

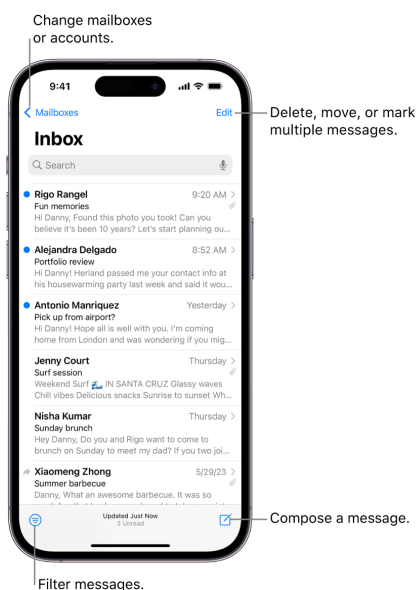
JUNE 6, 2024



"Exploring Mail, Part 2"


In this hands-on session, Ken Spencer and Helen Rains will guide you through practical tasks and fine-tuning settings for Mail on iPhones. You will have the opportunity to complete tasks and adjust settings firsthand. Please make sure your iPhone is updated to iOS 17 for a guided experience with our tech support team.

For Help, Go to iPhone User Guide, Table of Contents, Apps > Mail
<http://help.apple.com/iphone>



A. Check and Manage Incoming emails

Filtered by: Unread button is a convenient feature that allows you to quickly filter your inbox (or any mailbox) to show only the unread messages. This helps you focus on the emails that you haven't yet addressed.

Reading and Marking as Read/Unread: Tap on a message to read it. Mark a message as read or unread. 

Swiping: Left or Right, Full or Partial

Flagging Messages: If you want to highlight important messages, swipe to reveal the option to flag them. Flagged messages can be easily found later in the "Flagged" mailbox.

Deleting/Archiving Messages: Swipe to delete or archive messages.

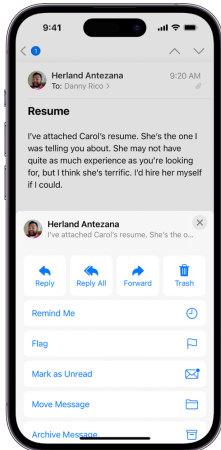
Move or mark multiple emails:

While viewing a list of emails, tap Edit.


Select the emails you want to move or mark by tapping their checkboxes.

Tip: To select multiple emails quickly, swipe down through the checkboxes.

Tap Mark, Move, or Trash at the bottom of the screen.



Reply to an email

Tap in the email, tap , then do one of the following:

Reply to just the sender: Tap Reply.

Reply to the sender and the other recipients: Tap Reply All.

Type your response.

Forward an email

You can send an email forward to new recipients.

Tap in the email, tap , then tap Forward.


If there are attachments in the original email—like photos or documents—you can decide whether to include them in the forwarded email. Choose Include or Don't Include.

Enter the email addresses of the new recipients.

Tap in the email, then type your response. The forwarded message appears below.

Managing Junk email

Manage unsolicited messages by marking them as junk. The Mail app will learn to filter these messages more effectively over time.

To move an email to the Junk folder, open it, tap , then tap Move to Junk.




B. Compose and Send a Message

Go to Settings > Mail > Default Account > Select main account.

Create a signature that will appear at the bottom of all your outgoing emails.

Go to Settings > Mail > Signature and enter your desired text.


Write an email message

1. Tap .
2. Tap the To field, then type the names of recipients.
As you type, Mail automatically suggests people from your Contacts.
3. If you want to send a copy to other people, tap the Cc/Bcc field, then do any of the following:
 1. Tap the Cc field, then enter the names of people you're sending a copy to.
 2. Tap the Bcc field, then enter the names of people you don't want other recipients to see.
4. Type Subject
5. Tap in the email, then type or dictate your message.
6. To change the formatting, tap  above the keyboard, then tap Aa.
You can change the font style and color of text, use a bold or italic style, add a bulleted or numbered list, and more. (Note: The way the message format looks to you may not be the way the message will actually look to the recipient.)
7. Tap  to send your email.

Email a link from Safari

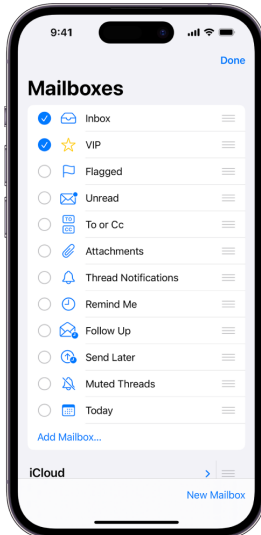
In Safari, click 
Select Mail then address and send like normal

Send an email from Photos


In Photos, Select photo
Click 
Select Mail then address and send like normal

C. Organize your mail with Mailboxes


You can choose which mailboxes to view, reorder your mailboxes, create new ones, or rename or delete mailboxes. (Some mailboxes can't be changed.)



To organize your mailboxes, tap  in the upper-left corner until you see Mailboxes. Tap Edit, then do any of the following:

- *View mailboxes:* Select the checkboxes next to the mailboxes you want to include in the mailboxes list.
- *Reorder mailboxes:* Touch and hold  next to a mailbox until it lifts up, then drag it to the new position.
- *Create a new mailbox:* Tap New Mailbox in the lower-right corner, then follow the onscreen instructions.
- *Rename a mailbox:* Tap the mailbox, then tap the title. Delete the name, then enter a new name.
- *Delete a mailbox:* Tap the mailbox, then tap Delete Mailbox. Will delete enclosed emails.

Organizing Messages with Mailboxes:

Tap in the email, tap 
Choose "Move" to select the destination folder or mailbox.

D. Search for emails using different criteria.

To find specific messages, use the search bar at the top of the Mail app. You can search by sender, subject, or within the message content.

*Bonus tips:

* to Undo

Open the Settings app and tap Accessibility.
Tap the Touch option.
Tap the toggle switch for Shake to Undo to turn it on.

*Add iPhone User Guide to your Home Screen

From Safari on your iPhone, go to <http://help.apple.com/iphone>

Click 


Select Add to home Screen


*Remove Previous Recipients on iPhones and iPads

Tap the address, the blue circle, the Remove From Recents button to permanently delete an email address from your previous recipients.


*Quote some text when you reply to an email

When you reply to an email, you can include text from the sender to clarify what you're responding to.

1. In the sender's email, touch and hold the first word of the text, then drag to the last word. (See [Select, cut, copy, and paste text on iPhone.](#))
2. Tap , tap Reply, then type your message.


Note: To turn off the indentation of quoted text, go to Settings  > Mail > Increase Quote Level (below Composing), then turn off Increase Quote Level.

*Save a draft for later

If you're writing an email and want to finish it later, tap Cancel, then tap Save Draft.
To resume work on an email you saved as a draft, touch and hold , then select a draft.

*Delay sending emails

You can give yourself a little more time to change your mind and unsend emails by setting a delay.


Go to Settings  > Mail, tap Undo Send Delay, then choose a length of time to delay outgoing email messages.

*Undo a sent email

You have 10 seconds to change your mind after you send an email.
Tap Undo Send at the bottom of the Inbox to pull back the email.

*Send again

Go to Mailboxes, Tap Sent mailbox.

Tap the eMail to Resend, tap , scroll and tap the Send Again" option.
You can edit the body of the email, change the recipients, and send the eMail again.