cable. If your display uses the older VGA standard, you can obtain an adapter from Kanex, which sells the \$60 ATV Pro HDMI-to-VGA adapter.

But not every place you'll present at has an Apple TV, so you'll need a cable adapter to connect your iPad directly to a TV or projector. Apple's \$49 Lightning Digital AV adapter connects to HDMI ports, the standard on newer displays. Apple also sells the \$49 Lightning-to-VGA adapter for the older VGA standard. And for those with an older iPad that uses the Dock connector instead of Lightning, Apple sells the \$39 30-pin-to-VGA adapter and the \$29 30-pin-to-VGA-adapter.



All these cables, adapters, plugs, and power blocks can be hard to keep track of. If your backpack or briefcase has a zippered pouch, consider keeping them in there. If not, you'd do well to store them in a zip-up mesh pouch, such as the Pack-It System models from Eagle Creek, which come in various sizes.

## ***Adding a physical keyboard***

You might want to get a Bluetooth keyboard if you anticipate doing a lot of text entry, such as to document meetings. But such a keyboard is nearly as big and heavy as an iPad, so you need a way to lug it around with you (such as in a briefcase or backpack). I own one, but I haven't used it in a couple years because I've gotten

good enough with the onscreen keyboard. But I know plenty of people who find a physical keyboard really useful. My advice: Don't buy one until you know you regret not having it.

If you do want a physical keyboard, you can use any Bluetooth keyboard with the iPad. If you need a keyboard only occasionally with your iPad, you could "borrow" a Bluetooth keyboard that you already have for your computer — as long as you're not also trying to use it at the same time with that computer, of course!

But for more than occasional use, get an iPad-specific Bluetooth keyboard, which will have iPad-specific keys such as for the Home button. Logitech and Zagg both make excellent iPad keyboards, including models that can be used as a cover or case for your iPad as well. For example, Logitech offers the nicely designed Ultrathin magnetic keyboard cover, shown in [Figure 1-3](#). Prices range from \$80 to \$120.



**Figure 1-3:** Logitech's Ultrathin keyboard cover.

## Chapter 2

# Setting Up Your Own iPad for Work

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### ***In This Chapter***

- ▶ Creating your sign-in and account credentials
  - ▶ Figuring out where to back up your iPad's contents
  - ▶ Configuring your iPad for business email, contacts, and calendars
  - ▶ Connecting to the Internet via Wi-Fi
- 

A new iPad comes with Apple's software already installed or available for download from the App Store. Plus you can get additional apps from the App Store from other providers. But having apps on your iPad doesn't mean that it's ready to use for business yet — you need to set up both the iPad and some apps to work where you do.

For example, you need to set up the Wi-Fi connections so that your iPad is connected to your home and work networks, as well as to networks you might use elsewhere, such as at your favorite cafe. You also need to set up your email accounts so that you can access your email from your iPad. Ditto with contacts, calendars, and more.

This chapter explains the setup steps you need to take to get your iPad ready for business. You discover why you might want to have separate Apple and iCloud IDs rather than use the same ID for both, and how to set up those IDs in the iPad to connect to Apple's various services.

You also learn about the two backup methods that Apple provides for the iPad's contents. Finally, you find out how to set up the accounts you use to access email, calendars, and contacts, as well as how to connect to Wi-Fi networks so that your iPad is connected to the world you work in.

## ***Setting Up Apple ID and iCloud***

For an iPad to access Apple's services — iTunes, the App Store, iMessage, and FaceTime — you need an Apple ID. Chances are that you already have one: If you have an account at the iTunes Store, that's your Apple ID. If you don't have one, you'll get the option of signing up for one when you first turn on your iPad and go through its Welcome screens. You can also sign up for an Apple ID via iTunes on your computer, by choosing Store⇒Create Apple ID and then following the prompts to create an Apple ID. (If you don't see this option, choose Store⇒Sign Out first.) Or you can go to <https://appleid.apple.com> from any browser to set up your Apple ID.

