

KEEPING IN TOUCH BY EMAIL

Email is king when it comes to communication, particularly if you are on the move and want to keep in touch.



HAVE YOU GOT AN EMAIL ADDRESS?

If you have an email address, you are ready to start emailing. You need just one email address which can be used anytime, anywhere, on any device.

If you have not yet got an email address and wish to create one, you do this in 'Settings'. If you need a little help with this, contact me 07715046187 or fmckeown@ionology.com and we can arrange that you get the help you require.

HOW DO I GET INTERNET CONNECTION?



Tap the 'Settings' icon on the screen. Next, tap on the Wi-Fi connection. If there is a Wi-Fi network in your vicinity, your iPad will locate it and ask you to select it. You will then be prompted to enter a password. Please note, if there are several networks nearby, you may have to choose your network from a list of options now appearing on your screen. Tap the relevant connection and then enter the password. If you do not know the connection or password please check by asking.

You may see available Wi-Fi connections listed that don't require passwords. Avoid these, as they may connect you to a rogue network.

SENDING AN EMAIL

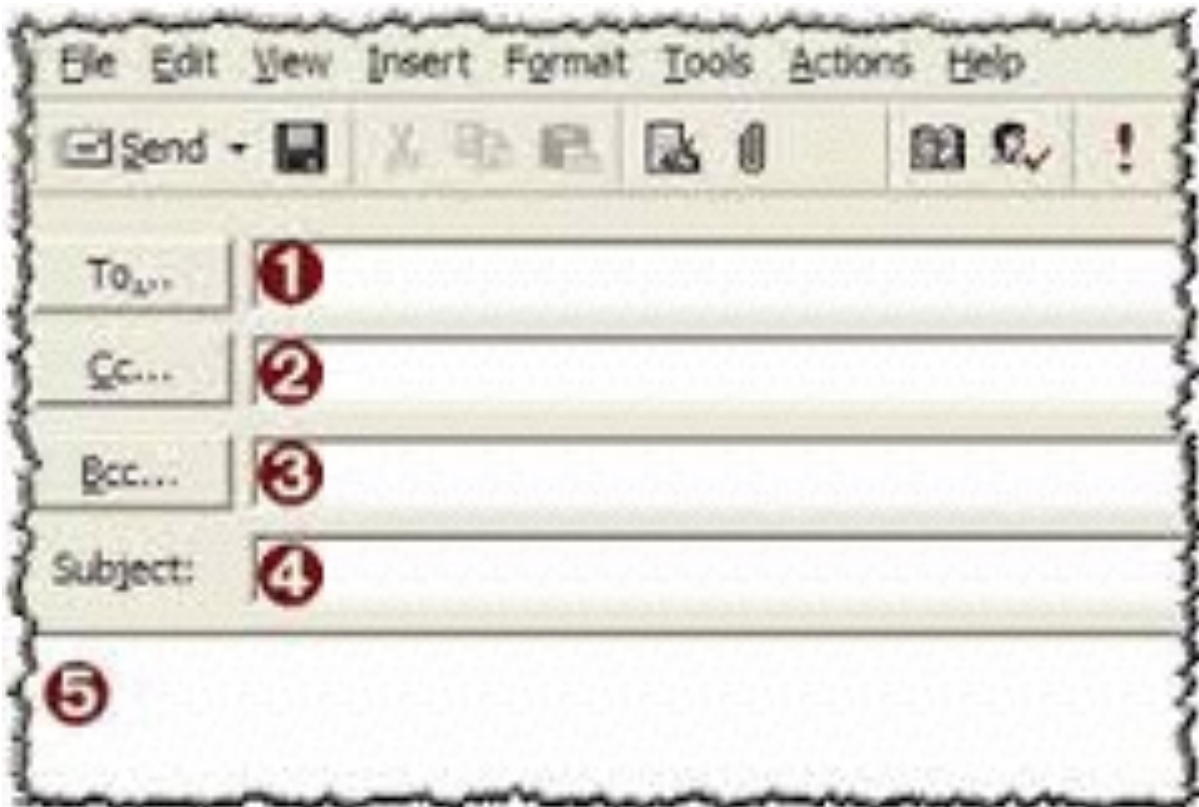
Provided you have got a friend's email address to hand, you are now ready to start. However, if you don't know someone's email details, send a practice email to yourself. Now that we have internet connection and email addresses we are ready to start emailing.



To begin, open the 'Mail' app. It usually sits at the bottom of the home screen and looks like this. Tap the icon to open.

To create an email, tap the 'New Email' icon (which looks like a pen and a blank piece of paper) in the top right corner of the iPad's screen. This will bring up the screen illustrated below,

Insert the cursor, (which is a vertical blue bar), at the point where you require text by tapping at the relevant place.



