

DISCOVERIES AND QUERIES

Latest iPad OS is 16.3.1

A. BACKGROUND

§ When accessed via **Apple Mail**, different **email apps** (Gmail.com, iCloud.com, Hotmail.com, etc) share the same 3-part interface: a) List of **Mailboxes** such as Inbox, Sent, Junk, Bin.

b) List of **Emails** in selected Mailbox. You can tap any email to open it. c) An opened **email**.

When iPad is in **landscape** orientation (b) and (c) are usually shown on screen together. In Portrait orientation, emails open full screen. From your Inbox, to see (a), tap top left **'screen'** icon.

§ iPads offer **alternative ways** of achieving email goals (e.g. the **arrow** at foot of screen on right repeats functions at top of screen) probably because Apple Mail runs on devices with different screen sizes (e.g. the iPhone). To add icons to those above an open email, tap the **3 dots in a circle** at top right then tap the **spanner** and **drag** the icon(s) to be added and tap **Done**; but there seems little point since everything you can do is readily to hand.

§ It is a good idea to switch on **Mail Privacy Protection Settings > Mail > Privacy Protection**. This prevents other senders from seeing your IP address, your location, your online activity, whether you have opened their email, etc. You may want to look through other Mail settings at home.

B. RECEIVING AN EMAIL

- 1 READ. The **Inbox** lists emails, some already read others new. You can open emails in any order and in 2 ways:
 - To open an email **Tap an email** in the list (e.g. the reminder of this meeting) to see the content on the right of the list. Alternatively, for a bigger window, **Tap and hold** on a listed email until you see a pop-up menu, then tap **Open in New window**. Useful for long emails. If you change your mind tap **Done** to close it.
 - If you are **suspicious** about an email **tap the email address** to see if it looks right.
 - To postpone dealing with an email you can mark it as **Unread**. Either tap **arrow** at bottom right, scroll down the pop-up menu and tap **Mark as Unread**, or **tap and hold** the listed email and tap **Mark**, then **Mark as Unread**.
 - To see only your **unread** emails, tap the **Filter** icon, the lined circle at bottom left. It turns blue. Tap **Filtered by** for menu of filter options and tap **Unread**, then tap **Done**. Tap **Filter** icon again (it turns white) to see all emails.
 - If an email has a **photo** you can spread **2 fingers** to see more detail. To **save** an emailed photo, **tap and hold** on the photo until a menu pops up, then tap **Save to Photos**. The photo is now in your Photos library. A **quick tap** on an emailed photo shows it in a new window, where you can tap the **V** in top left and tap **Save to Photos**. Tap **Done** to close window. Or you can tap the **Up Arrow** icon at top of screen and tap **Save Image**.
- 2 FLAGS. To help find an email later, try adding a coloured flag. Tap the **arrow at bottom right** of screen (or swipe right) then tap **Flag** and a colour. Tap again to remove a flag. To see all flagged emails, tap **filter icon**, then tap the words **Filtered by** and tap **Flagged**.
- 3 DELETE. There are five ways to **Delete** emails from your Inbox a) **swipe left** in the email list and tap **Delete**, b) tap the **bin** above the opened email then tap **Delete Message**, c) **swipe left** on the opened email and tap **Bin**, d) tap **arrow** in bottom right and tap **Delete**, e) to delete several emails at once tap **Edit** at the top of the list of emails and tap the **circle** beside each email to be deleted, then tap **Delete** at foot of the screen.
- 4 UNDELETE. If you delete an email by accident, tap the screen **icon at top left of screen** to see a list of all mailboxes, not just the Inbox. Tap **Bin** to see a list of emails in your bin. Tap on the one you want and it opens. There are 3 ways to move it back to the Inbox. **Swipe right** either on the email in the list or on the opened email then tap **Inbox** (or folder name). Can also tap **Edit** at top of the list, then tap **Move** at foot of list and tap **Inbox** (or a folder name). To escape from the mailbox Bin, tap the **screen icon** at top left of email list and tap **Inbox**.
- 5 FOLDERS. To save special emails (e.g. family, u3a) you can create folders. To make a folder, in list of **Mailboxes** tap **Edit**, tap **New Mailbox** at foot of screen and **type a name**, then tap **where** you want the folder (e.g. @ gmail but it can be in another folder).
 - There are 4 ways to **move an email into a folder**: a) tap the folder icon at top of screen then tap the destination folder b) from the emails list **swipe right** on an email and tap the **folder icon**, c) from an open email **swipe right** and tap **folder** icon, d) tap **arrow** in bottom right of screen, then scroll down and tap **Move Message**. In all methods after tapping **Move** you will be offered a list of your folders and you tap one of these.
- 6 SEARCH. To find an email **type in the search slot** at top of the list of emails. Search will show a list of possible targets. Tap any to see if it is the one you are looking for. You can search all mailboxes or just the current one.
- 7 BLOCK SENDER If email is unwanted, from person or organisation, **tap and hold** on the email in the list and tap **Block Sender** or tap **arrow in bottom right**, scroll down and tap **Block Sender**. The sender is not told they have been blocked. To UNBLOCK a sender, **Settings > Mail > Blocked**, then **swipe left** on an item to unblock.
- 8 JUNK. Remember to check the **Junk** mailbox, e.g. once a week, by tapping **Screen** icon above email list then tap **Junk**. To move an email out of Junk and into your Inbox **tap and hold** on the email and tap **Move Message**. Apple Mail will try to learn your preferences but it can be over-protective with emails from newsletters and mailing lists that you have subscribed to.