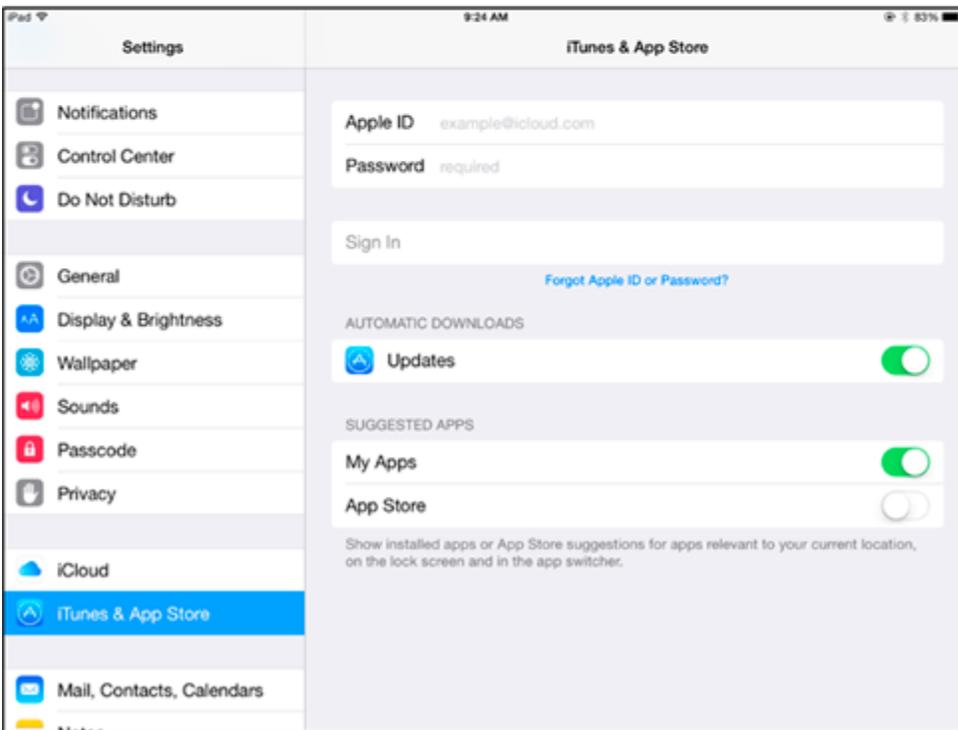
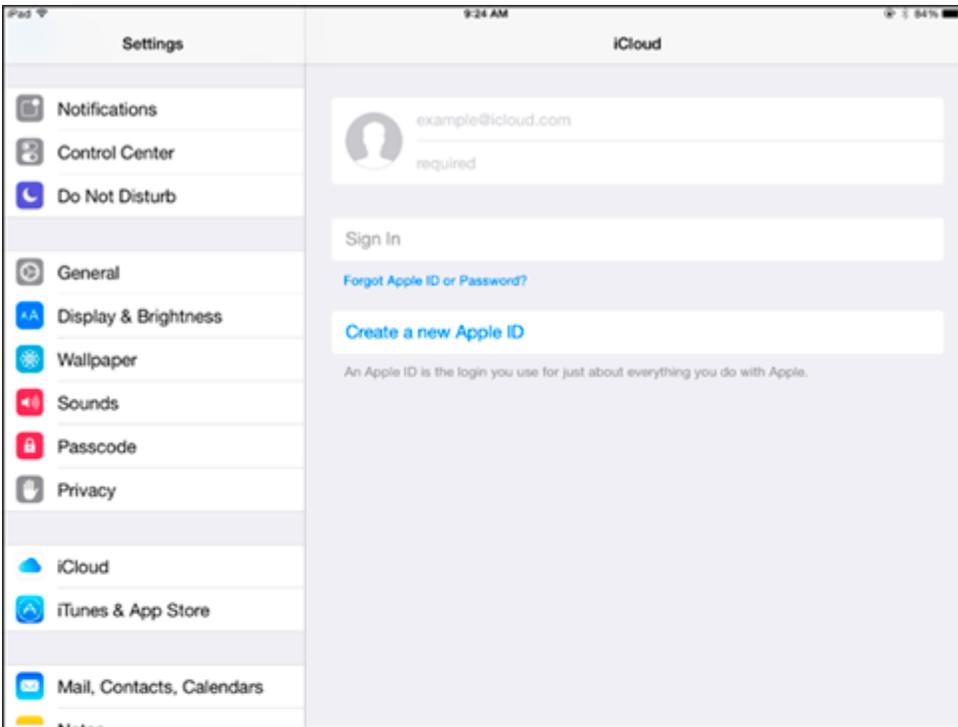
Most people use their Apple ID to access both Apple's online stores and Apple's iCloud sync-and-storage service, given how convenient using one ID is. And you may not want to. If someone discovers your Apple ID, he or she can then use that ID to buy media from the iTunes Store, App Store, and so on, plus access any iCloud documents, email, browser bookmarks, and even passwords. That person could also sign in to iCloud.com and have your email redirected, so you wouldn't get the notifications of his or her activities.

But don't panic: Apple has several methods to reduce the risks of such account hijackings, as [Chapter 3](#) describes. Still, using separate Apple IDs for your iTunes and iCloud accounts can be an easy way to add an extra margin of safety to your iPad's services.