- 1) **To** *Insert the email address of the recipient here.*
- 2) **CC** *This setting stands for carbon copy and allows you to send courtesy copies of your email. Everyone who gets a copy, can see the email address of all others who have been sent this message.*
- 3) **BCC** *This setting works like cc except the B stands for blind, so nobody can see that the recipient in BCC has also received a copy of the email.*
- 4) *The subject of the email gives an overview of the email content e.g. Proposed Digital Device Training.*
- 5) *Below the subject line is a large space in which you write your email message.*

6) *When you finish composing your message, tap the 'Send' button in the top right corner of the email form.*

7) *Your message is sent to the recipient immediately providing of course, you have an Internet connection,. Should you see an error message, your email will be stored on your iPad and sent the next time you open the Mail app and you do have an Internet connection.*

DELETING AN EMAIL ADDRESS

If you need to delete an email address from the recipient list on your email, tap that name or email address and then tap delete button which is the left arrow at the top right hand side of your keypad.

DELETING EMAILS

To delete a message, select the relevant email and tap the trash can with is the centre symbol on the top right of your screen

REPLYING TO EMAILS



To reply to an email, simply hit the curved arrow key in the status bar and select 'reply' This will automatically put in the reply email address and subject matter. You just type your message. You could select to send a 'New Message' using the pen and blank paper icon. If you choose this option you must fill in the email address and subject matter.

Messages created using the 'reply' option are organised into '**Threads**' which are messages and replies in a list together. If there are two small arrows to the right of the date this indicates the email is part of an ongoing conversation. When you tap the email in the message list, the list will change to show the previous emails you have received whilst carrying on this particular conversation.

FORWARDING EMAILS

You may want to share an email you have received. If so select the email you want to share and hit the curved reply key. Select 'forward'.

PRINTING EMAILS

Provided you are connected to a printer, select the reply curved icon, followed by the print option.

INSERTING A PHOTOGRAPH OR VIDEO IN AN EMAIL

You may want to include a photograph or video into you email.

- 1) Tap the email at the point of insertion.
- 2) You will see some formatting options **Select, Select all, Paste, Insert photo or video**
- 3) Select 'Insert Photo' and you will be taken to your photographs.
- 4) Select the single photograph you wish to share by tapping on it.
- 5) Hit 'Use' at the top right of your screen.
- 6) The photograph will now be inserted into your email.
- 7) Complete your email message and hit 'Send' in the top right hand corner.



SENDING MULTIPLE PHOTOGRAPHS



- 1) Open the photograph icon.
- 2) Hit select (top right of screen)
- 3) Tap the photographs you wish to share (blue circle with tick mark will appear.)
- 4) Tap the square with the up arrow on the top left of your screen. This will bring up a list of possible options from which you select 'Mail'
- 5) You are now in a position to fill in the 'To' and 'Subject of the resulting email.
- 6) Send the email and share your photographs.

READING EMAILS



- 1) The column on the left shows a list of the messages in your Inbox, with the most recent at the top. You can scroll the message list up and down by putting your finger on it and dragging it up or down or by flicking it.
- 2) The number on the mail icon at the bottom of the screen tells you the number of unread emails you have in your inbox.
- 3) Each email has a summary box in the message list, detailing who sent it, the time or date the email was sent, the subject matter and a short snippet from the start of the message.
- 4) Unread emails have a blue circle beside them to allow you to identify them quickly. When you tap the email's summary box, the blue circle is removed and the email's entry in the message list becomes grey, and the full email can now be read.

EMAIL FOLDERS

Your iPad arrives with a number of folders

- 1) The '**draft folder**' will store emails you have abandoned for whatever reason. When you return to your email app you will find it by tapping the draft folder, retrieve the email, complete it and send it.
- 2) The '**sent folder**' keeps a record of all of the emails you have sent to others. Tap on this folder and scroll for details.

3) The **'trash folder'** holds emails you have deleted. You can empty the trash folder by going into this folder, hitting Edit followed by Delete All.

4) Internet providers filter emails and they create **Bulk/Junk** mail folders which contain emails considered to be junk. It is advisable to look in your junk folder on a regular basis in case real messages have been put there in error.

TIPS

1) At the end of a sentence, hit the space bar twice. This will insert a full stop and the next sentence will automatically start with a capital letter.

2) You do not need to determine line endings. The text automatically wraps around so allow it to do so. The return key (which is the arrow below the straight arrow, pointing right) should be used at the end of a paragraph. To complete a paragraph, hit this key twice and you will have a clear space between paragraphs.



3) On occasions you might find your view is marred by the keyboard. To hide the keyboard simply hit the bottom right hand key. To reveal the keyboard again, simply tap the screen.

4) **Splitting the keyboard** You can make it easier to type messages by splitting your keyboard into two halves. Each half of the keyboard gets smaller and moves to the extreme edge of the screen. You can now rest the iPad in your fingers and reach the keys with your two thumbs. You can also move the keyboard from the bottom of the screen to the middle.

Split the keyboard by placing two fingers on it and move the fingers apart horizontally. Reverse this gesture to reconnect the keyboard.