

Mary's Woods iPad Class
Grace Pitzer - Instructor

Week 8: Tuesday, October 26, 2021

| Topic | Page Numbers |
|--|--------------|
| Chapter 11: Email | p. 209-229 |
| Add an Email Account Settings/Mail Accounts/Add Accounts Mail Account Choices are iCloud, Microsoft Exchange, Google (gmail), Yahoo AOL, Outlook | p. 210-211 |
| Info Needed Your Name Email Address Password Description Click on Next Tap On/Off things you want to sync Contacts Calendar Notes, etc. | |
| Manually Set Up an Email Account: when not one of the listed servers Tap Other at bottom of list Add Mail Account Same info as above: Name, Email, Password, Description, etc. iMap Server Recommended (Comcast) POP Server removed messages from server when read, so can't be seen on a different device Accounts / Fetch New Data - Set to PUSH | p. 212-213 |

| Topic | Page Numbers |
|---|-------------------|
| <p>Open and Read Email Mail App: Blue Envelope Red Circle: Unread messages Inbox: You may have more than one account</p> | <p>p. 214-215</p> |
| <p>Read Tap message with Blue Dot (unread) - Opens on Right</p> <p>Scroll with fingers to see</p> <p>Swipe Right: Mark as Unread</p> <p>Swipe Left: Trash, Flag, Other</p> | |
| <p>Reply: Curved Arrow at bottom right corner of message Tap Reply, Reply All, Forward icon to send to someone else</p> | <p>p. 216-217</p> |
| <p>Create and Send New Messages Open Mail App and tap New icon (paper with pencil)</p> <p>To: Enter Recipient(s) address(s)</p> <p>If person is in your Contacts, Tap the + to open Contacts</p> <p>When to use: Cc:</p> <p>Bcc:</p> | <p>p. 218-219</p> |
| <p>Enter Subject of Message</p> <p>Enter message in the text field</p> <p>Notice: Your Bcc address and your signature at the bottom</p> | |

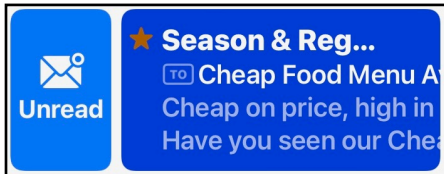
| Topic | Page Numbers |
|--|--------------|
| <p>Format Email</p> <p>Write (type) some text in the message field</p> <p>Double Tap on a word to select it so it turns blue with handles</p> <p>Drag handles to select text you want to work with</p> <p>Cut, Copy, Replace, B/U, Look Up, Share, Quote Level</p> <p>Insert photo or video</p> <p>(Quote Levels are Indent or Outdent text.)</p> | p. 220-221 |
| <p>***Beyond Basics: Format Bar Above Keyboard</p> <p>***Note, not all iPad on-screen keyboards are the same.</p> <p>Suggests some words it thinks you might use next.</p> <p>Aa icon on left opens a more complete Format tool box.</p> <p>Icons on left:</p> <p>Add photos or take pictures, Add documents or Scan documents,</p> <p>Use Markup Tools</p> <p>See graphics on p. 5.</p> | p. 222-224 |
| <p>Search Email</p> <p>InBox, Search Field (at the top)</p> <p>Type person's name, topic, subject, email</p> <p>Look for message in left column</p> <p>REMOVE Search topic when done.</p> | p. 224 |

| Topic | Page Numbers |
|---|--------------|
| <p>Mail Settings:</p> <ul style="list-style-type: none"> Message List <ul style="list-style-type: none"> Preview: 2 Lines (or more) Show To/Cc Labels ON Swipe Options Messages (2 options leave OFF) Threading <ul style="list-style-type: none"> Leave ON Composing <ul style="list-style-type: none"> Always Bcc Myself ON Increase Quote Level ON Include Attachments with Replies - Your choice | |
| <p>Signature: This shows at the bottom of all your messages. You decide what you want it to say</p> <p>Default Account: Choose the one you want your mail to go to.</p> | |
| <p>Send pictures from Photos</p> <ul style="list-style-type: none"> Select one or more photo Tap Share Icon Tap Mail Icon Enter Recipient's email address Enter Subject Enter Text above image <p>NOTE: the Image File size will be shown</p> <p>Tap Send</p> | |
| | |

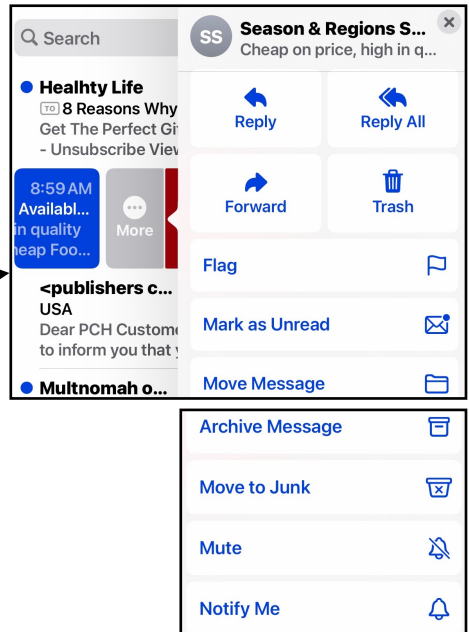
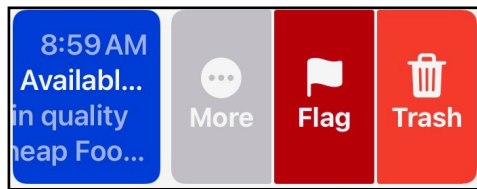
| Topic | Page Numbers |
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Email

Slide Left to Right

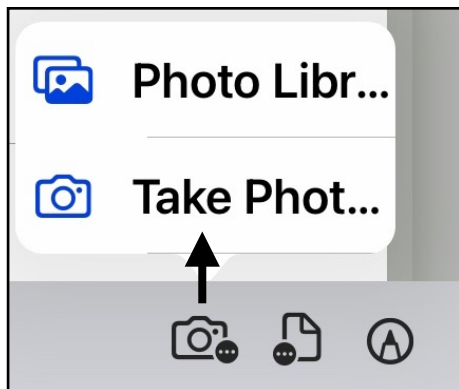


Slide Right to Left More (three dots)

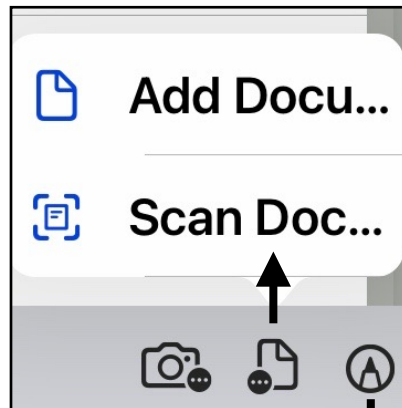


Composing Email

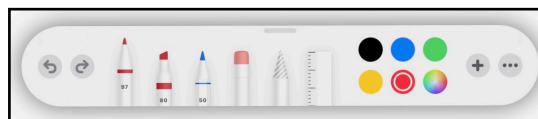
Add or take photos



Attach or Scan Documents

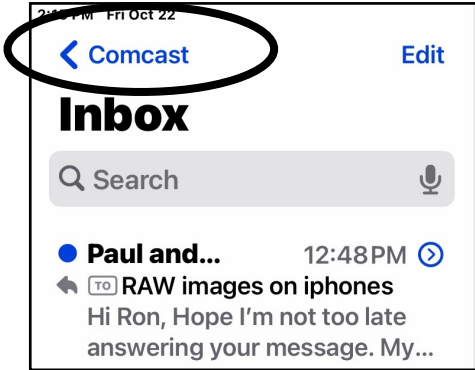


Use Markup Tools

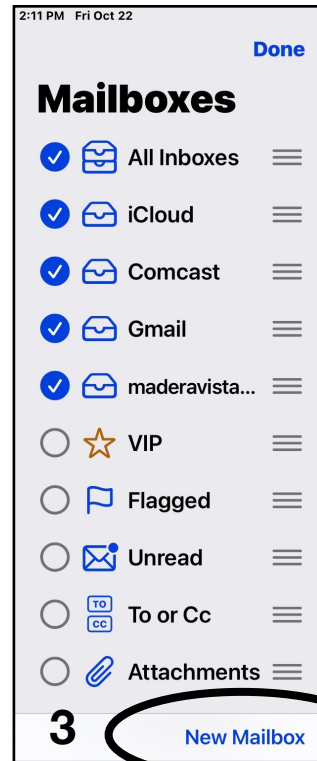
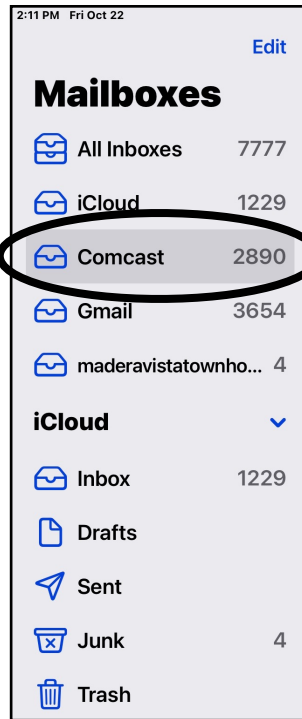


Create Mailboxes Follow the Numbers

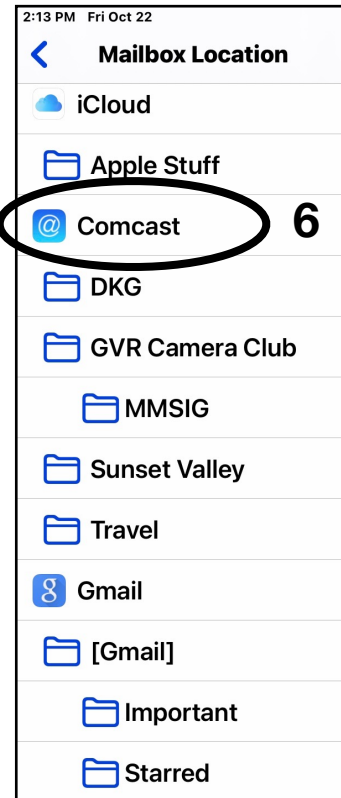
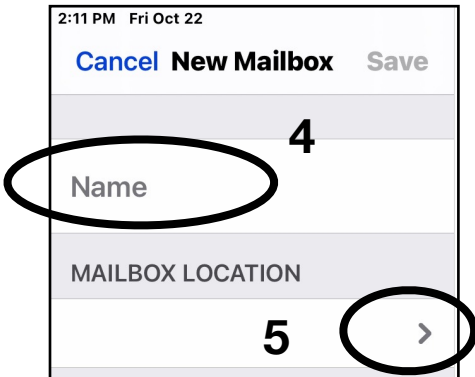
1



2



3



6

Don't forget that you put messages in this Mailbox, as they no longer show in your main Inbox.