To use a different sign-in for iCloud than for iTunes, you need to create two Apple IDs (do so at <https://appleid.apple.com>) and then sign in to the iTunes Store and App Store via one ID and iCloud via another.

When you first set up a new iPad, you're asked to sign in to the iTunes Store and into iCloud, so you can enter the two IDs and passwords then. Or you can skip those steps during setup and enter them in the Settings app later, as follows and as [Figure 2-1](#) shows:

- ✓ In Settings, tap iCloud, enter your ID and password, and tap Sign In. You can also create a new Apple ID here.
- ✓ In Settings, tap iTunes & App Store, enter your ID and password, and tap Sign In. You can also create a new Apple ID here.



**Figure 2-1:** The iPad's sign-in screens for iCloud (top) and iTunes (bottom).



If you are using a single Apple ID for both iTunes and iCloud and decide to create a separate ID for iCloud, you'll have to sign out of your iCloud account on all devices that use it, and then sign in with the new ID. The documents and settings that had been stored in your old iCloud account will not transfer to the new one. For Safari bookmarks and passwords, that's okay, because Safari will take whatever settings are stored locally on your various devices and send them to the new iCloud account. But your iCloud documents won't do that, so be sure to first copy them to your computer or local storage on your iPad and then move them back to iCloud after you've switched accounts.

## ***Choosing between iTunes Backup and iCloud Backup***

Everyone should back up his or her iPad, but if you use an iPad for work, you have an extra measure of responsibility to ensure that your settings and other data are backed up so that you can retrieve them if your iPad is wiped, damaged, lost, or stolen, minimizing the downtime for you and your business.

### ***The pros and cons of each backup option***

Apple has designed the iPad so that it can work without ever connecting to a computer, using iCloud to back up key information. An iPad can also connect to a computer via iTunes, which gives it more capabilities. And even if you do connect your iPad to your computer's iTunes, you

have a choice of where you back up the iPad's data: to iTunes or to iCloud.

The pros of backing up to iCloud are that the backup occurs anywhere you are, as long as you have Internet access through a Wi-Fi connection and your iPad is connected to a power source. Each day, the iPad will back up photos and videos in the Photos app's Camera Roll, your device settings, your apps' data (but not their files), your Home screen organization, all your text messages (iMessage, and — if your iPad has a cellular radio — SMS and MMS), and ringtones.

The pro of backing up to iTunes is that in addition to everything that is backed up to iCloud, iTunes also transfers all the files stored by apps on your iPad. Plus, if you enable encrypted backup in iTunes, all your passwords are backed up as well. As with iCloud backup, the iPad backs up automatically once each day. But for iTunes backup to work, both your iPad and iTunes on your computer have to be running, and the two devices need to be connected via a USB cable or both need to be on the same Wi-Fi network.



Whichever backup method you use, Apple stores for you, on its own servers, any iTunes, App Store, and iBooks purchases, as well as any documents stored in iCloud Drive. That means that these items can be restored no matter what backup method you choose and even if your iPad hasn't been backed up.

As you can see, an iTunes backup stores more but requires that you use iTunes on a computer. If you're on the road a lot, you might go weeks without a backup. Or your company might disable iTunes access on your iPad

as part of its mobile device management policies (see [Chapter 3](#)), so you can't use iTunes.

## ***Setting your backup choice***

Apple doesn't let the iPad back up to both iTunes and iCloud, so you have to make a choice, unfortunately. Only you can decide the best backup location. Here's where you apply the decision you make:

- ✓ In iTunes on your computer, select your USB- or Wi-Fi-connected iPad from the Devices list, go to the Summary pane, and select either iCloud or This Computer (for iTunes). To enable Wi-Fi backup for iTunes, also select the Sync with This iPad over Wi-Fi option. Likewise, to enable encrypted iTunes backup, also select the Encrypt iPad Backup option.
- ✓ On your iPad, go to the Settings app, tap iCloud, tap Backup, and then set the iCloud Backup switch to On to enable iCloud backup and Off to enable iTunes backup.

You can change this backup choice at any time. What you can't do is have both types of backup enabled at the same time.

