



Calls, Texts and Emails

Text Messages

First take a look at how to send a basic text message. And then you might want to send items like a photo, a short video, or a small file attachment. **Try it out!**

Sending a Text Message

1. Open the **Messages** app. You are in your main messages list, which is a list of all your conversations.

Tip: A conversation is the back-and-forth exchange of short messages you have with a particular recipient.

2. To start a new conversation, double-tap the **Compose** button in the top right-hand corner of the screen.
3. You'll be in the **To** field of a new conversation. Type in the cell phone number of the person you want to text.

4. Right-swipe once to the **Add Contact** button. Double-tapping would open your address book; you could select a recipient from there.

Tip: If you add people to your address book, you can find them by name.

5. Right-swipe to the **Camera** button. Double-tapping would open the **Camera** app. You'd just take a picture and it would be added right to the text field of your message for sending.
6. Right-swipe to the **Apps** button. Double-tapping here toggles the hidden **App bar**.

Tip: This advanced feature lets you send GIFs, stickers, photos from your photo library, and even a gift card from apps like Starbucks.

7. Right-swipe once more to find your text field. You may hear "Message, iMessage, text field, double-tap to edit."
8. Double-tap and type in your text message.

Tip: You can use the dictate feature. If you're not familiar with it, check out Hadley's workshop on how to use dictation.

9. Touch the **Send** button to the right of the text field and near the top right corner of the onscreen keyboard. Double-tap to send. The ascending sound confirms you sent it.

Now you know how to send a basic text message on your iPhone. Check out the other workshops in this series to learn more about calls, texts, and emails.

© 2022 Hadley 101922