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IOS 7 Mail, Contacts, Calendar, Reminders Quick Reference Guide: For iPad, iPhone, And iPod Touch (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Guide)

IOS® 7 Mail, Contacts, Calendar, Reminders
for iPad®, iPhone®, and iPod touch®

Mail

Viewing the Email List

On an iPhone or iPod touch, the default view in the Mail app is the email list. To view an email, simply [Tap] it in the list. Tap back to the list, [Tap] [Back].

On the iPad, the default view is the last selected email, or a blank signature email has been selected. To access the email list, [Tap] [Back], [Swipe] to the right anywhere on the screen, or rotate the iPad to landscape.

- Unread emails in the list are shown with a blue dot to the left of them.
- Emails are grouped by conversation by default. A double arrow appearing to the right of the email in the list indicates the email is part of a conversation. [Tapping] a conversation displays a list of the grouped emails.
- To go to the previous or next email when viewing an email, [Tap] [Previous] or [Next] in the toolbar. Note: iPad must be in portrait orientation.

Creating a New Email

1. [Tap] [Compose] in the bottom right on an iPhone, or in the top right on an iPad.
2. When entering an email address in the TO: field, Mail automatically suggests matching email addresses from the Contacts app and from senders of other received emails. [Tap] a contact in the suggestions list to auto-fill that recipient, or finish entering the address if it does not appear in the list.
 - To choose a contact from your Contacts list, rather than typing, make sure the cursor is in the TO: field, then [Tap] [Select].
3. To add a Cc, Bcc, or to change which email account to send the message from, [Tap] CC/BCC, FROM (ACCOUNT) to reveal those fields.
 - Once these fields are revealed, [Tap] FROM to choose from a list of available email accounts.
4. Enter a SUBJECT, compose the email, then [Tap] SEND.

Inserting a Photo or Video in an Email

1. [Tap] and hold in the body of the email until the magnifier appears, then release.
2. [Tap] INSERT PHOTO OR VIDEO from the dialog that appears. (iPhone or iPod touch may need to [Tap] arrow to right first.)
3. Browse to a photo or video, then [Tap] CHOOSE on an iPhone or iPod touch, or USE on an iPad.

Saving a Draft of an Email

1. At any point while composing a new email, [Tap] CANCEL.
2. [Tap] SAVE DRAFT to save a copy of that email to the Drafts folder of that account.

To retrieve the draft, see **Accessing Folders or Other Email Accounts** to access the Drafts folder.

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Printing, Forwarding, Replying

1. When viewing the email, [Tap] [Print] in the toolbar at the bottom on an iPhone or iPod touch, or at the top on an iPad.
2. Choose REPLY, REPLY ALL, FORWARD, or PRINT.

Note: Printing from an iOS device requires an AirPrint compatible printer.

Deleting Emails

Emails can be deleted one at a time, or as a group.

To delete emails one at a time:

- If viewing the email list, [Swipe] to the left on the email to delete, then [Tap] TRASH.
- If viewing an email, [Tap] [Delete] in the toolbar at the bottom on an iPhone or iPod touch, or at the top on an iPad.

To select then delete a group of emails when viewing the email list:

1. [Tap] EDIT in the upper right of the list.
2. [Tap] each email you wish to delete. [Red] appears to the left of selected emails.
3. [Tap] TRASH at the bottom of the list.

Flagging Emails or Marking Unread

If viewing the email list, [Swipe] to the left on the email, [Tap] MORE, then choose from the options that appear. Or to affect more than one email at a time:

1. [Tap] EDIT in the upper right of the list.
2. [Tap] each email you wish to affect.
3. [Tap] MARK at the bottom of the list.
4. Choose FLAG or MARK AS UNREAD.

If viewing an email:

1. [Tap] [Flag] in the tool bar at the bottom on an iPhone or iPod touch, or at the top on an iPad.
2. Choose FLAG or MARK AS UNREAD.

Keyboard and Email Tips

| | |
|--|--|
| Show hidden characters on keyboard (not all keys) | Press and hold key |
| Show contextual text menu (e.g. select, copy, paste, define, and more) | Press and hold any word |
| Delete email | Swipe left when viewing list of emails |
| Scroll to top of page | Tap the status bar at the top of the screen |
| iPad Only: | |
| Split Keyboard | Drag keyboard key [Split] up |
| Undock Keyboard | Hold keyboard key and choose UNDOCK |
| Show email list | Swipe to the right on an email, or rotate to portrait. |

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Synopsis

4-pg laminated quick reference guide in a new, compact iPad-friendly format (8.5 inches x 5.5 inches) showing step-by-step instructions and shortcuts for how to use the Mail, Calendar, Contacts and Reminders features of the iOS 7 operating system for the iPad, iPhone, or iPod touch. Includes links to expanded content on our web site. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Mail: Viewing the Email List; Creating a New Email; Inserting a Photo or Video in an Email; Saving a Draft of an Email; Printing, Forwarding, Replying; Deleting Emails; Flagging Emails or Marking Unread; Accessing Folders or Other Email Accounts; Using the VIP Inbox; Adding Special Email Lists; Getting New Mail; Moving an Email to a Folder; Creating, Deleting, or Renaming Folders; Searching Emails; Opening and Saving Attachments; Adding an Email Signature; Using Links and Detected Data; Adding Email Senders and Recipients to Contacts. Contacts: Viewing Contact Details; Navigating the Contact List; Adding a New Contact; Editing an Existing Contact; Searching Contacts; Accessing Groups or Contacts from Individual Accounts; Using Direct Links from Contacts; Blocking a Contact; Adding Facebook Data to Contacts or Calendars. Calendar: Changing the Calendar View; Creating a Calendar Event; Viewing the Details of an Event; Editing or Deleting an Event; Searching Events; Handling Event Invitations; Managing Multiple Calendars. Reminders: Viewing Reminder Lists, Creating Reminders; Adding, Deleting, or Editing Reminder Lists; Setting Time or Location Alarms; Making Other Changes to Reminders; Deleting a Reminder. Also includes a List of Keyboard and Email Tips. This guide is one of two titles available for iOS 7: iOS 7 Introduction (ISBN 978-1939791085) and iOS 7 Mail, Contacts, Calendar, Reminders.

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Customer Reviews

Yeah, it's OK for what it is, probably better than OK, but these "quick references" never cover everything (they can't--otherwise they'd be books). Sometimes, though, it seems the help you need is what they decided to drop as part of the abridgement process. But, sometimes not!

A great un-stainable guide to have around to navigate my iPad with. Comes in handy if you don't want to read the entire manual first some real quick tips.

I use these for working with Seniors in my business , the format is easy to follow and concise. Works for Seniors & Juniors!

Excellent guides for Apple newcomers ... waiting for the iOS 8 version!

helped a lot

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