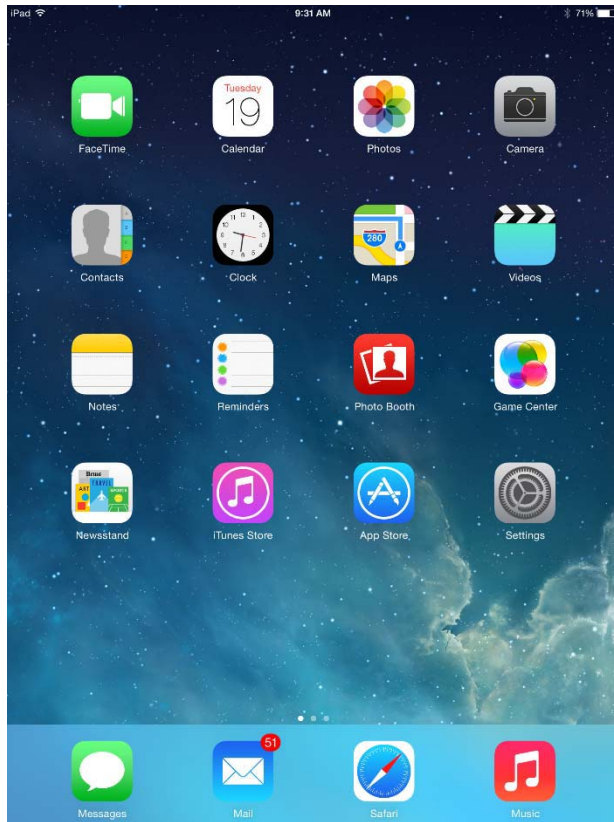
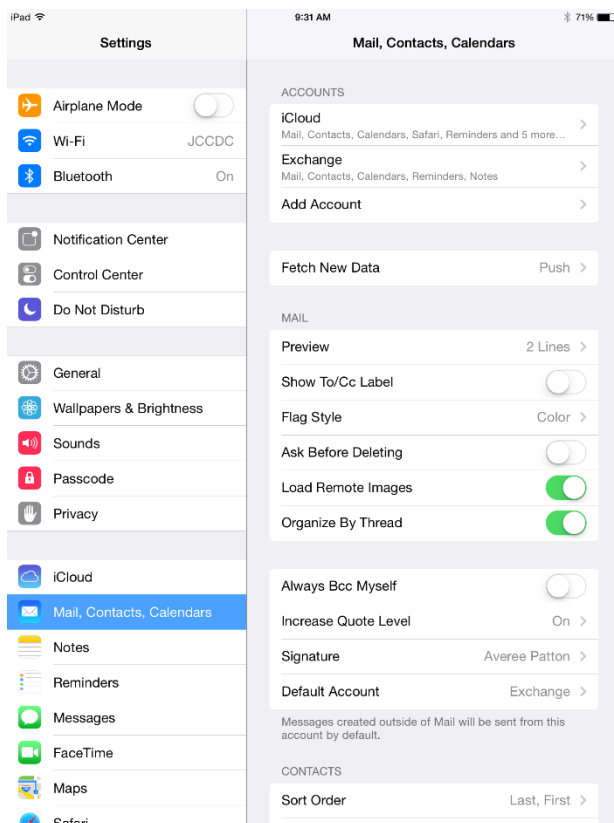


# To change your email account to show ALL EMAILS:

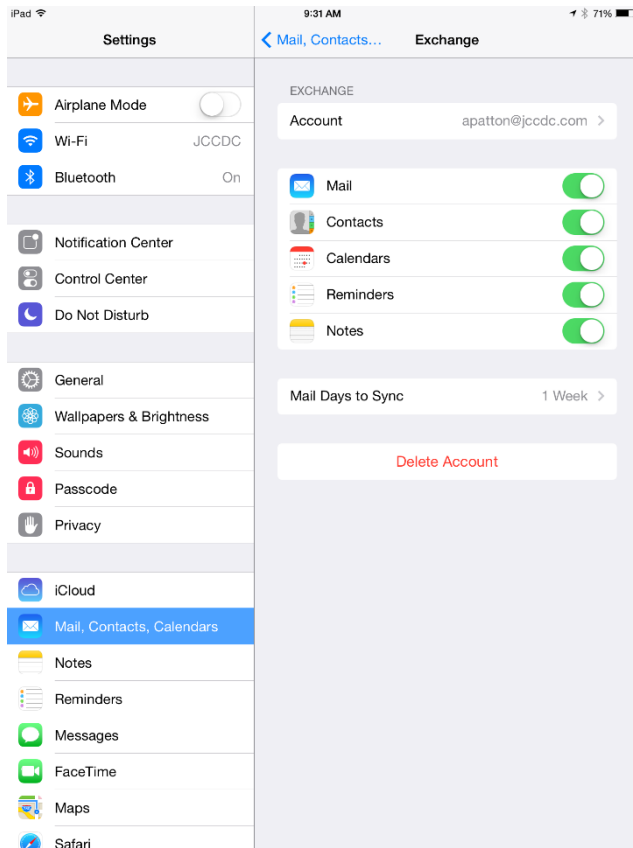
1. Go to your home screen and click on "Settings".