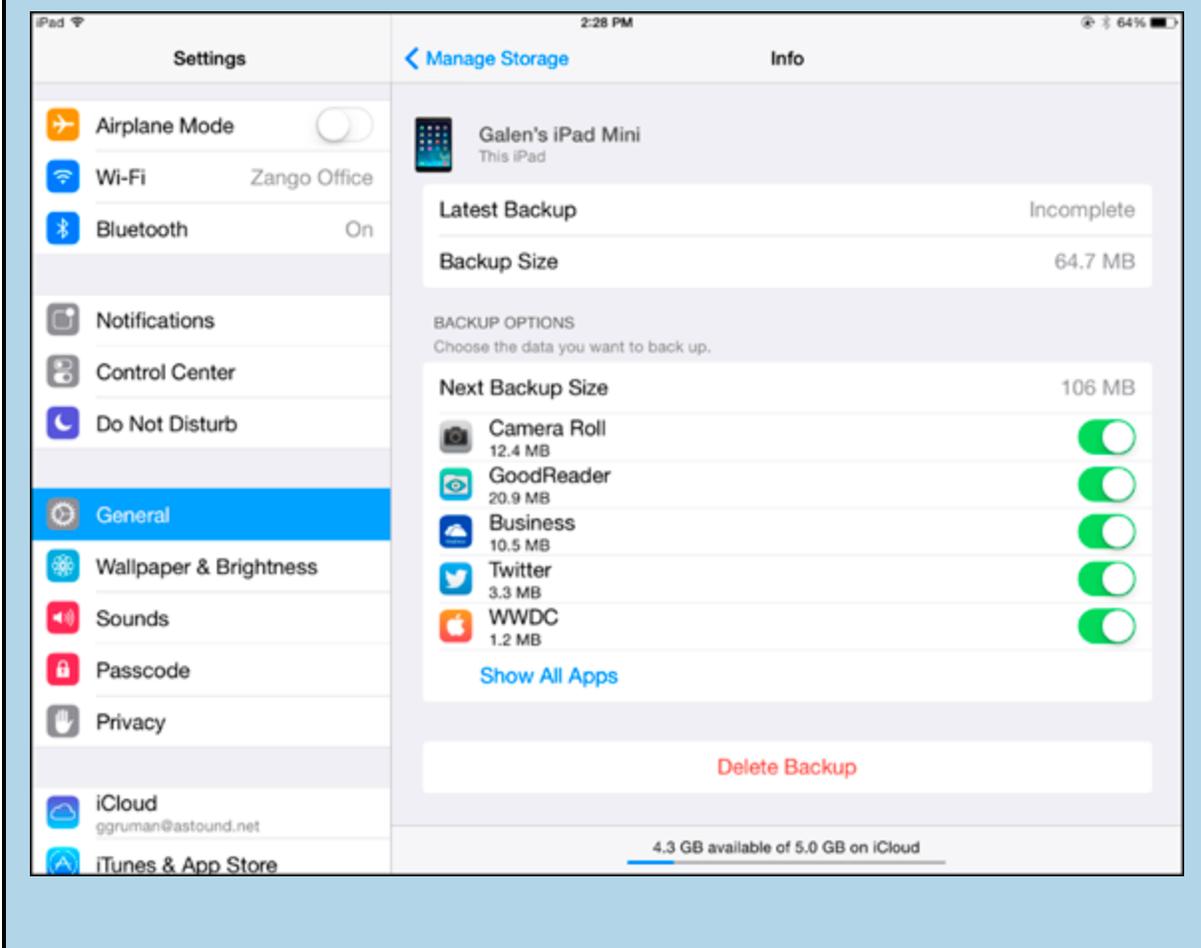
### **Manually back up your iPad**

Even though your iPad will back up daily if it has a connection to the Internet or to iTunes, you can back up the iPad at any time.

For iTunes backup, select your iPad from the Devices pop-over in iTunes and click Sync to manually back up your iPad. On the iPad, go to the Settings app, tap General, tap iTunes Wi-Fi Sync, and then tap Sync Now. (If Sync Now is grayed out, make sure that iTunes is running on your computer and is connected to the same Wi-Fi network as your iPad. The button should become active when those conditions are met.)

For iCloud backup, go to the Settings app, tap iCloud, tap Backup, and then tap Back Up Now. To see and control what is backed up to iCloud, go to the

Settings app, tap General, tap Usage, tap Manage Usage in the iCloud section, and tap your iPad's name to get the screen shown below.



## *Setting Up Business Mail, Contacts, and Calendars*

An iPad lets you set up multiple accounts, so you can work with both business and personal email from the Mail app. Ditto for your calendars and contacts. Even though you have multiple accounts active, with a unified Inbox view in Mail, their data is not commingled — your business messages are kept separate from your personal messages, so replies are from the account that received them. You can even have separate email signatures for

each account, so work emails get your business info while your personal emails don't.

You manage your email, contacts, and calendar accounts in the Settings app's Mail, Contacts, Calendars pane.

