Mail

1. Emails are extremely popular
   1. As of today, there are over 190 billion emails sent per day.
2. Emails are used to:
   1. Communicate effectively
   2. It is inexpensive
   3. Precise and to the point
   4. Although, it does not replace face to face communication.
   5. It is pretty easy to do.
3. See which email addresses you have set up
   1. Home screen
   2. Settings
   3. Mail, Contacts, Calendars
   4. Under Mail
      1. Preview
      2. Show To/Cc Label
         1. Cc = Carbon Copy
         2. Bcc = Blind Carbon Copy
      3. Swipe Options
      4. Flag Style
      5. Ask Before Deleting
      6. Load Remote Images
      7. Organzie By Thread
      8. Always Bcc myself
      9. Mark addresses that are not from a certain address
      10. Increase quote level (when replying – increase the indent)
      11. Signature
      12. Default account
4. Let’s open up mail
   1. Mailboxes
      1. All inboxes
         1. Each inbox listed
      2. VIP
         1. These are important contacts you want to see emails from
   2. Accounts
      1. Inbox
      2. Drafts
      3. Sent
      4. Junk
      5. Trash
      6. All Mail
      7. Notes
   3. Edit
      1. Select which email accounts you want to show or hide
      2. Organize in preferred order
      3. Select different filters to see in emails
         1. Flagged
         2. Unread
         3. Attachments
   4. Create email button
      1. To:
      2. CC/Bcc:
      3. Subject:
      4. Message
      5. Send
5. Receiving emails and organizing them
   1. Read it
   2. Edit
      1. Mark as read
      2. Delete
      3. Move
6. Create folders in email account (for organization)
   1. Scroll down to Accounts
   2. Click on the preferred account
   3. Click edit
   4. At the bottom, click “New Mailbox”
      1. Name
      2. Save
7. To move an email to that box:
   1. Press the folder icon
   2. Select the folder you want to send it to
8. Adding an image to an email:
   1. Press and hold on the white area, then let go.
   2. Select – Insert Photo or Video
   3. Select the photo or video you would like to add.
   4. Press use

FaceTime

Camera