C. WRITING EMAILS *The useful icons are now those directly above the keyboard.*

- 1 REPLY. After reading an email you can choose to reply in one of several ways:
 - To start a completely **new** email, tap the **pen on paper icon** in top right. This is often the better option if the original email was lengthy or had attachments.
 - To include the original email in your email, tap the **left pointing arrow** at top of screen then tap **Reply**. (Or tap the arrow at foot of screen and tap Reply, or swipe left on either the email itself or in the list.) You can edit the original email before sending, e.g. delete parts.
 - Tap the **Reply All** button to send your message to everyone who received the original email.
 - Tap the **Forward** icon (right pointing arrow) to send the email to someone else.
- 2 FROM. If you have several email addresses take care which account you are sending your email **from** because the recipient may just tap 'Reply' and you may be expecting the reply in a different email account. If you find you are writing from the wrong email account you can tap the **From** slot and change this email address.
 - To **hide** your email address, tap and hold on your address then tap **Hide My Email** at foot of drop down menu. Apple replaces your address with a random one but will forward to you any Reply to this address.
- 3 TO. It helps when writing a new email to have email addresses in your **Contacts** because after **typing a few letters** of the name, you will be offered people to choose from, but take care to pick the right 'John'.
 - When sending an email to more than one person **always** use the **BCC** slot (blind carbon copy), not the TO or CC (carbon copy) slots because BCC keeps the addresses hidden from roving, internet eyes.
 - Try to avoid tapping **Reply All** (icon with 2 arrows) when you intend to reply just to the author.
 - Some email providers limit the number of addresses you can include simultaneously.
- 4 SUBJECT. In the **Subject** slot put info that helps you/recipient find this email again. As soon as you tap in the Subject slot a **bell** icon appears on the far right. This offers to notify you when the email has been read.
- 5 WRITING. Currently to create a message you can use the **keyboard**, or **dictate** your text (tap the mic on left of keyboard space bar), or **handwrite** with a stylus via Scribble that turns your writing into text, or **draw** (e.g. sketch the route to a venue) by tapping the **Pencil** on far right above keyboard then choose a pen, thickness and colour.
 - Take care with **abbreviations** and emojis. Some have multiple meanings - e.g. LOL.
- 6 PREDICTIVE TEXT. Above the keyboard Apple shows guesses about what you are typing. Tap if you want to accept any. Handy for long words. Always **read** your email before sending it in case the software has 'improved' it.
- 7 FORMAT. To change the **format** (size, font, colour) of selected text, **double tap** a word and drag the selection handles to select the text to change. Then tap the **Aa** on left above keyboard and tap the format you want. The double tap also shows a menu including Format but this only has Bold, Italic and Underline.
- 8 PHOTOS. To add **photos** to your email, tap the **photo icon** above the keyboard (3rd from left). This shows thumbnails of recent photos. Tap the **thumbnail(s)** of the photo(s) you wish to add. **Tap the X** to close the thumbnails and the selected photo(s) will appear in your email.
 - To resequence these photos, cut and paste seems the only option. **Firm tap** on photo to get Cut/Paste pop-up.
 - To **scan a paper doc** directly into an email, tap in the message space, then tap the icon of **paper in a dotted box** (5th from left) above keyboard and take scan. Tap **Keep** or **Retake**. Tap **Save** to return to email.
- 9 INTERRUPTIONS. If you pause during writing and do something else on your iPad (e.g. check a date or another doc) the unsent email is saved in a **Drafts** mailbox. You can open the email in Drafts, finish it and send it from there. This can be handy if you want to copy and paste text and pictures from elsewhere into your email.
 - To see another email while you are writing, use the **split screen** option. Tap the **3 dots** at top of screen, tap **Split View**, then tap **Right Split** to see your email on right of screen and email list on left. When you tap the **Send** arrow the right hand split vanishes and the left side becomes full screen.
- 10 SIGNATURE. If you want a personalised signature this can be made in **Settings > Mail > Signature**.
- 11 SEND & UNSEND. To send your email tap the **white arrow in a blue circle** at the top right of your email. You will see a brief **Message Sent** at the foot of the list of emails.
 - In iPadOS 16 for just a few seconds after you send a message you can retract it. Tap on **"Message sent"** and this displays the options to "Undo" or "View message". The delay can be 10, 20 , 30 sec and you can alter the time in **Settings > Mail > Undo Send Delay**.
- 12 DELAY BEFORE SENDING. In iPadOS 16 you can delay sending an email, e.g. if it is a celebratory greeting. To do this **press and hold the Send** icon (the blue arrow). You can either select one of the preset options (Send Now, Send 9:00 PM Tonight, Send 8:00 AM Tomorrow) or tap **Send Later** to enter a custom schedule.
- 13 SENT MAILBOX. There is a copy of emails you've sent in the **Sent Mailbox**. Useful for checking if you mentioned something or included someone. Tap the **screen icon** above the list of emails to see all Mailboxes, then tap **Sent**.
- 14 ATTACHMENTS. It is best to send attachments as **pdf files** in case the recipient does not have the software to open the file. To add an Attachment, e.g. an agenda or a poem, tap the **paper icon** at top right of keyboard. Navigate to the document in **Files** you want to send, and tap it.

The next iPad meeting is **Friday 24th March**. This is the **4th Friday** not the last Friday.