

Apple Mobile Device Training

Session 10: Mail App & Your
Email Address





Breakdown of Sessions

Mondays (10:00am – 12:00pm) Thursdays (3:30pm – 5:30pm)

- **Session 1: Welcome to your iPhone or iPad**
- **Session 2: Apple ID & Backups**
- **Session 3: Apps & Settings**
- **Session 4: Settings (Continued)**
- **Session 5: Settings (Continued)**
- **Session 6: Settings for Third Party Apps & Voice Activation**
- **Session 7: Passcode, Touch ID & Face ID**
- **Session 8: Communicating on your Device**
- **Session 9: The Camera & Photos App**
- **Session 10: Mail App & your Email Address**
- **Session 11: Searching the Internet with the Safari App**
- **Session 12: Productivity Apps**
- **Session 13: Productivity Apps (Continued)**
- **Session 14: How to Troubleshoot & Reset your Device if needed**
- **Session 15: Other Useful Apps & Websites**





Download Class Materials

Go to <https://sfcommunityliving.org/learn-skills/computer-training/>, look through our Tech Help Desk class schedules for all online classes hosted by Community Living Campaign.

- Here you can also download printable copies of the class materials used for today's lesson & all other planned lessons on CLC's Tech schedule.



Today's Goals

- What is an **Email & Email Address**?
- Learn how to create an Email address.
- What is the **Mail App**?
- Learn how to **add your Email Address to the Mail App**.
- Learn how to **check, reply to, forward & send Emails**.



An Email Address

- An email is a message distributed by electronic means from one computer/tablet/smartphone user to one or more recipients via a network.
- An email address is the account used to distribute or receive emails.
- Most website accounts or software accounts that use the internet will require you to have an email address as a means to communicate with you regarding that account.
- All email addresses follow the same general format: “personalizedtextwithnospaces@companyname.com”
(Example: bumblebees96@gmail.com)





Which Email to Get?

- **There are many companies that offer you the ability to create your own email address free of charge.**
- **If you do not already have an email address...**
 - Decide which company you'd like to use for your email address
 - Go to their website (gmail.com, hotmail.com, aol.com, etc.)
 - Click "Create Account" and follow the prompts as you fill out their form in order to create your email address
 - Remember to save your new password for the email address and keep it somewhere safe
- **For further help with creating an email address go to;**
 - <https://edu.gcfglobal.org/en/email101/>
 - <https://techboomers.com/best-free-email-services>
 - <https://www.sftechcouncil.org/passport/>

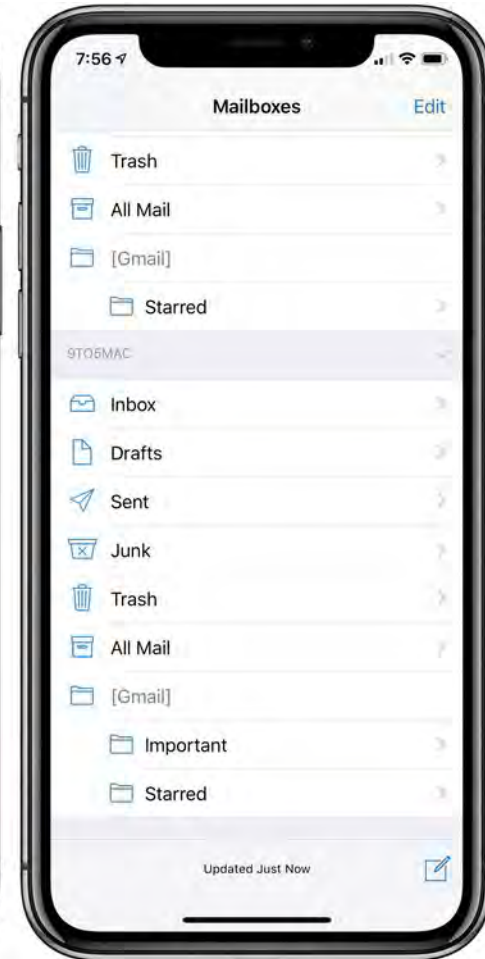
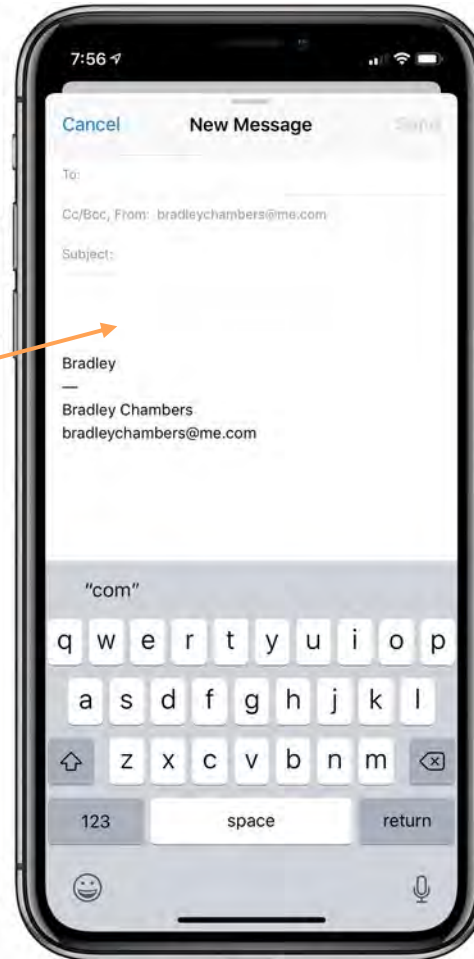
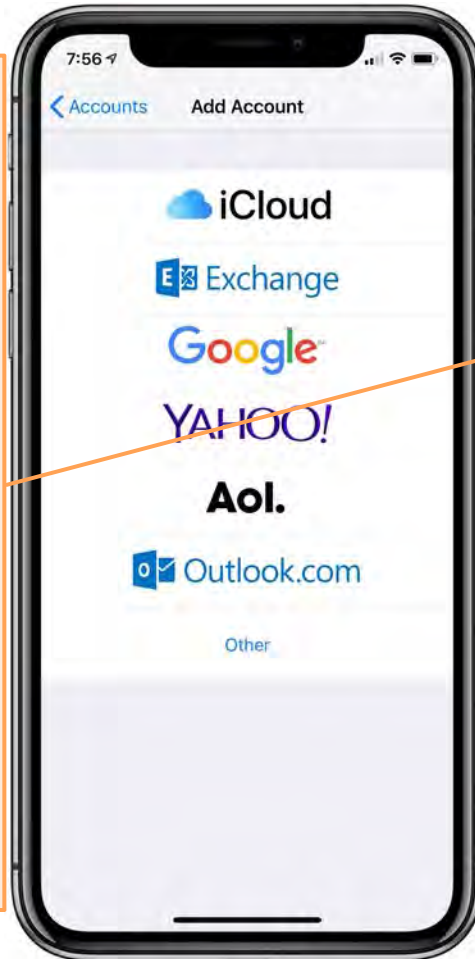




The Mail App



The Mail App is Apple's own emailing app available in all Apple devices. Once your email address is added to the app, you can use it to quickly access your emails without needing to log into your email address each time.





Adding an Email Address

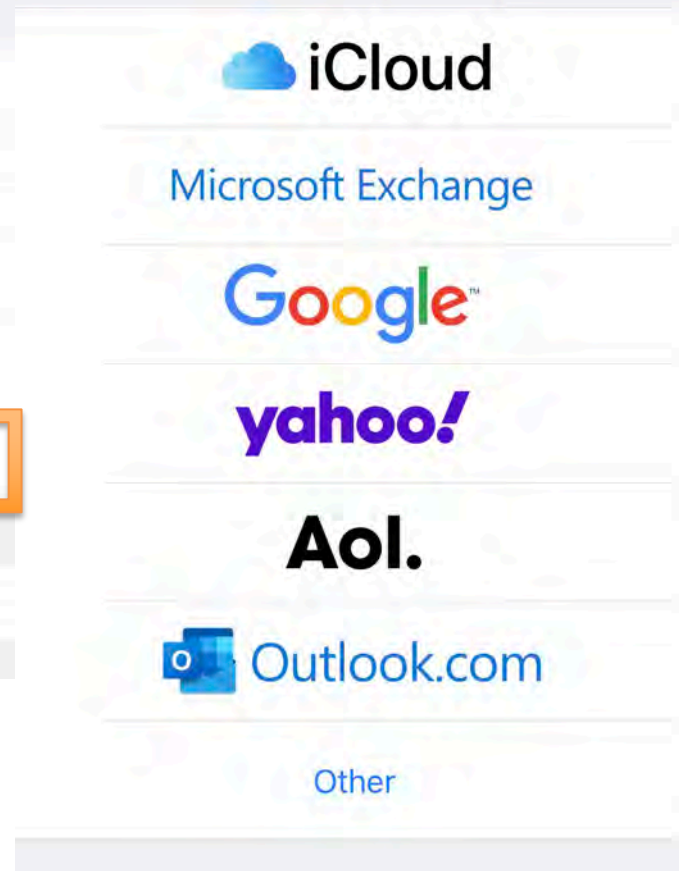
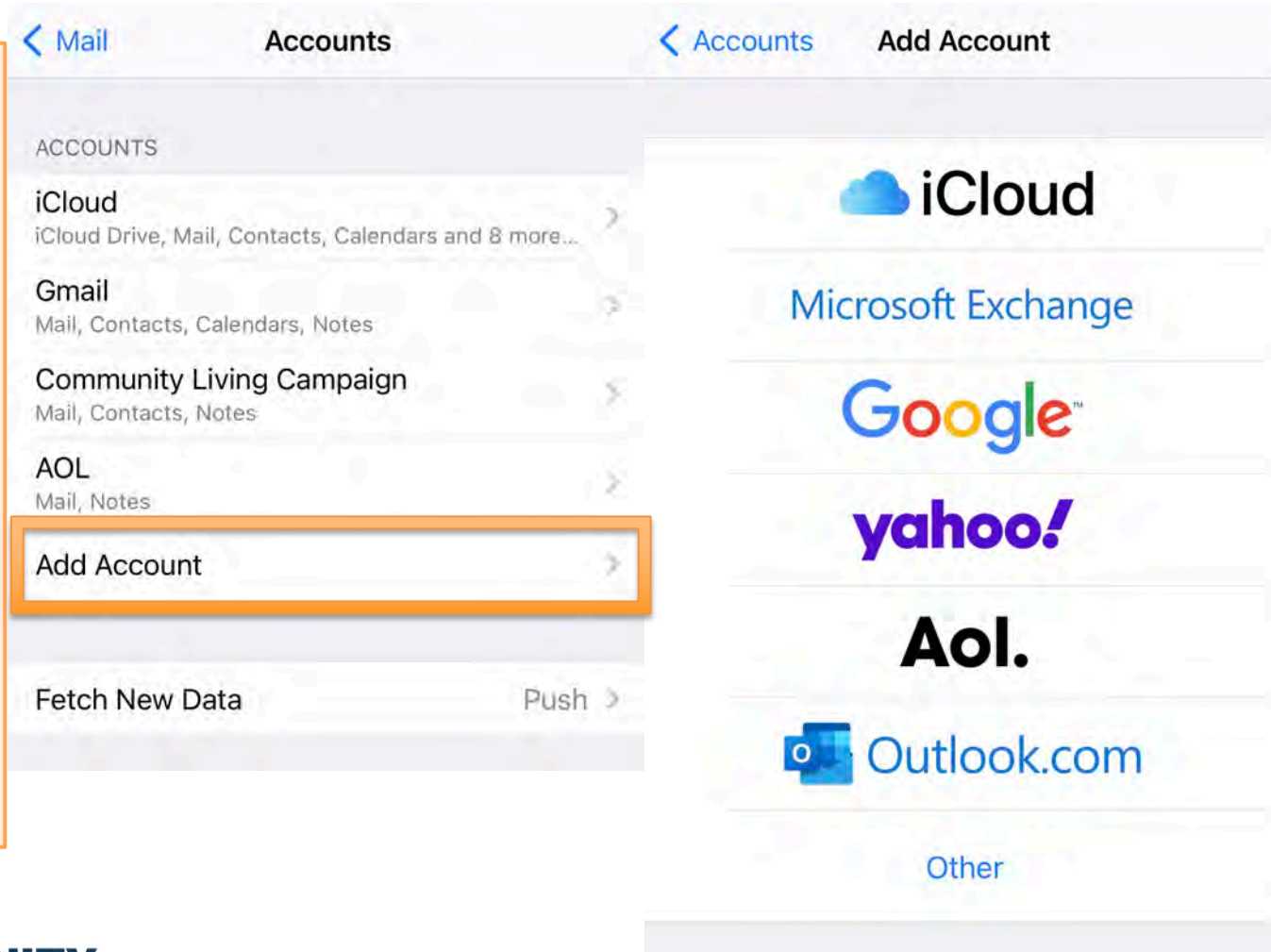
To see the Mail app settings; open the Settings app, scroll down the list of options and then tap “Mail.” On the next screen you will be able to adjust multiple settings for your Mail app. For now we will focus on how to add/manage multiple email accounts within the Mail app; you’ll do so by tapping “Accounts” (more details about Mail app settings on pages 15-17).





Adding an Email Address

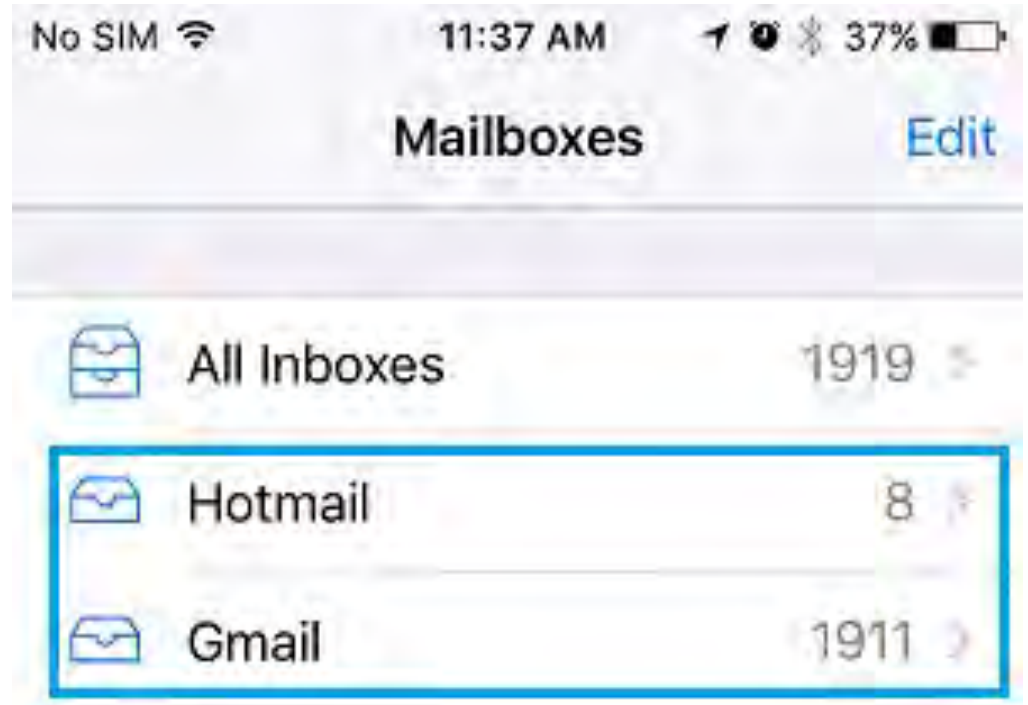
To add an email address to your Mail app; Tap on “Accounts” and then tap “Add Account.” On the next screen you’ll be asked which company your email address was created with, and you’ll need to follow the prompts depending on your selection. Once you’ve answered all the questions, you will see your account in this list. You can then adjust what email account information is automatically synced with your device (like contacts, calendar events, notes, etc.).





Multiple Email Addresses

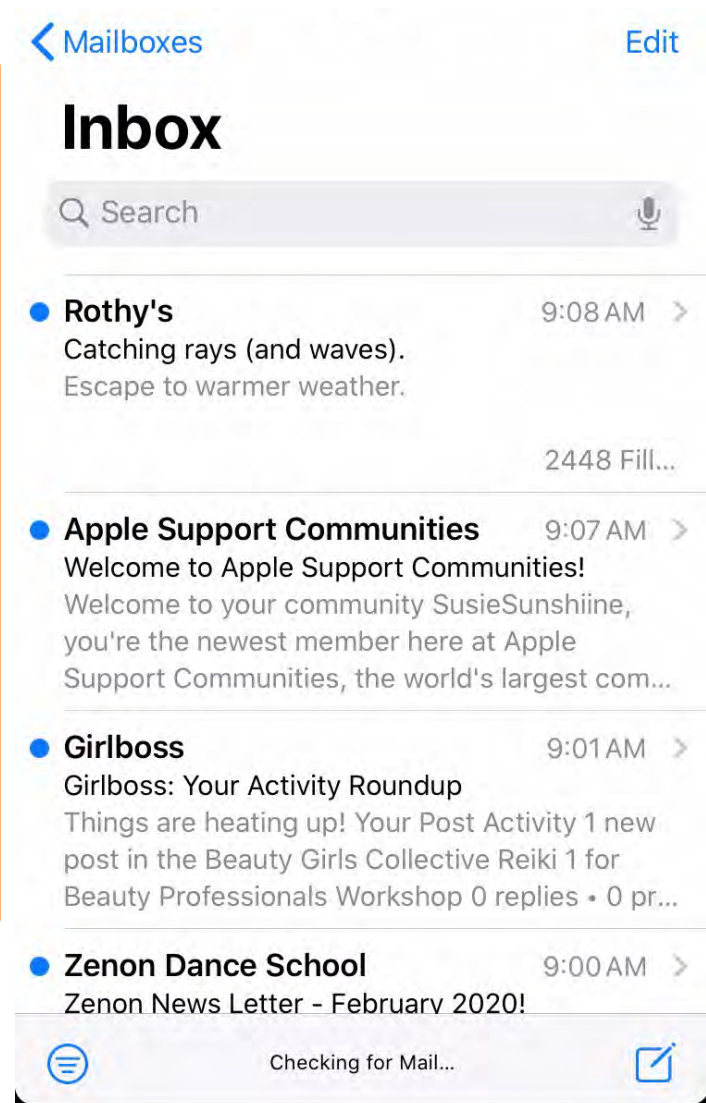
Since you can have multiple email addresses within your Mail app, it will automatically separate your different inboxes and offer an “All Inboxes” view that shows you all emails in order of when you received them. You can also edit the names of these separate inboxes within the “Accounts” section of settings shown in the previous slide.





Check Emails

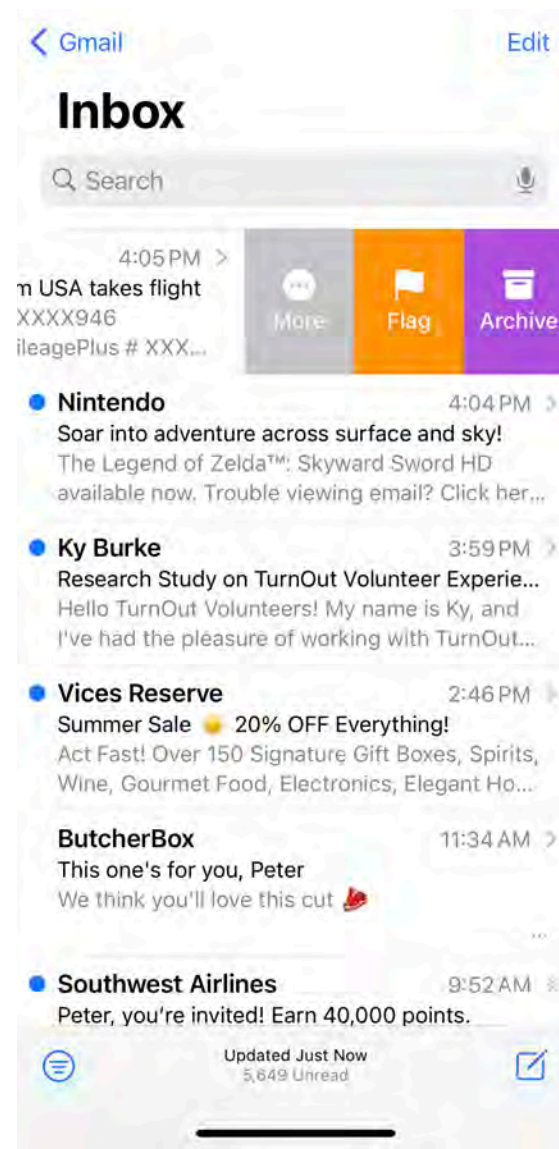
When looking at one of your inboxes, it will always show emails in the order when you received them. You can use the “Search” bar at the top of the list to find a specific email by typing in anything you can remember regarding that email, or you can scroll through the list by dragging your finger in an upwards or downwards direction on your touch screen. When you find an email you’d like to open, tap on it. At the very bottom you will either see the words “Checking for Mail...” or “Updated X minutes ago.” This will let you know when your device last updated the list of emails. To force the Mail app to check for a new email, scroll to the very top of the email list, and continue to drag your finger in a downwards motion. You should see the words at the bottom of the screen switch to “Checking for Mail...” and any new emails will be automatically added to the top of the list.





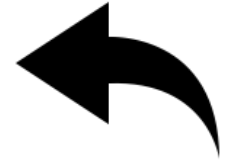
Check Emails

When looking through your emails, you can quickly interact with them without even opening them first. Do this by swiping your finger from right to left over the email in question, you will then be prompted to “Archive” the message (moving the message to a folder), flagging the message as important or tapping “More” for other options. You can adjust what options are visible for this swipe gesture in your settings (more details on page 16).

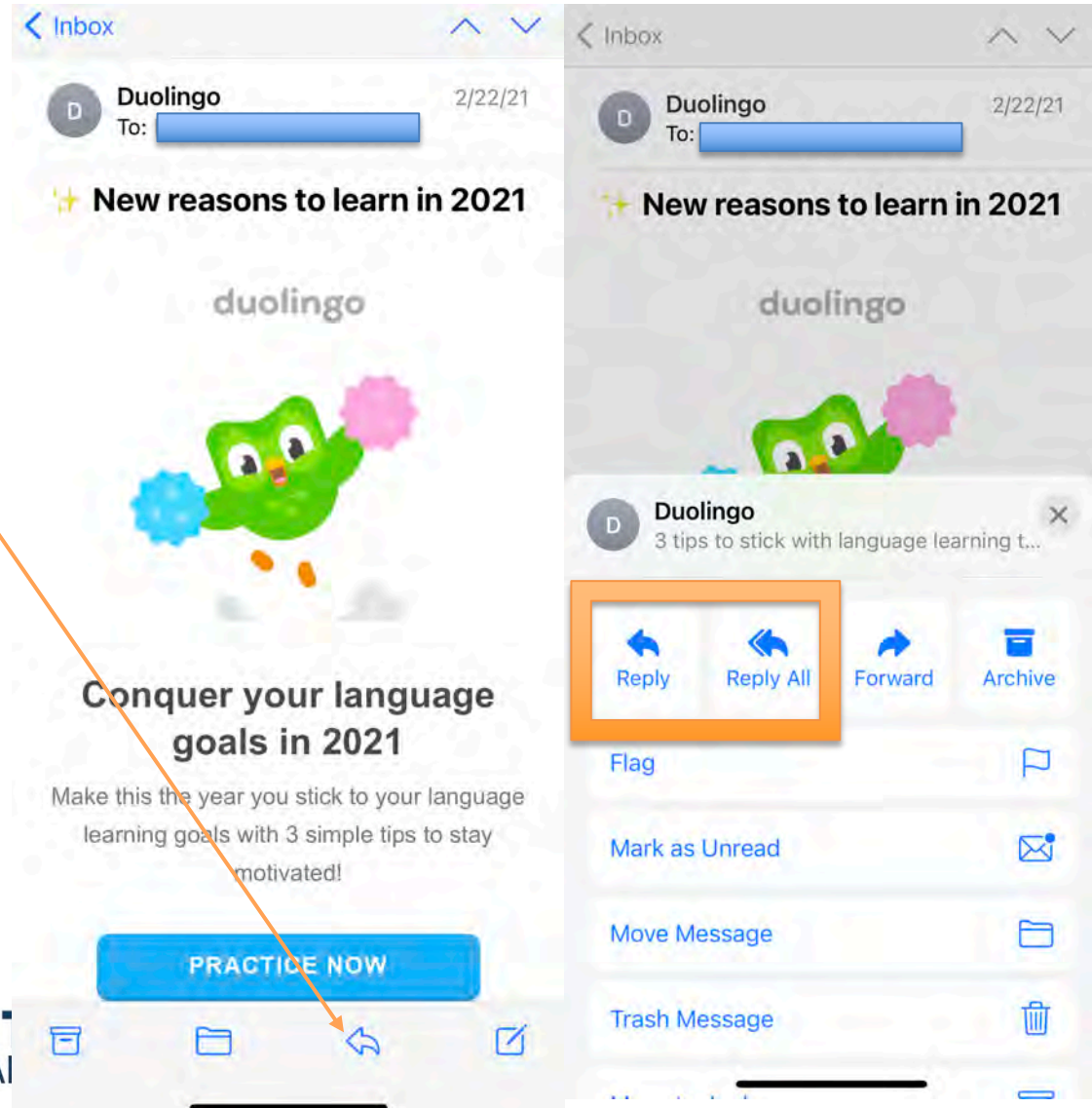




Reply to Emails

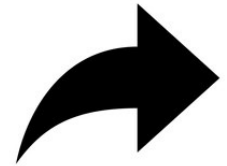


When you open an email you'll have multiple options to interact with it. To reply to an email, tap the reply icon of an arrow pointing to the left. On the next screen you can either "reply" directly whomever emailed you, or "reply all" in order to respond to an email where multiple email addresses are attached.

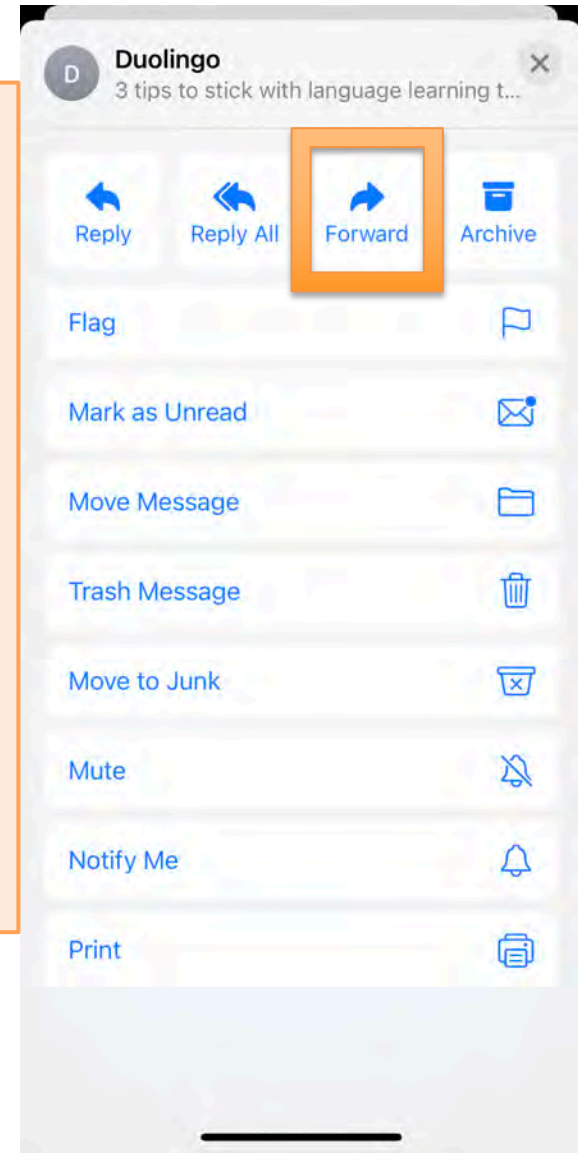




Forward Emails



To send an email you received to a different email address that was not previously attached to the communication, you would follow the same steps as the previous slide except tapping “Forward.” On the next screen you will then be prompted to type the email address you wish to send it to. You will see there are many more options on this screen; you can “flag” important emails, mark them as unread, move a message to a folder (you can also create a new folder after tapping “Move Message”), delete a message, send a mark a message as junk (spam), mute emails from this contact (emails will still come in, but without prompting a notification on your device), receive notifications whenever this contact emails you, or print a copy of this email if a printer is nearby.

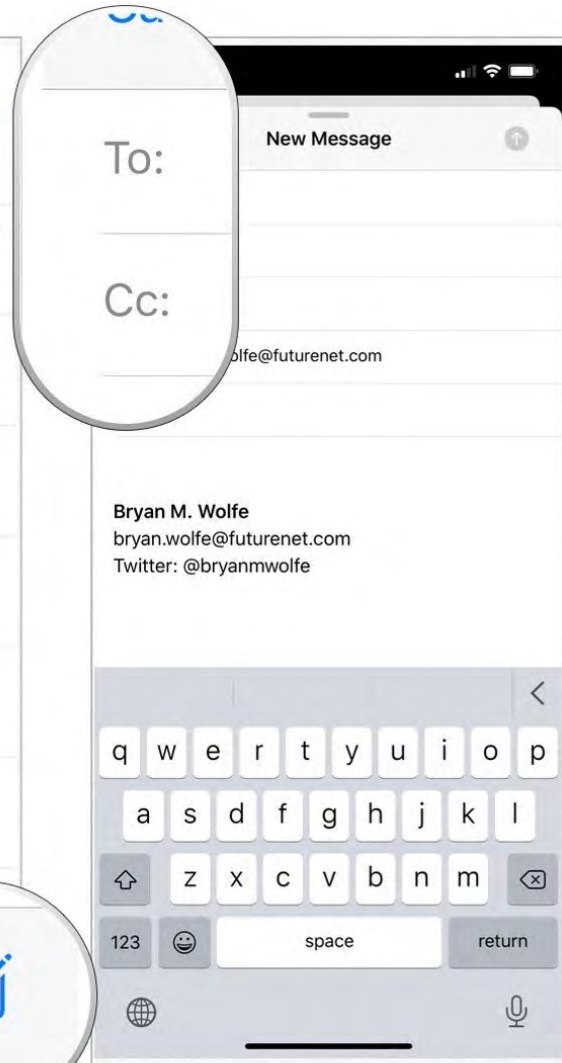




Write New Emails



To write a new email you would first open the Mail app, tap on the icon at the bottom right corner of your screen that resembles, then type the email addresses of those with whom you want to communicate and type the message you'd wish to send them (the "CC" feature is mostly used as a way to be professional for a work email that is being sent to multiple people, but not everyone is the main focus of the email).