To add an account, tap Add an Account and then tap the account type for the service you are adding. Your options are iCloud, Exchange, Google, Yahoo!, AOL, Outlook.com, and Other, which lets you add email services using the widely used IMAP and POP protocols.

Most businesses use Exchange (which includes Microsoft's new Office 365 service), which you set up by tapping Exchange. Some businesses use email servers running the IMAP protocol, which you set up by tapping the Other option. And some businesses use Google accounts, which you set up by tapping Google.

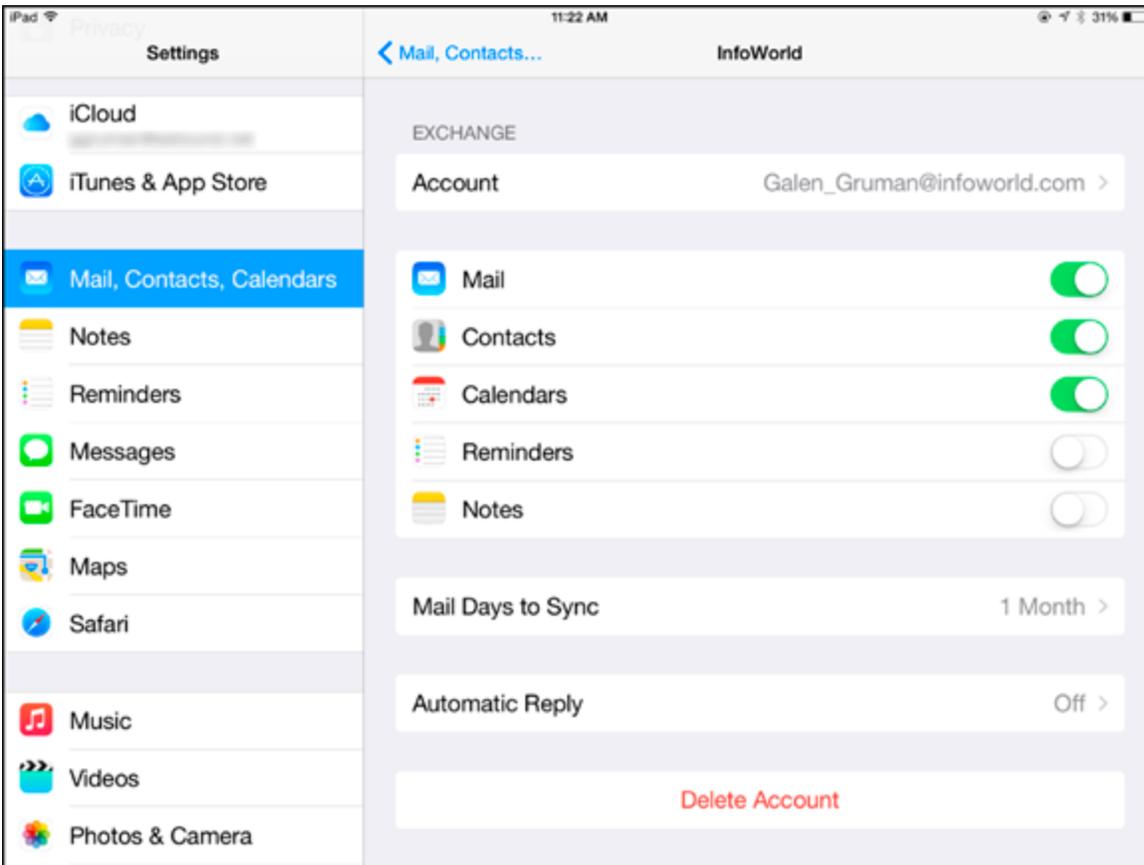


You can have multiple accounts for any of the supported account types, such as a personal Google Gmail account and a business one. Just create each account in turn.

Enter the settings requested for the account type you selected. (You may need to get the details from your IT department, or see what they are in your email client, such as Outlook or Apple Mail, on your computer.)

After you enter the correct settings, you choose which services to use for that account, as [Figure 2-2](#) shows. The business services available vary based on the account type, but the possibilities are Mail, Contacts, Calendars, Reminders, and Notes. Use their corresponding switches to turn a service on or off. You can enable any combination of services per account. For example, you may want to enable your personal Gmail

but not your Google contacts on an iPad primarily used for work.



**Figure 2-2:** Each mail account can have several business services available for use on the iPad.



If you use multiple devices, such as a smartphones, tablets, and computers, you can set up different service combinations for each, customizing what each device accesses based on what you use it for. After all, why wade through emails, contacts, and appointments on every device you use if you don't have to?

The corresponding iPad apps will then access your accounts' enabled business services. Here's how to move about those accounts in the iPad apps: