Connect Through Tech

Tech Coaching
Quick Start Guide

Using a Smartphone to Communicate
with Family and Friends

The Mail App
iPhone

updated 4/7/2020
v 1.0

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Benefits

If you already use email, being able to access it from your phone means you can open and respond to emails on the go. This is especially useful if you need information contained in an email, such as an appointment time or location, or if you received pictures that you want to share with someone when you are out and about. There will never be a need to wait until you get home or to use your home computer as a separate device. Whatever you do in your email account automatically updates on all your email connected devices, so you can switch between the devices without any loss of information.

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Prerequisites

- iPhone with IOS 12.x or later
- Active mobile provider (e.g. Verizon, Sprint, AT&T)
- Apple ID added to iPhone
- Mail app associated with current email account (separate Quick Start guide available if you need to create a new email account)

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Introduction

The word "app" is short for application. An application tells your phone how to do a related set of tasks. In this guide, you will learn how to use the Mail app.

Email and text messages have become the primary types of electronic communication used on smart phones. (Text emails each covered in separate Quick Start Guide.)

Your coach will support you as you use this guide to learn to compose, read reply and add attachments to email. You can refer to this guide anytime you want to do any of these steps independently. Please write or draw on the pages in any way that will help your independent use of the guide.

Different people like to communicate in different ways. When adding someone to your contacts, ask them if they prefer calls, text or email. Using their preferred method when you contact them will help you to get a quicker response.

Create & Send a New Email

Step 1. **Click** (tap) the *Mail* app.

NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.

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Create & Send a New Email (continued)

Step 2. Your email box will display. The view may differ depending on what you did last when using this app. Mailbox View (left) and Inbox View (right) are shown below.
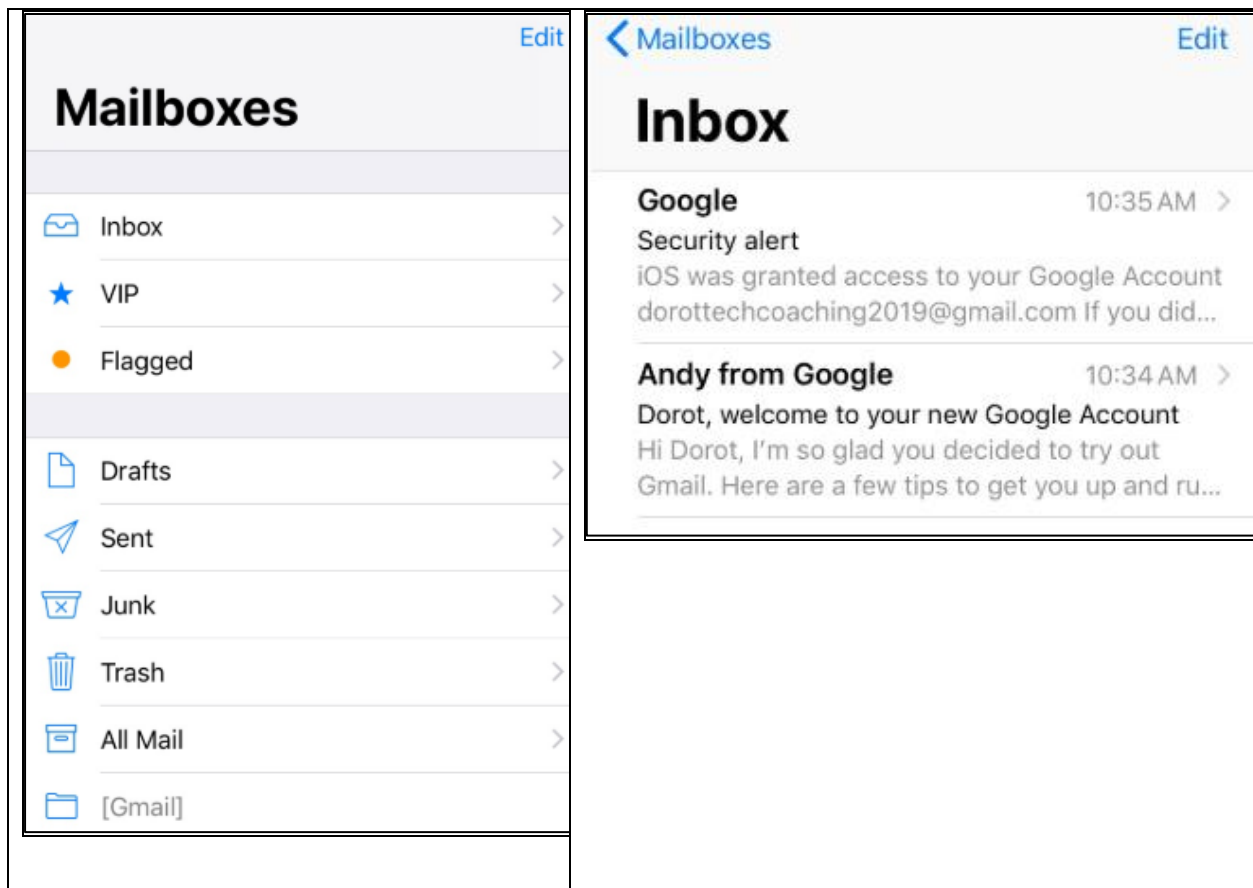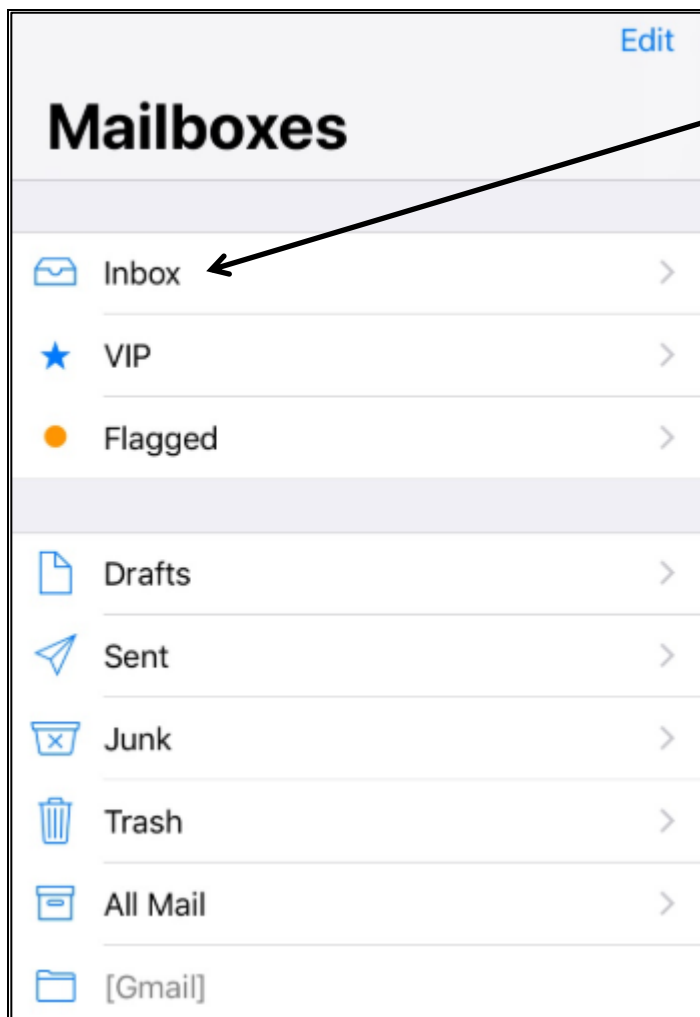
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Create & Send a New Email (continued)

Step 3. If in Mailbox View, click on *Inbox* to view your emails.

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Create & Send a New Email (continued)

Step 4. **Click** (tap) on pencil at bottom right of screen.
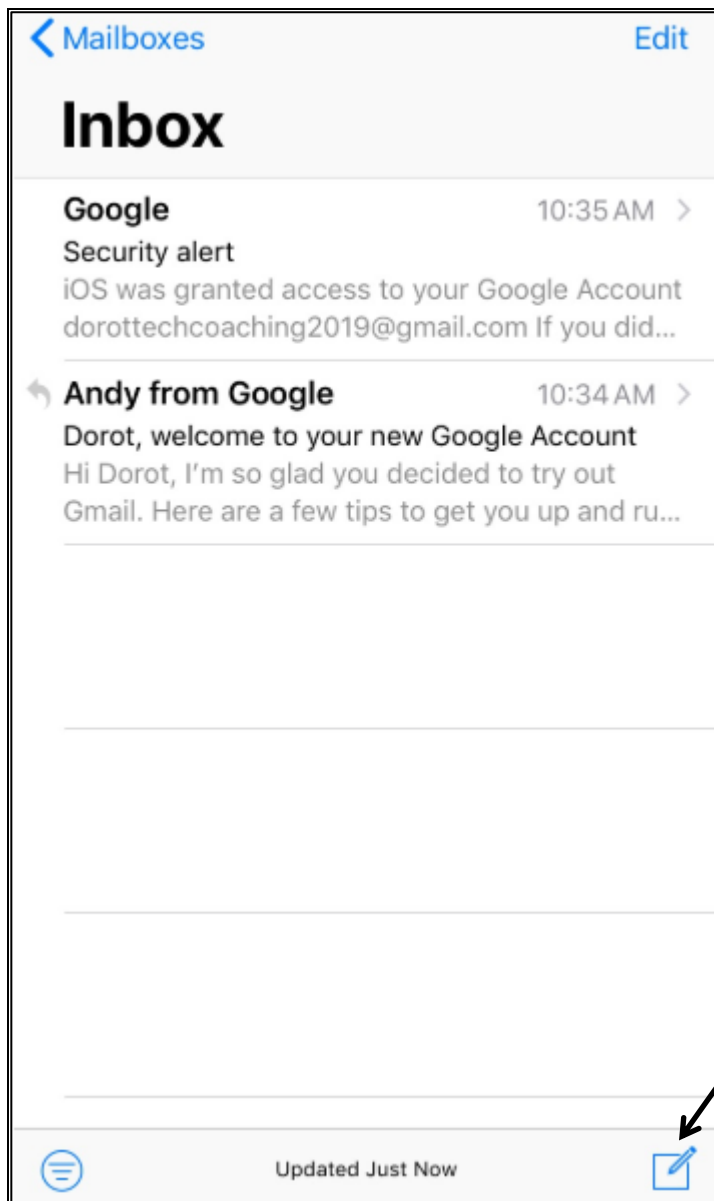
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Create & Send a New Email (continued)

Step 5. Compose your email by **clicking** (tapping) *Plus Sign* to enter name(s) from your contact list (left), or by **entering** (typing) email addresses directly (right).
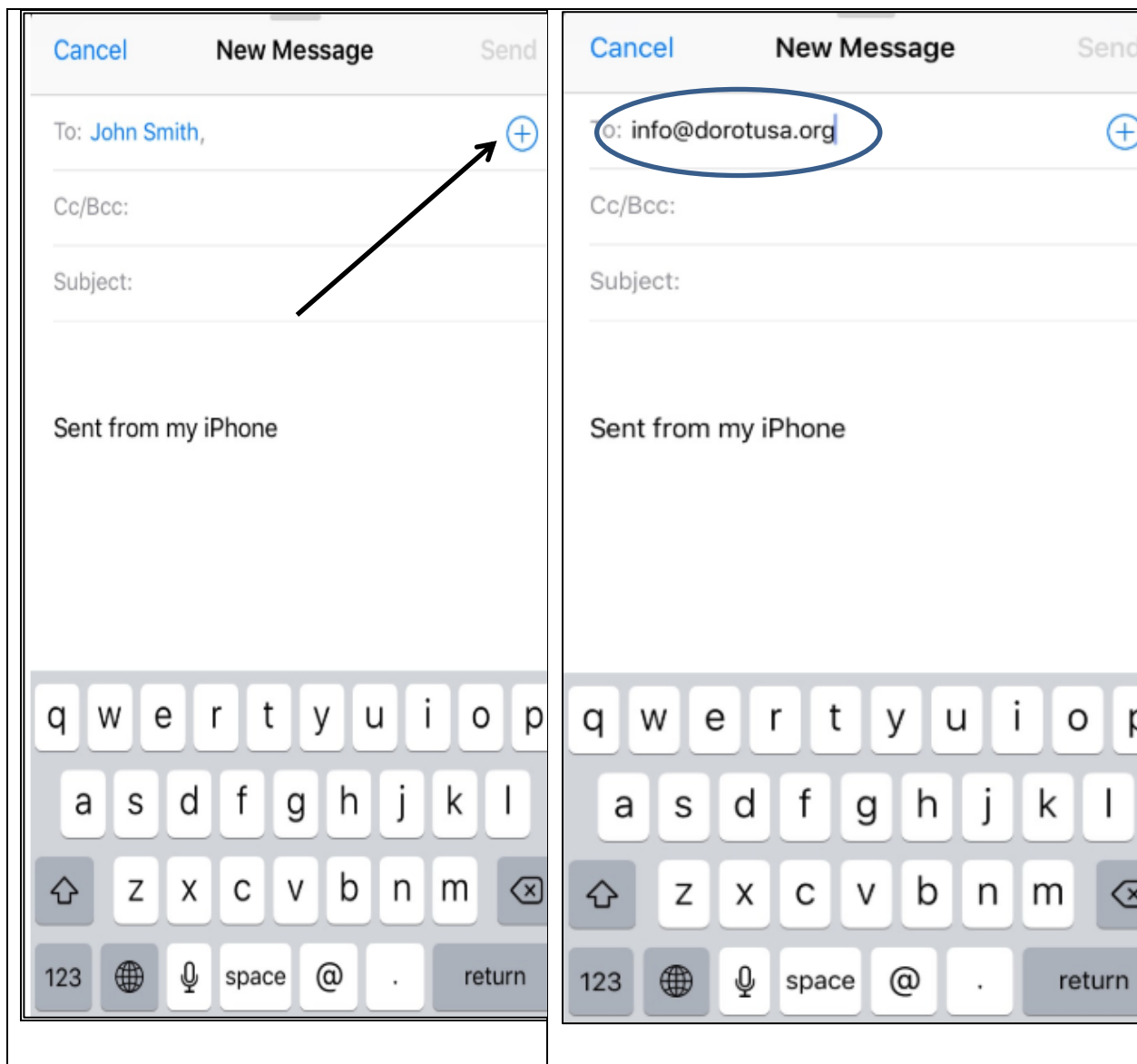
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Create & Send a New Email (continued)

Step 6. Enter subject of your email. Subjects should be as concise as possible, capturing the main idea of the email.
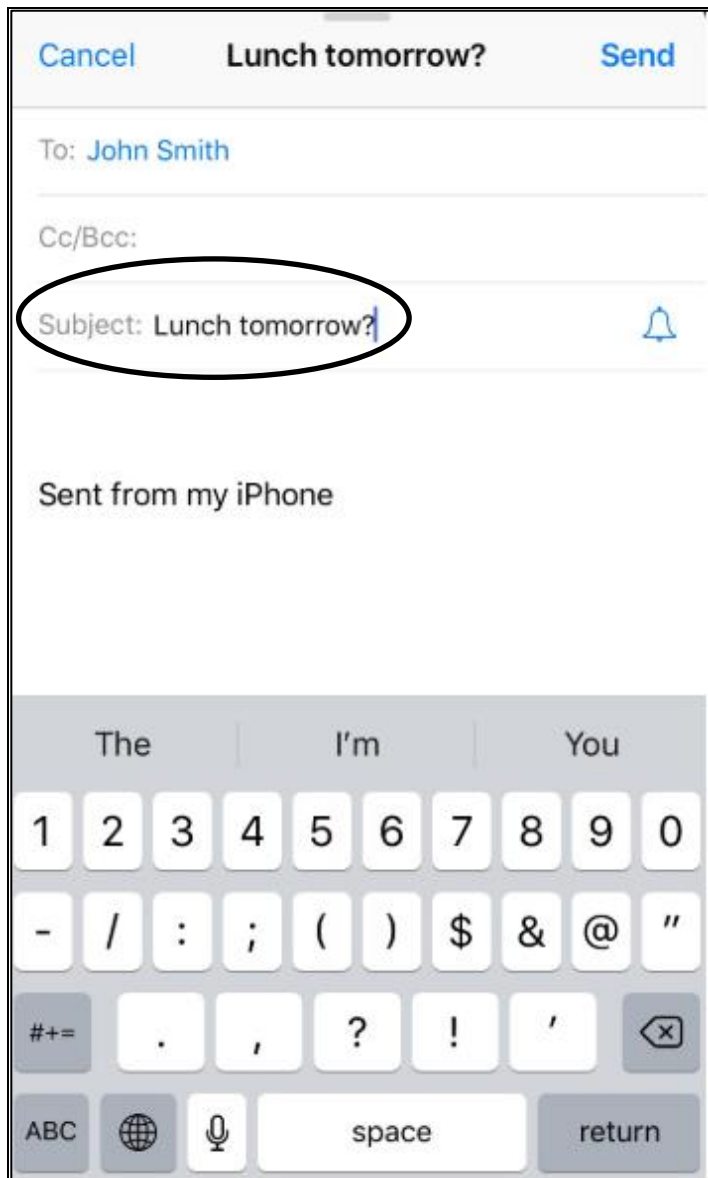
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Create & Send a New Email (continued)

Step 7. Compose the body of your email either:

a. BY VOICE: **Click** (tap) microphone icon and dictate

b. BY HAND: Typing the email out on the keyboard

By Hand
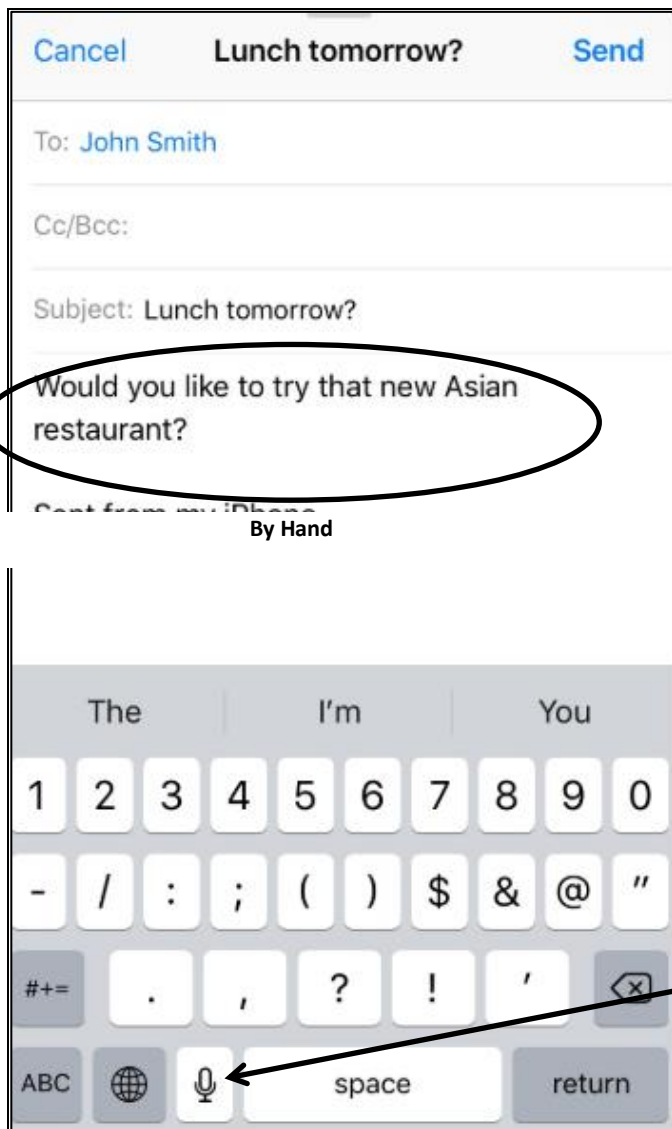
By Voice

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Create & Send a New Email (continued)

Step 8. Note that if you enter a misspelled word, you will see some alternative spellings. You can **click** (tap) on the correct word to replace the misspelled word so you don't have to retype it.
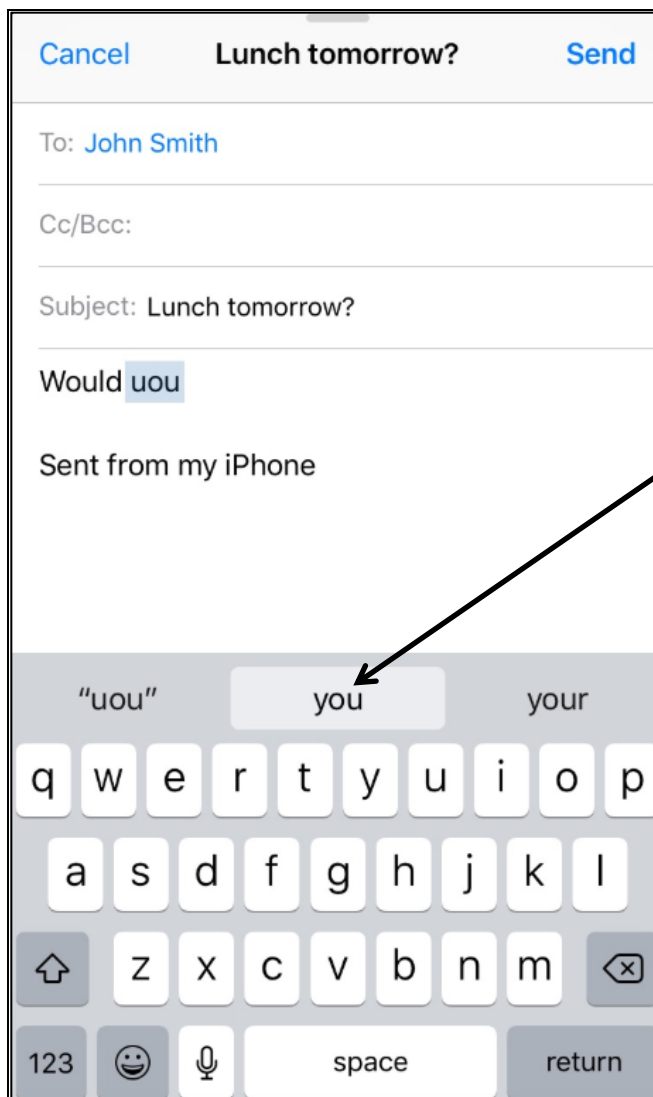
Create & Send a New Email (continued)

Step 9. When finished, **click** (tap) *Send*.
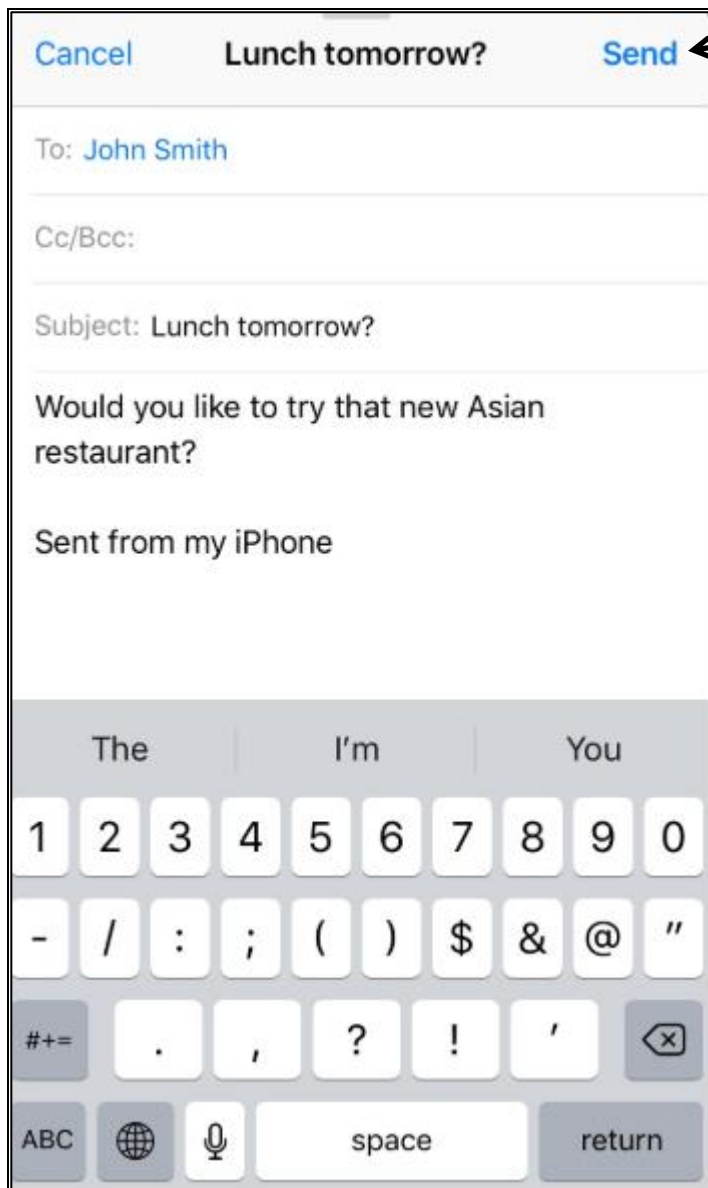
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Create & Send a New Email (continued)

Step 10. After email is sent, you will be returned to Inbox View.
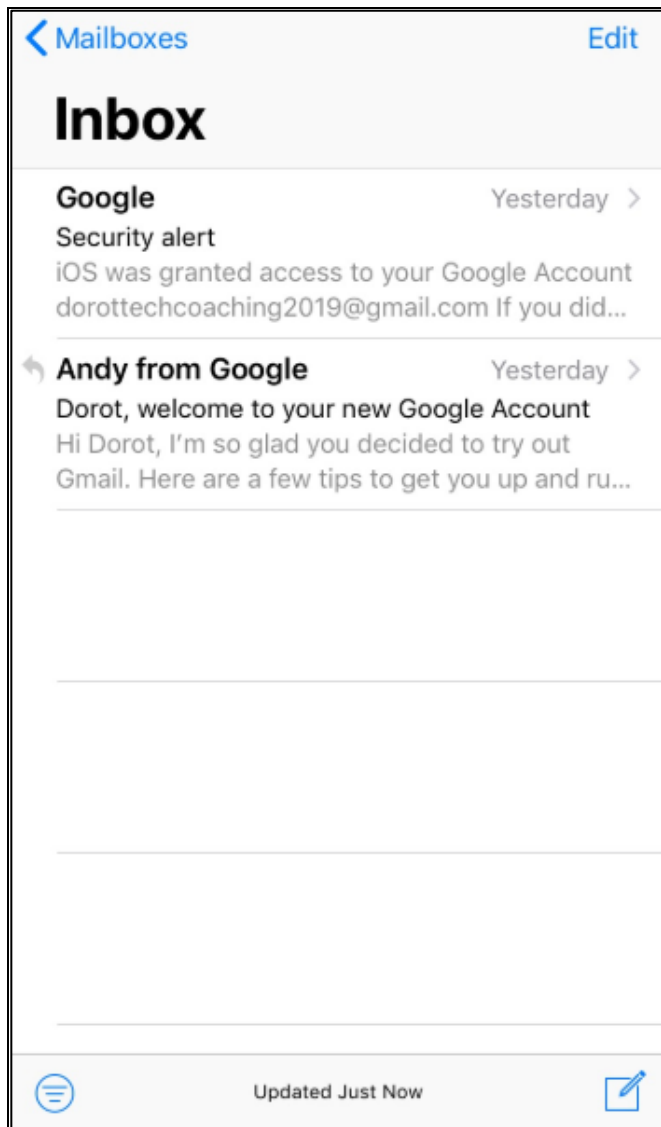
Read & Reply to Emails

Step 1. **Click** (tap) the *Mail* app.

NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.
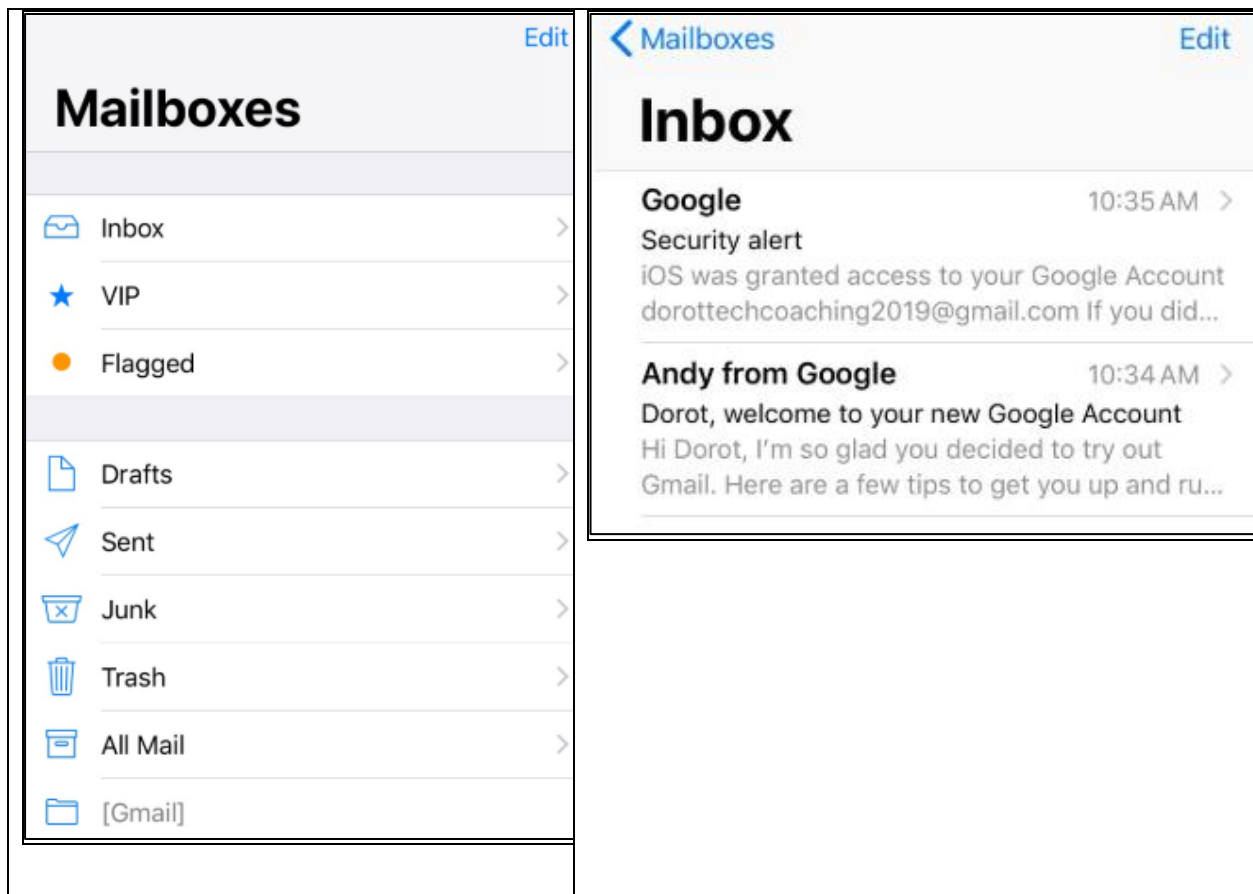
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Read & Reply to Emails (continued)

Step 2. Your email box will display. The view may differ depending on what you did last when using this app. Mailbox View (left) and Inbox View (right) are shown below.

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Read & Reply to Emails (continued)

Step 3. If in Mailbox View, **click** (tap) on *Inbox* to view your emails. If already in *Inbox,* skip to next step.
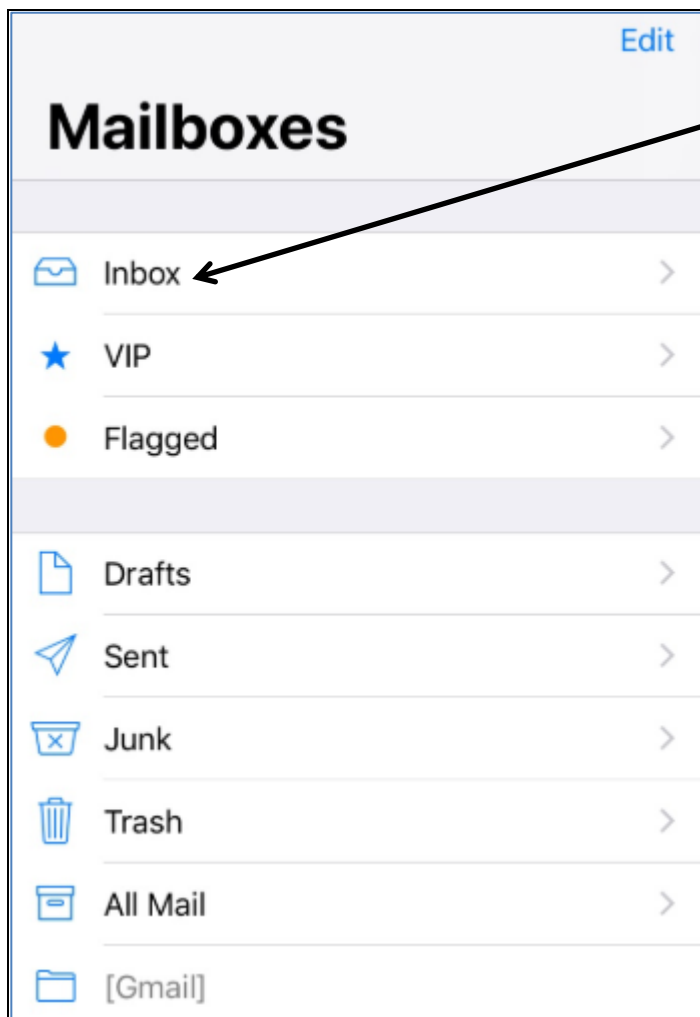
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Read & Reply to Emails (continued)

Step 4. When in Inbox View, **click** (tap) on the email you would like to read.
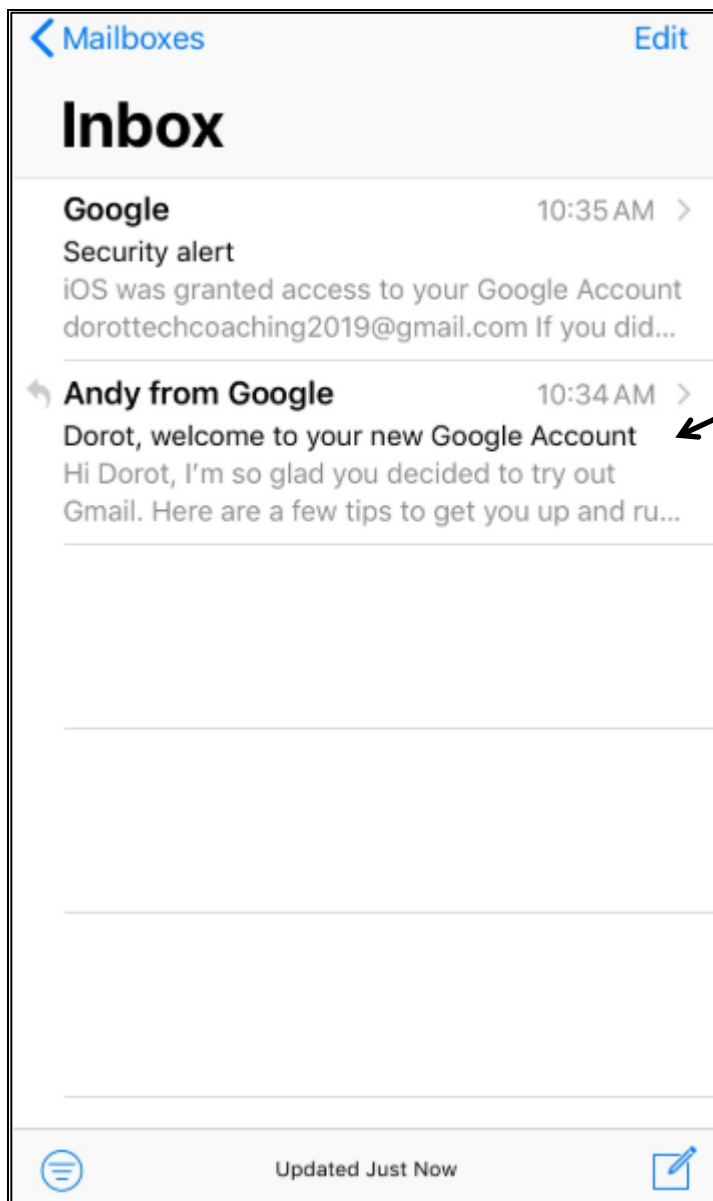
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Read & Reply to Emails (continued)

Step 5. While viewing an email, scroll down if entire email doesn't fit on the screen. For additional options, go to the bottom of your screen and **click** (tap) arrow curving to left.
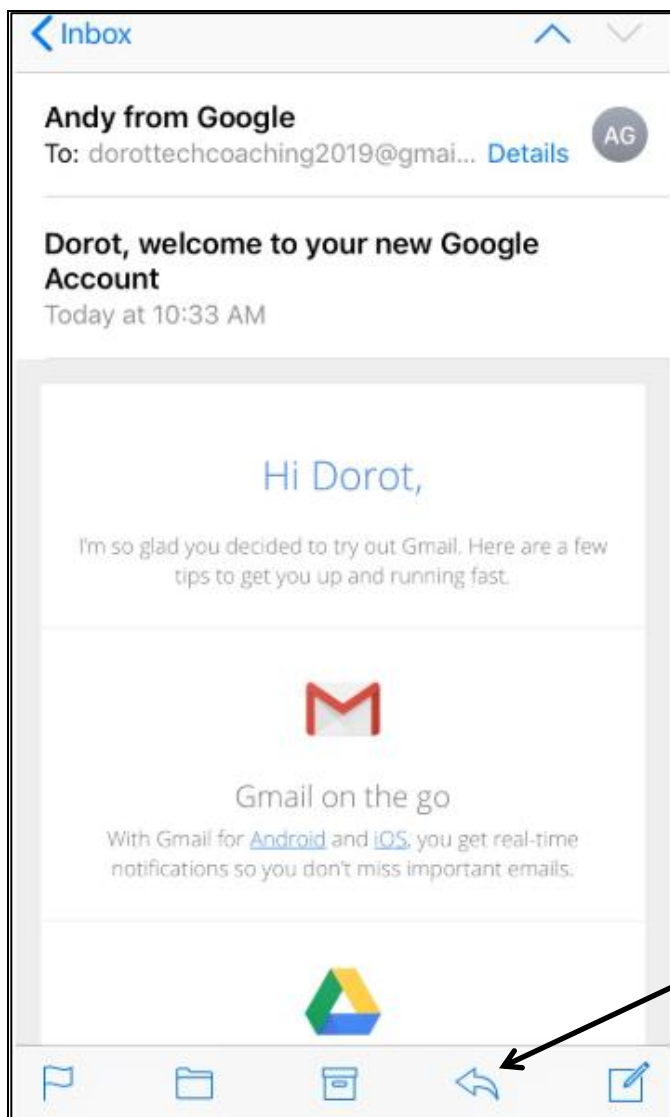
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Read & Reply to Emails (continued)

Step 6. **Click** (tap) on the respective button to *Reply* to sender, *Forward* email to someone else, or *Print* email.
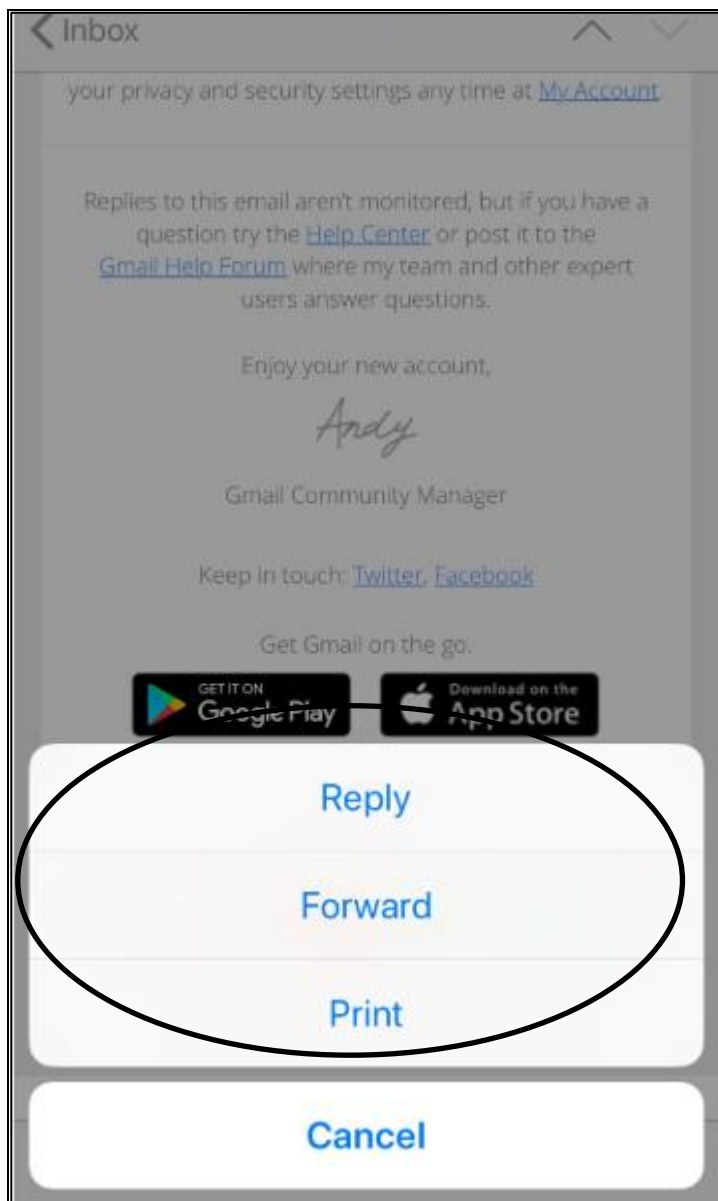
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Read & Reply to Emails (continued)

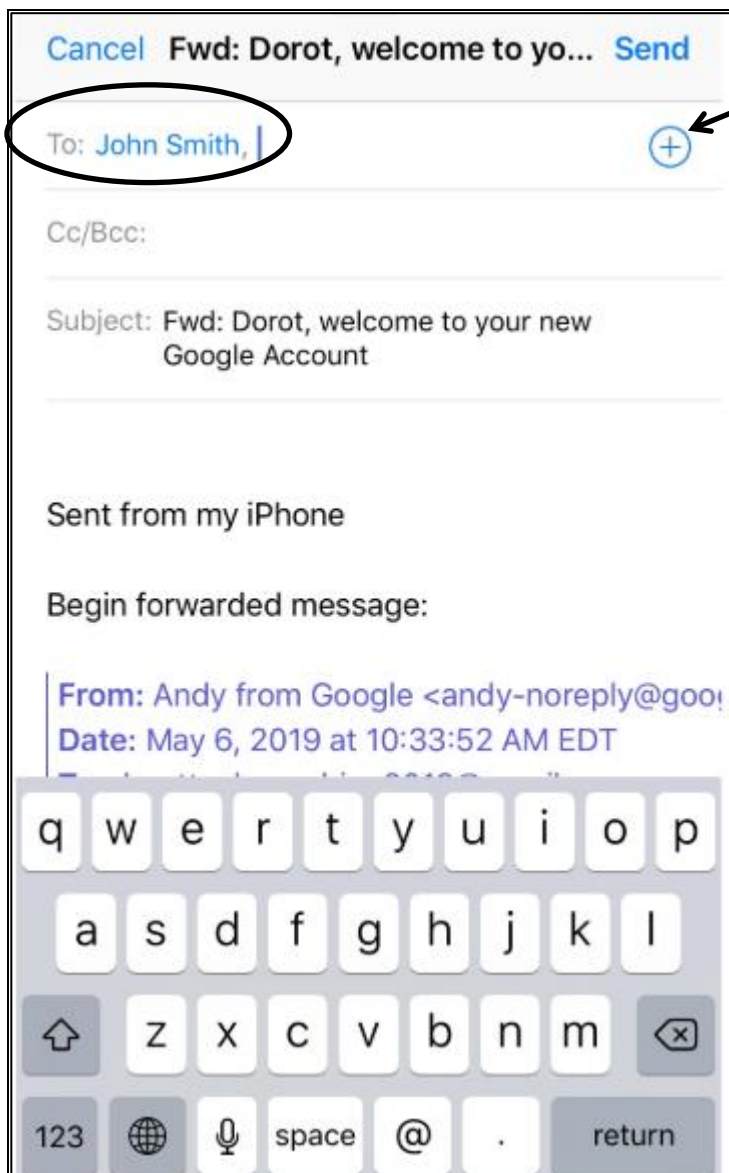Step 7. If choosing *Reply*, compose your email in the email space, then **click** (tap) *Send* when finished.
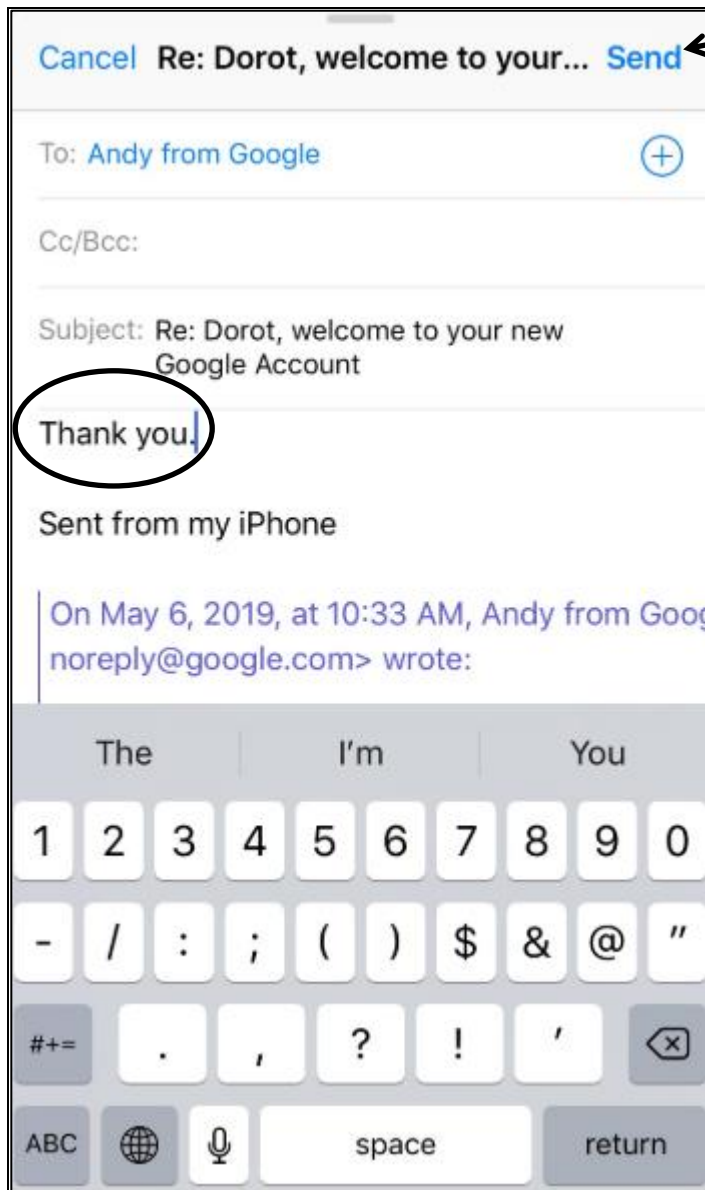
Read & Reply to Emails (continued)

Step 8. If choosing *Forward,* **click** (tap) *Plus Sign* to add contact name OR add other email address you would like to forward email to.
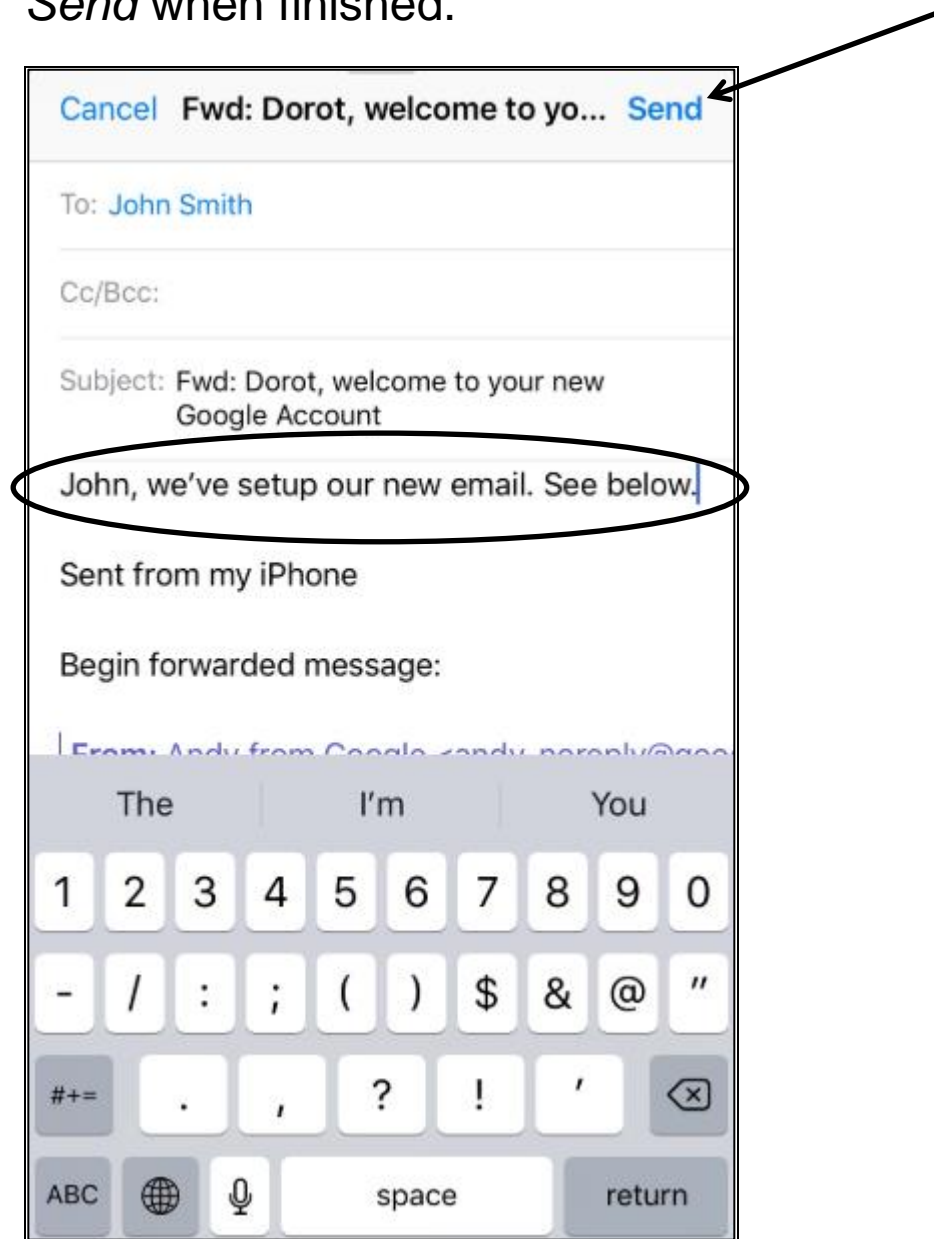
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Read & Reply to Emails (continued)

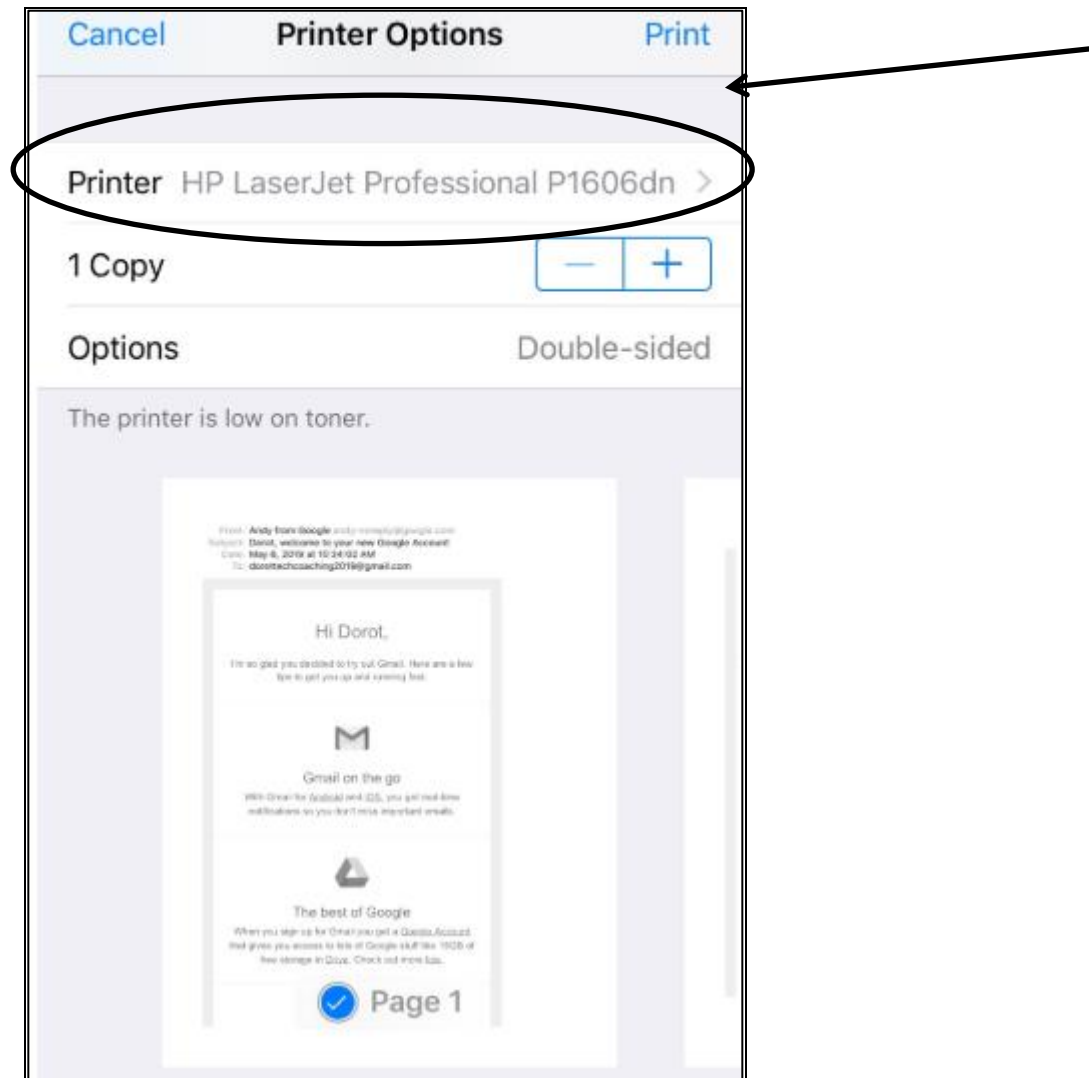Step 9. Add note to email you are forwarding. **Click** (tap) *Send* when finished.

Read & Reply to Emails (continued)

Step 10. If choosing *Print*, select desired printer (if you have a printer) then **click** (tap) Print when finished.
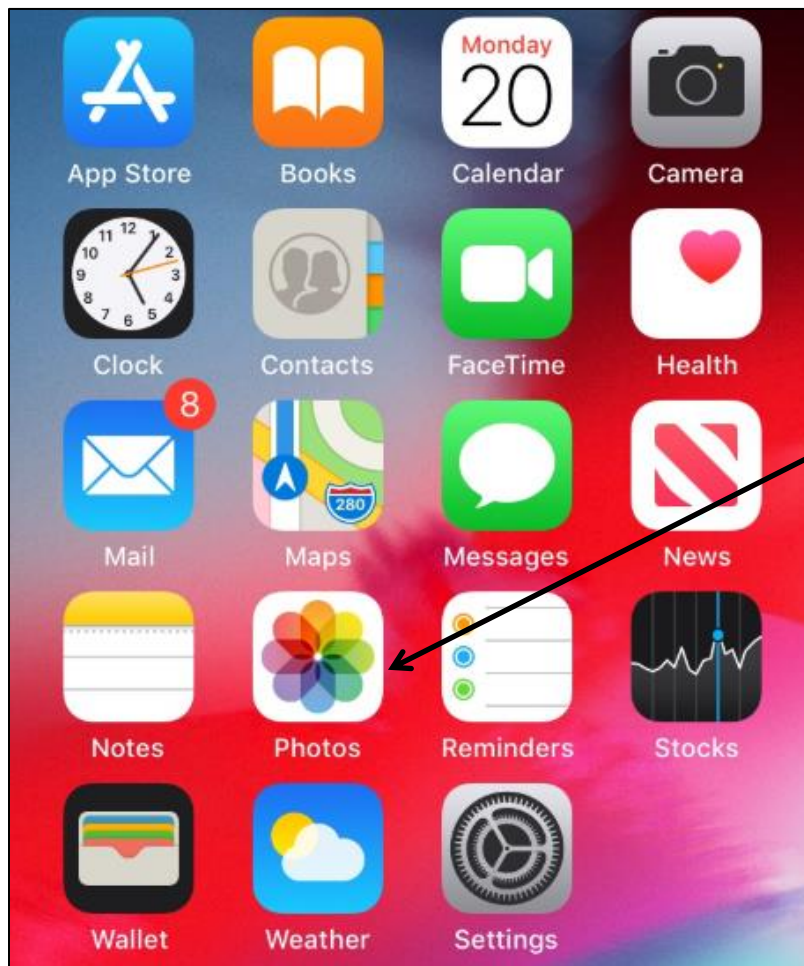
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Sending Photos by Email
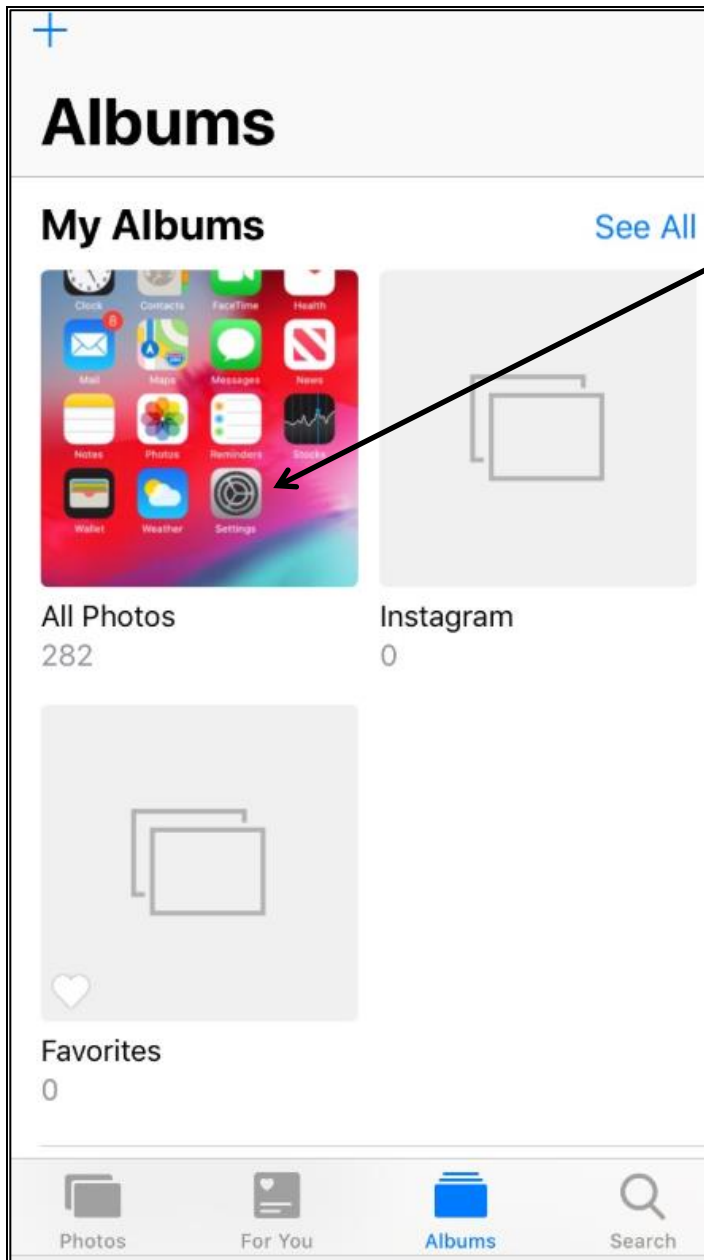
Step 1. Open Photos app.

NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.

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Sending Photos by Email (continued)
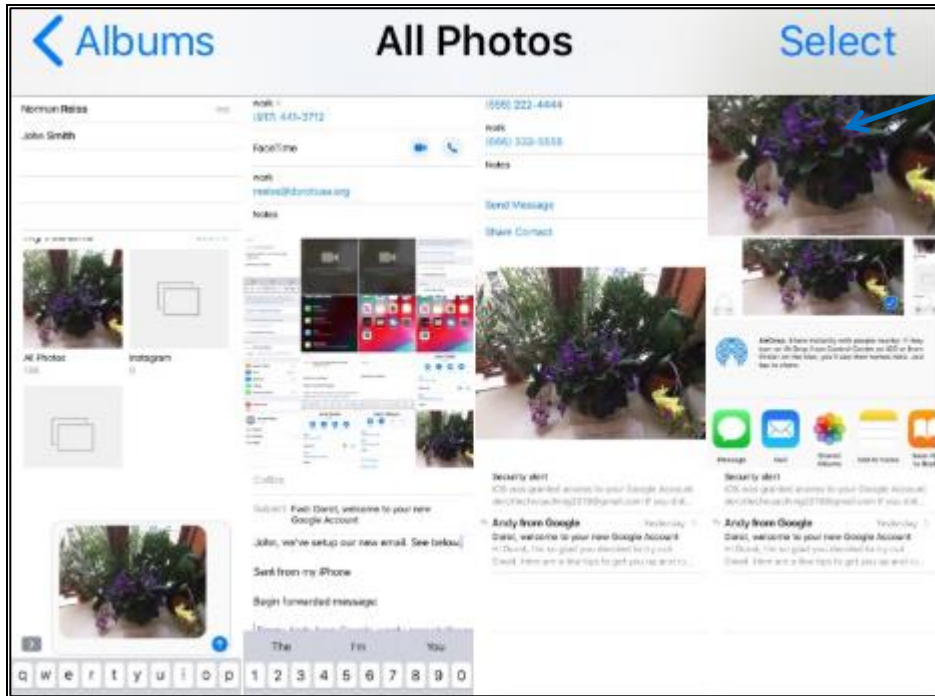
Step 2. **Click** (tap) on *All Photos*.

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Sending Photos by Email (continued)

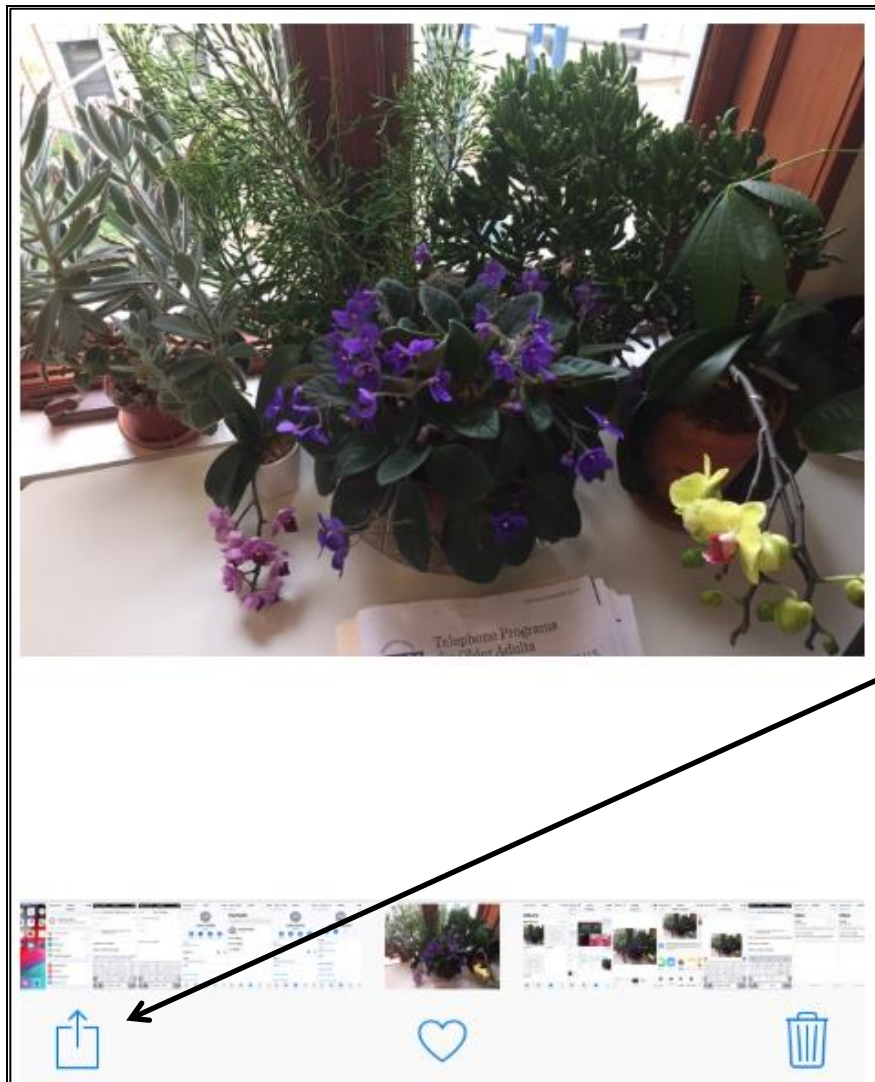Step 3. **Click** (tap) on picture(s) to share.