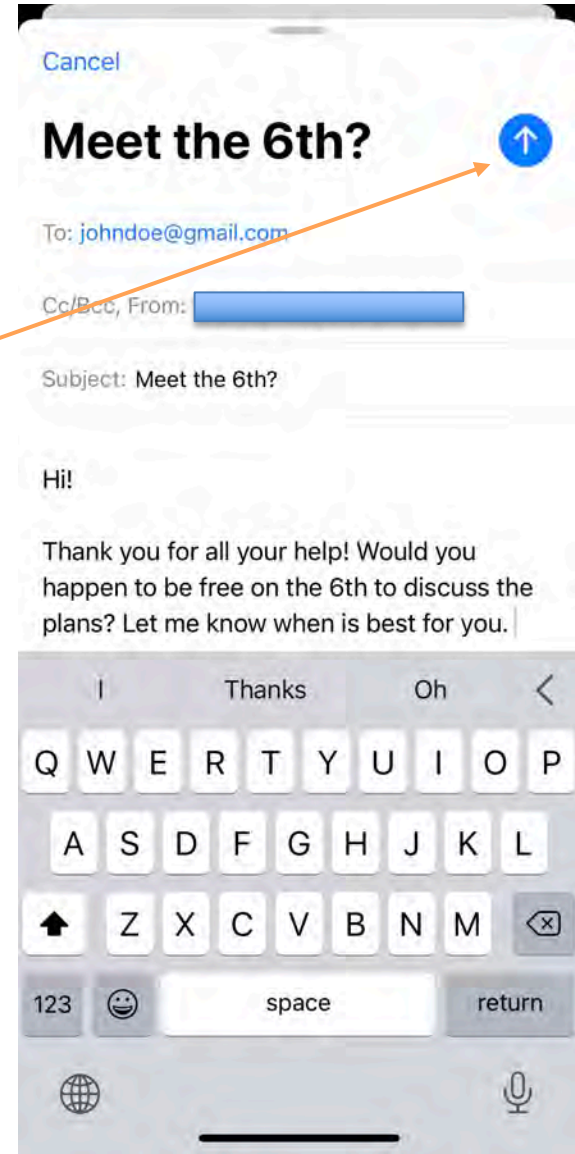




Send an Email



To send an email no matter if you're writing a brand new email or replying to a previous one, (after you've finished typing your message, subject, and who it is being sent to) you must tap the arrow pointing upwards surrounded by a blue circle in the top right corner of your screen. It may take a moment depending on the internet strength, but your message will send as long as you've typed the recipients' email addresses correctly.





Mail App Settings



As mentioned earlier in this session; to see the Mail app settings you must first open the Settings app, scroll down the list of options and then tap "Mail." On the next screen you will be able to adjust multiple settings for your Mail app.





Mail App Settings



On the next screen you will be able to adjust how much Siri or the Search feature help you with your email, turn on/off different ways of receiving notifications when you receive an email, set your preferred language, add/manage multiple email accounts to the Mail app, adjust how much of an email you see while it's still in list view before you've opened it to read, turn on/off labels when an email is sent to you directly or by "CC," adjust what options you see when using the swipe gesture, turn on/off a pop-up window that double checks if you're sure before deleting emails, turn on/off having images show up in your emails (turning off would use less cellular data when checking emails outside of Wi-Fi), and even more settings if you scroll further down...

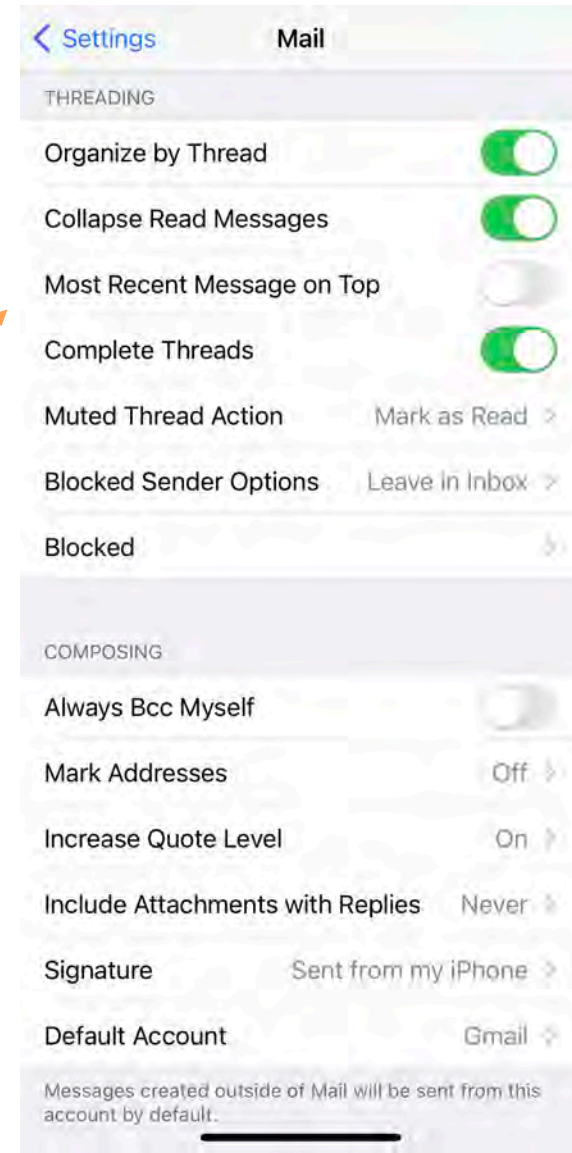




Mail App Settings



These options are more advanced settings that don't necessarily need to be touched depending on your needs. The top section in the image shows settings that adjust how you're able to view a single email "thread." Thread is another word for digital conversations; a text message conversation can also be called a text message thread, so email replies sent back and forth are known as an email thread.

