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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] [Choose].
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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