Sending Photos by Email (continued)

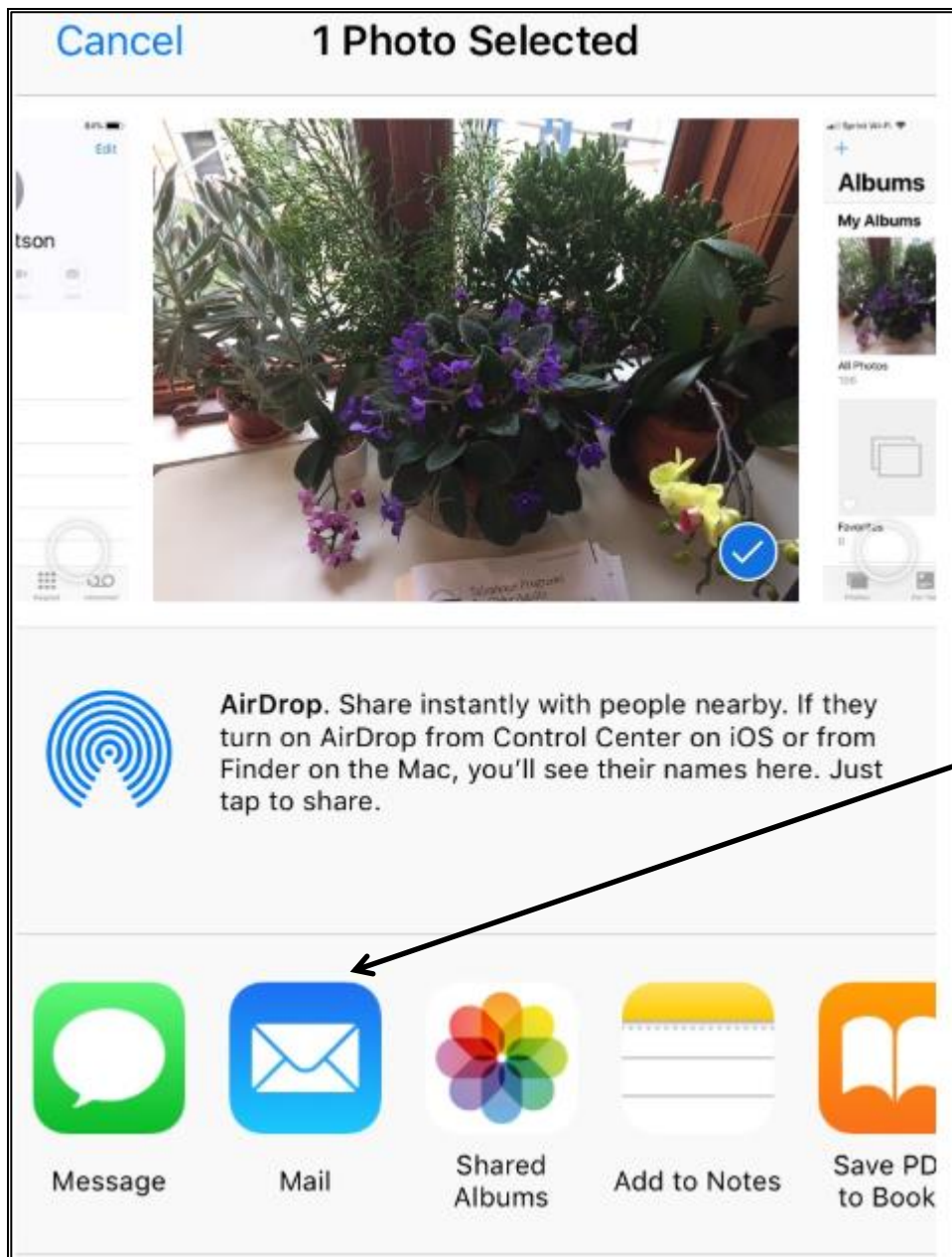Step 4. Selected picture will enlarge on screen. **Click** (tap) **icon** (picture) in lower left corner.

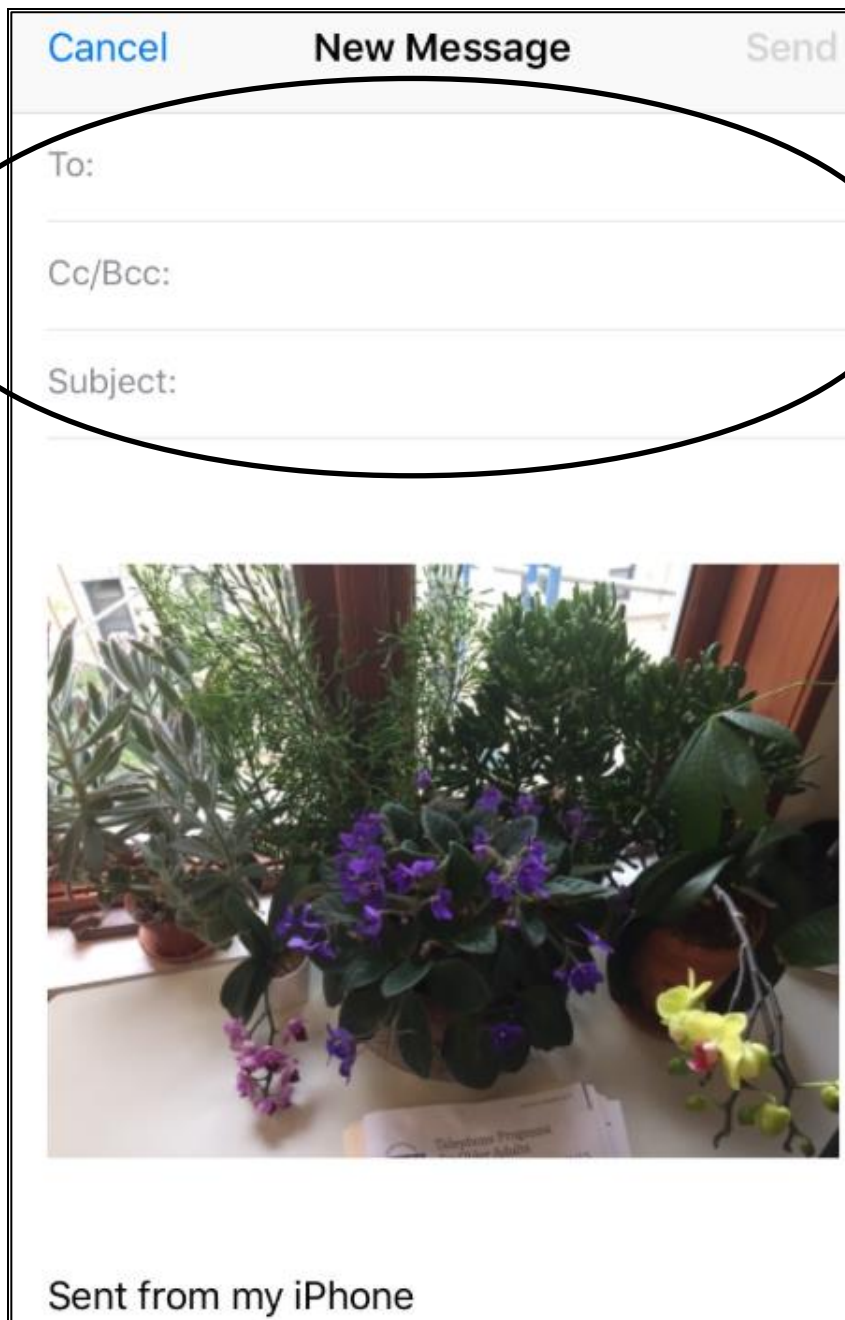**Sending Photos by Email (continued)**

Step 5. **Click** (tap) Mail **icon** (picture).

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Sending Photos by Email (continued)
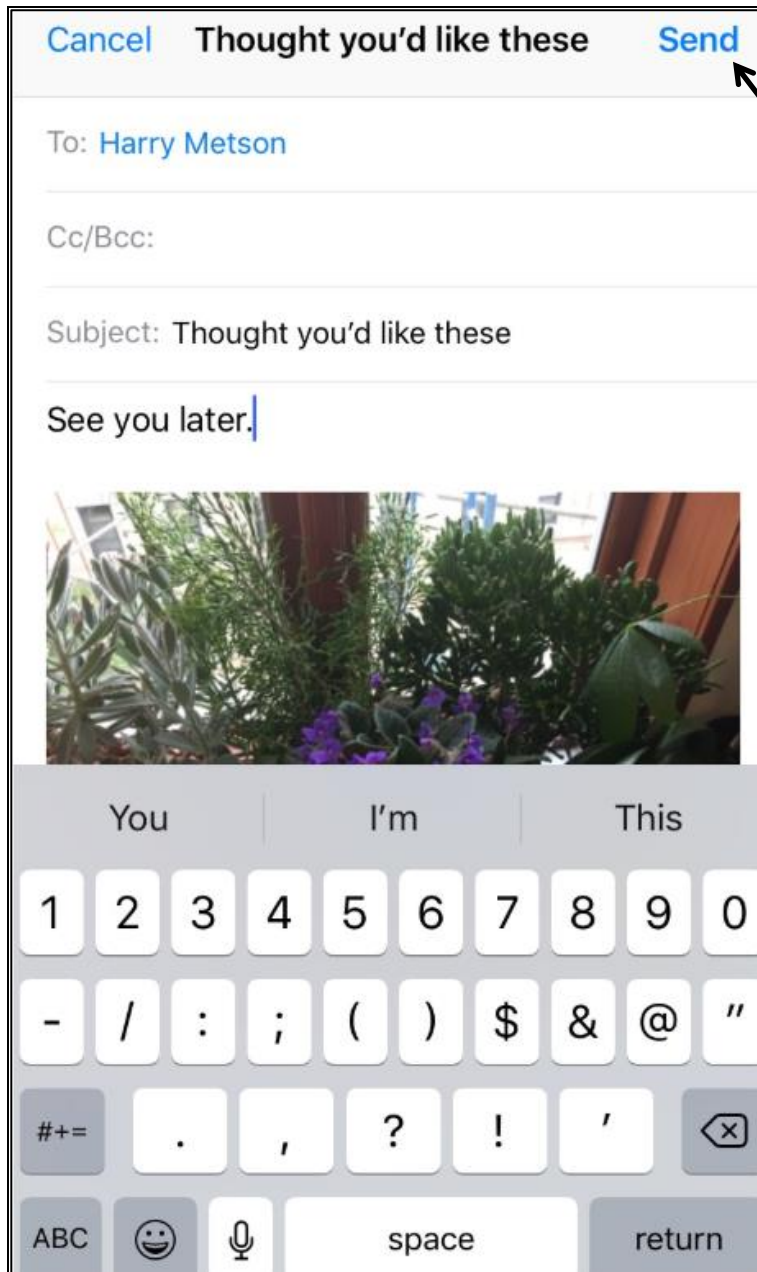
Step 6. Compose email (see earlier steps if needed).

Sending Photos by Email (continued)
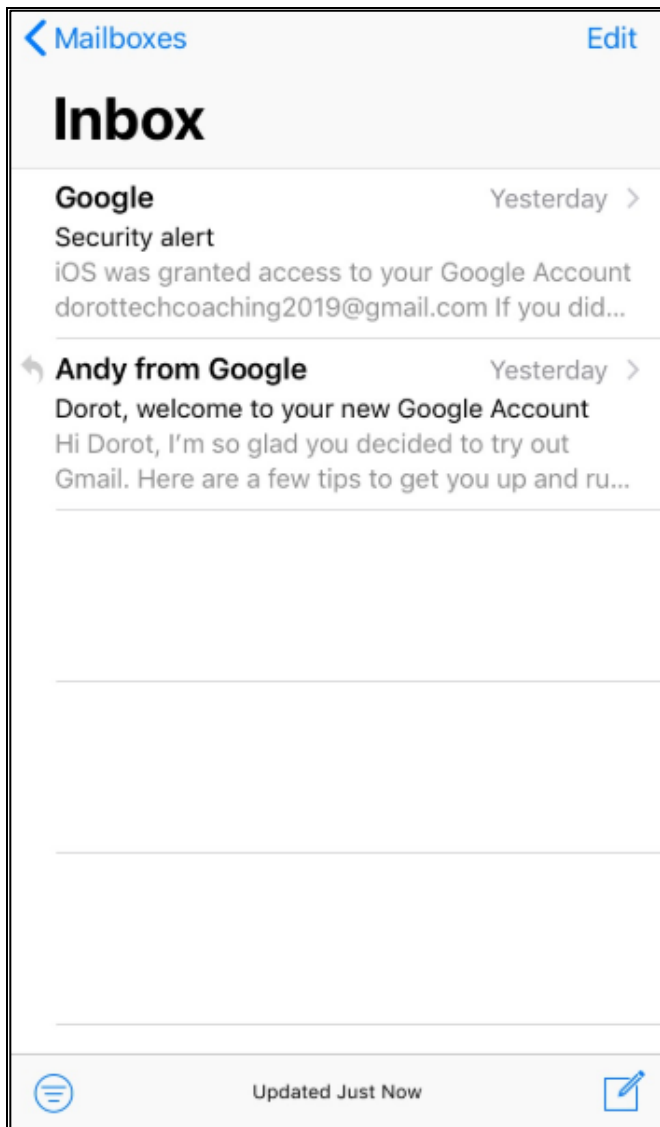
Step 7. When ready, press *Send* to send email.