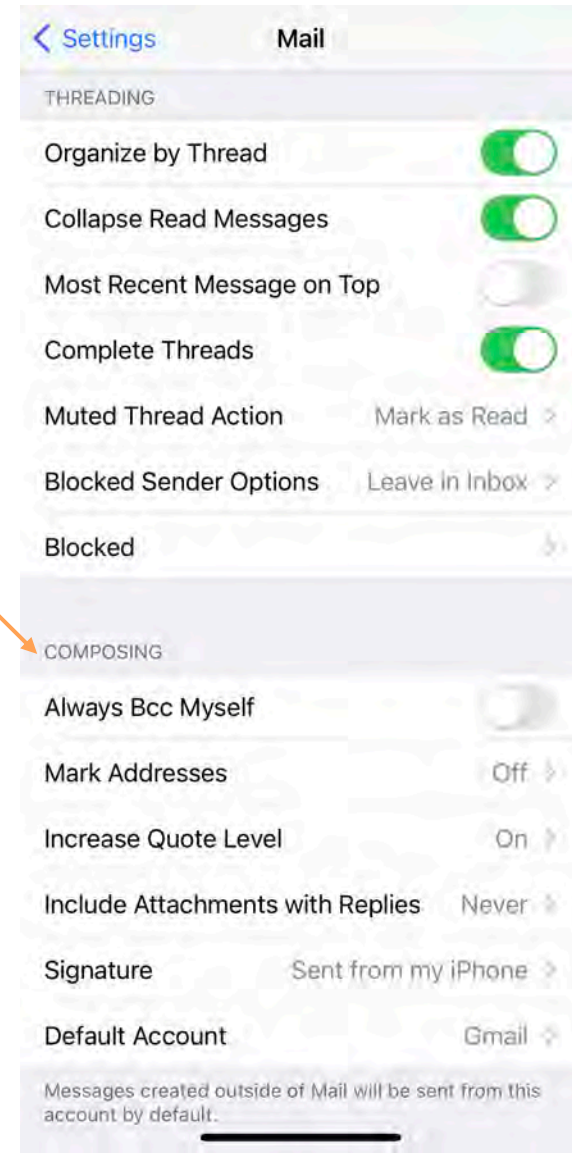




Mail App Settings



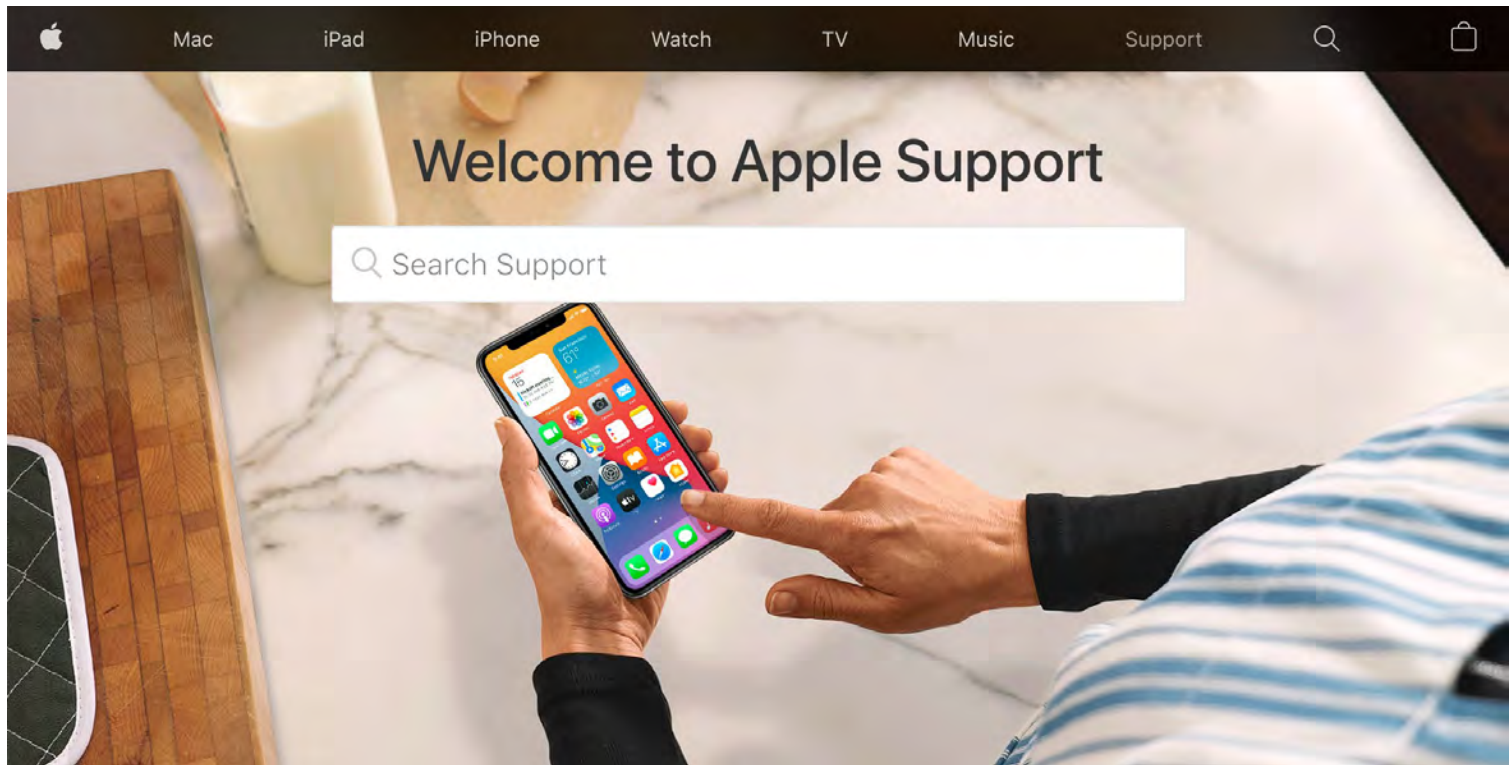
The bottom section in the image shows settings that adjust how you compose/reply/forward your emails. Most of these settings are used for work email addresses, but the average user may still use the “Signature” setting to save a personalize salutation that will be automatically added at the end of every email you send. Also, at the very bottom you can select one email account as your “Default Account” if you have added multiple ones to the Mail app.





More Questions?

support.apple.com





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