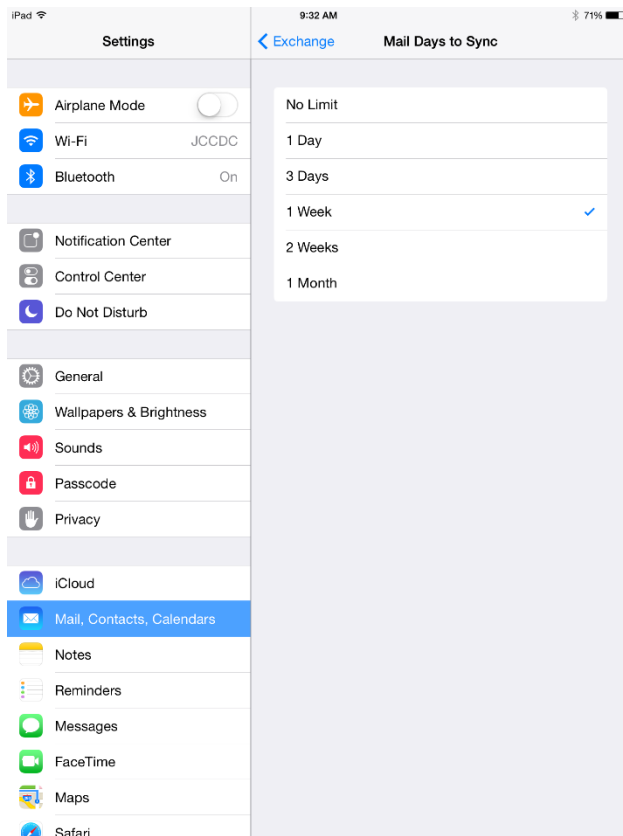
2. Scroll down the left-hand side and find "Mail, Contacts, Calendars". Click on it so that it is highlighted in blue. You will see your email accounts in the top right-hand corner and you will need to click on "Exchange".



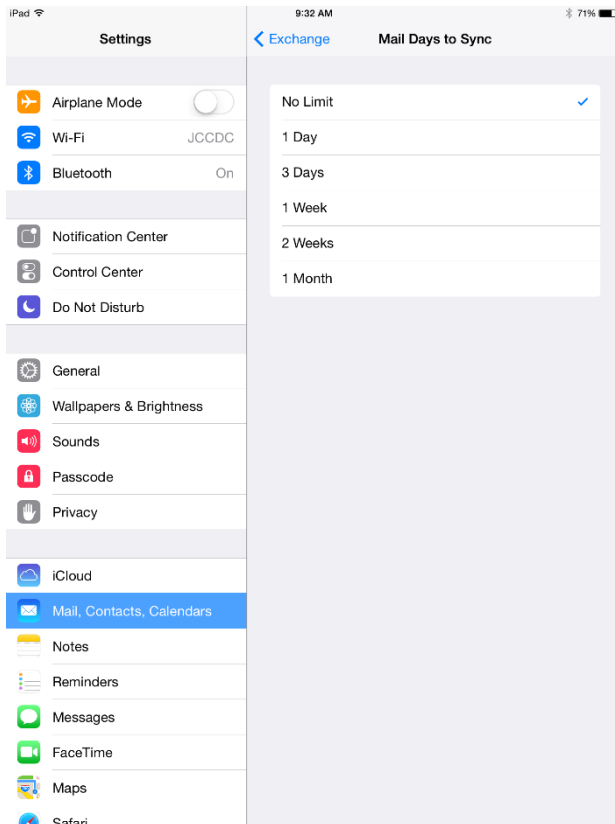
- Then you will see your “Exchange” account on the right-hand side of your screen. Scroll down a little and you will see “Mail Days to Sync” just before “Delete Account”. You want to click on “Mail Days to Sync” and it will probably say “1 week” to the right of it.



- Then a new screen will come up and it will give you choices for how many days of emails you want shown. “1 week” or another choice might have a checkmark beside it.



- Next, I want you to click on “No Limit” and make sure there is a checkmark beside it. Then touch the word “Exchange” that is highlighted in blue just above it which will take you back to your “Exchange” account screen.



- Now you should be back at your “Exchange” screen. You can click the plastic button on the outside of your iPad to get you back to your home screen that is shown in the first picture at the top of this document.