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Sending Photos by Email (continued)

Step 8. After email is sent, you will be returned to Inbox View.

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Deleting an Email

Step 1. **Click** (tap) the *Mail* app.

NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.

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Deleting an Email (continued)

Step 2. Your email box will display. The view may differ depending on what you did last when using this app. Mailbox View (left) and Inbox View (right) are shown below.
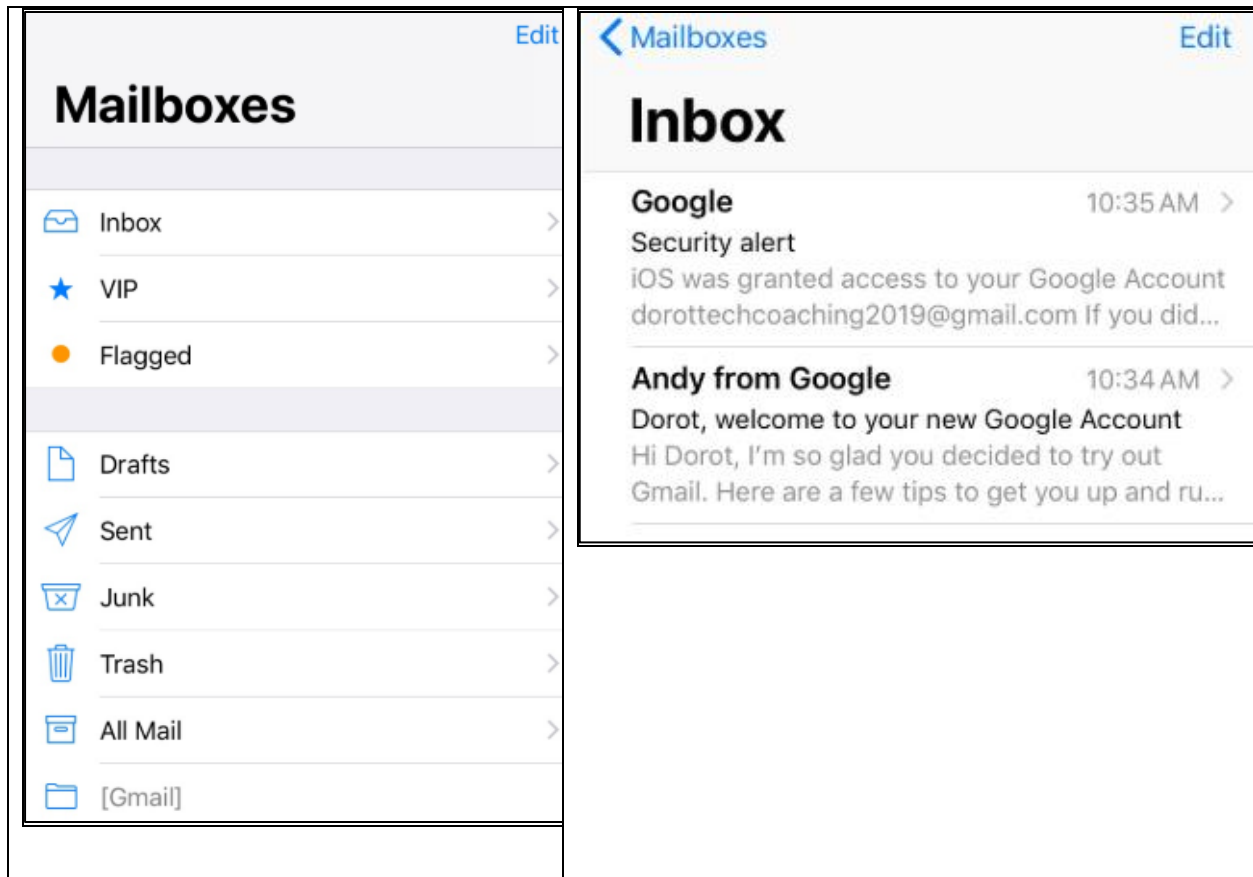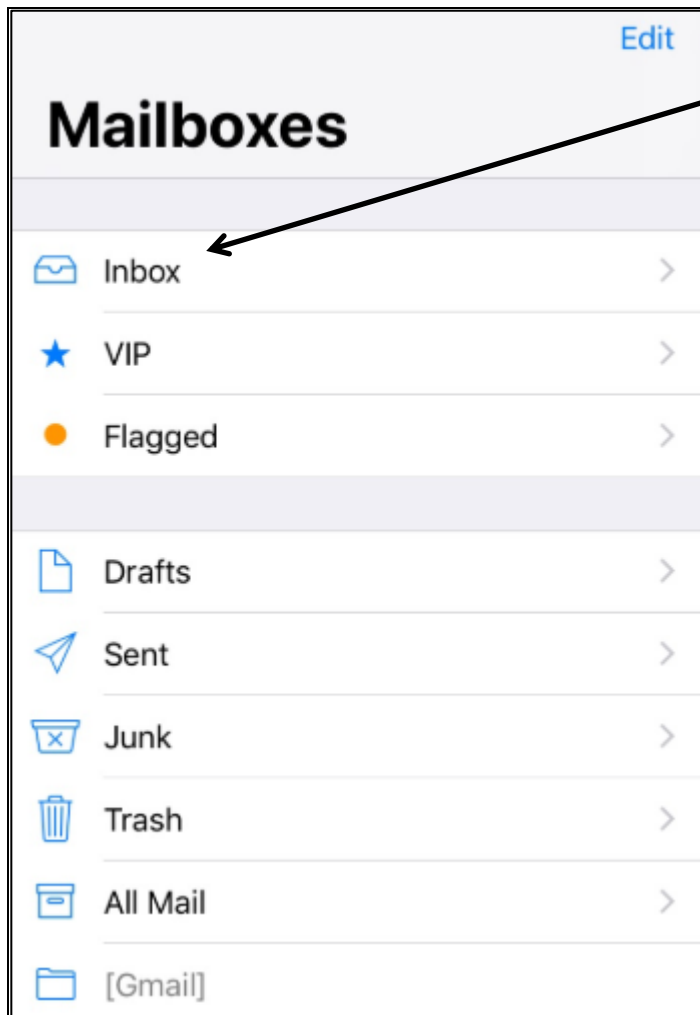
Deleting an Email (continued)

Step 3. If in Mailbox View, **click** (tap) on *Inbox* to view your emails.
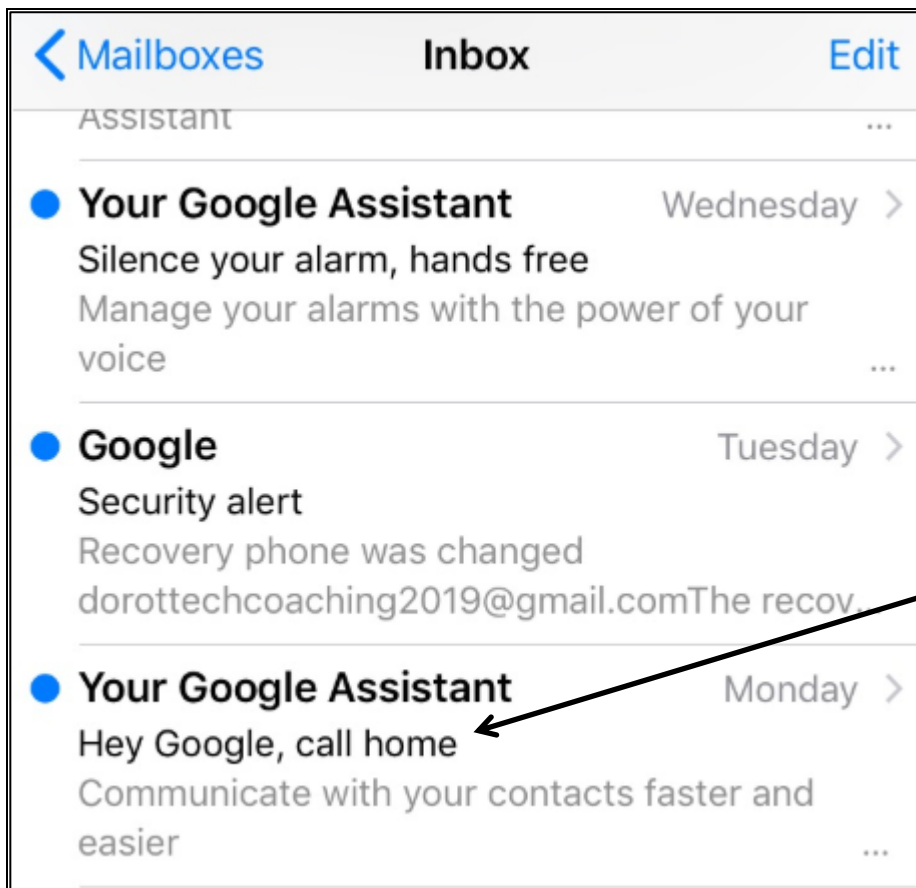
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Deleting an Email (continued)
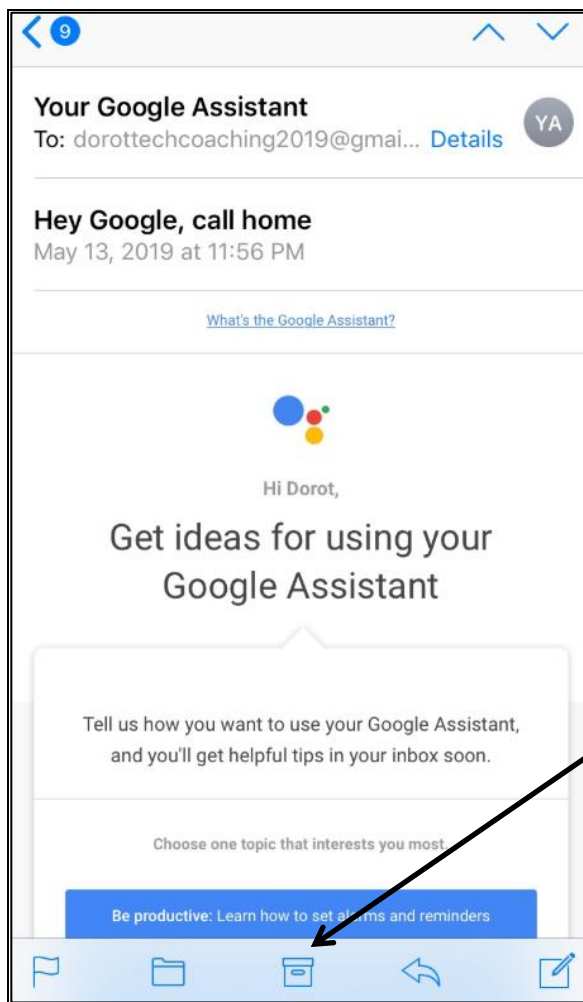
Step 4. **Click** (tap) on email you'd like to delete.

Deleting an Email (continued)

Step 5. While viewing the email, **click** (tap) on trash can **icon** (picture) on bottom middle of screen.

The email is removed.

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DOROT hopes that you have found this guide useful and that it has made technology easily more accessible.

We would love to hear from you. Please share your comments through technologyhelp@dorotusa.org