



Calls, Texts and Emails

Email

Check out how to compose and send email so you can stay in touch with family, friends, and colleagues. **Give it a try!**

1. Open the **Mail** app. You're in your Inbox, which is a list of all your recently received emails.
2. To start a new email, touch the **Compose** button in the bottom right-hand corner of the screen.
3. Just double-tap the Compose button to open a new email.

Tip: Double-tapping and holding the Compose button brings up any unfinished, or draft, emails.

4. You will be in the **To** field: type in the person's email address.

Tip: You can type in more than one email address.

5. Right-swipe to the **CC/BCC** field. And if you want to add a carbon copy recipient, just double-tap here.
6. Right-swipe again, and you'll hear the email account you are using to send your email from.

Tip: If you have more than one email account in the app, you can double-tap to choose a different email account.

7. Right-swipe to the **Subject** field. Double-tap to enter the text field. Type a very short blurb that tells your recipient what your email is about.
8. Touch in the **Subject** text field; VoiceOver will read the subject line you typed.
9. Right-swipe to the **Notify me** button. Double-tapping **Notify me** gives you the option to receive a notification if the recipient replies to your email.
10. Right-swipe to the **Message body** email. Double-tap to enter the email text field. Type in your message.
11. Touch the **Send** button in the top right-hand corner of the screen. Double-tap to send. VoiceOver will say something like "Send mail now," and you'll hear a sound like a rocket taking off, confirming your email was sent.

Tip: And if you hear a sound like dings, that means you received a new email.

Now you know how to send an email from your iPhone. Check out the other workshops in this series to learn more about calls, texts, and emails.

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