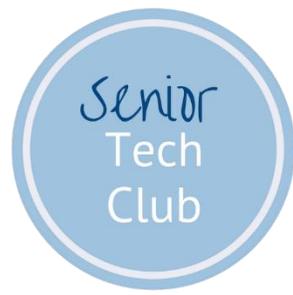


Welcome to Senior Tech Club LIVE!

*Please Stand By!
We will begin at 10 AM CDT*

With Don Frederiksen



Welcome to Senior Tech Club LIVE!

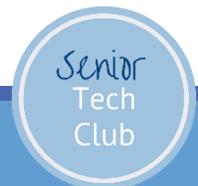
With Don Frederiksen
www.SeniorTechClub.com

Today's LIVE! Focus

- Introduction
- What you will learn today
 - All Things Email
 - iPhone's Tools for Managing Your Inbox
 - Conference Call Capabilities
 - How to add attachments to your email
- How to Learn More about Email
- What's Next

Housekeeping & Rules

- Pretend that we are sitting around the kitchen table.
- I Cannot See You!!
- I Cannot Hear You!!
- Questions & Comments
 - Chat at the YouTube Site
 - Send me a text – 612-930-2226
 - Follow-up Question Email:
questions@SeniorTechClub.com



Questions: Text to: 612-930-2226 or YouTube Chat

What the Data Says about Smartphone Communication?

Email and Texting are Tops

Survey says:

87% - Email

86% - Texting

From: AARP Research

Email is a Necessity

- Everyone needs an email address.
 - Online Registrations with Email
 - Transaction Confirmation
 - Receive shopping information
 - Personal Communication

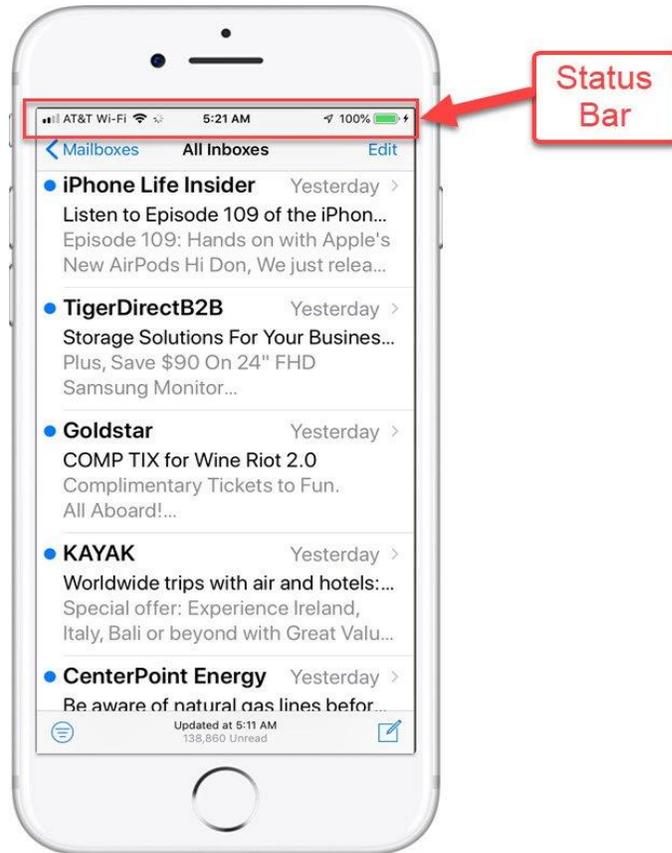
Beyond The Email Basics



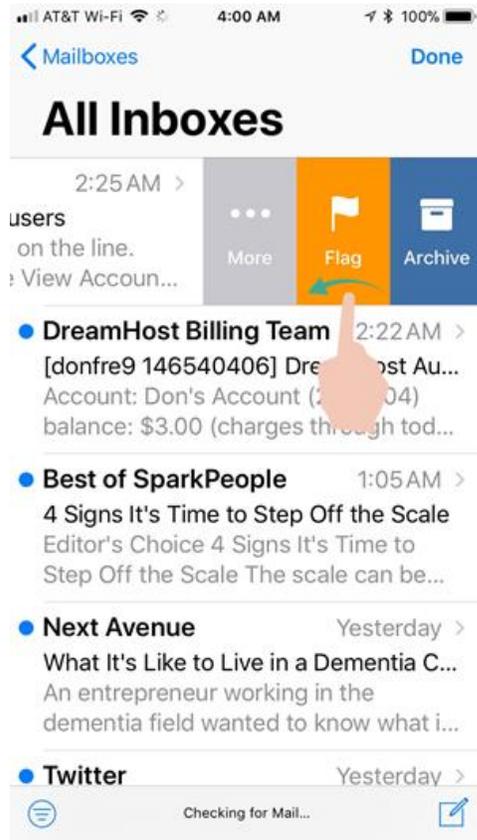
Tools to Manage Your Inbox

1. Navigation
2. Delete/Archive from the Inbox (list)
3. Search
4. Filter
5. Flags
6. VIPs
7. Folders

Quickly Move to Top of Inbox or List



Manage with Swipe Left



Archive or Delete

Delete = Remove email from Inbox by deleting

Archive = Remove email from Inbox by moving to Archive. Archive is still available

The choice you have is determined by your email provider:

Gmail – Archive

Comcast - Delete

[Managing Email: Trash versus Archive](#)

Tools to Manage the Inbox

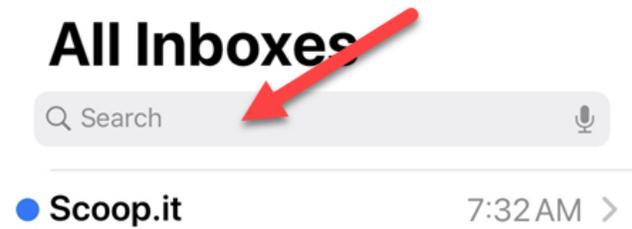
- Search
- Filter Email
- Flagged Email
- VIP Emails
- Email Folders

[Recipe: Organize your Email Inbox with Flags, VIP & Folders](#)

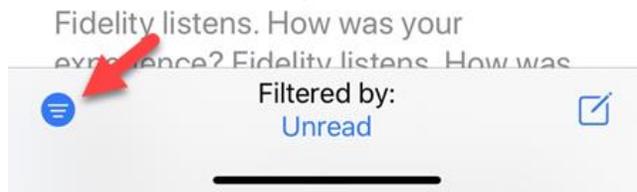
Search & Filter

Two approaches to finding specific groups of emails in your Inbox

Search – Search Bar at the top of the Inbox

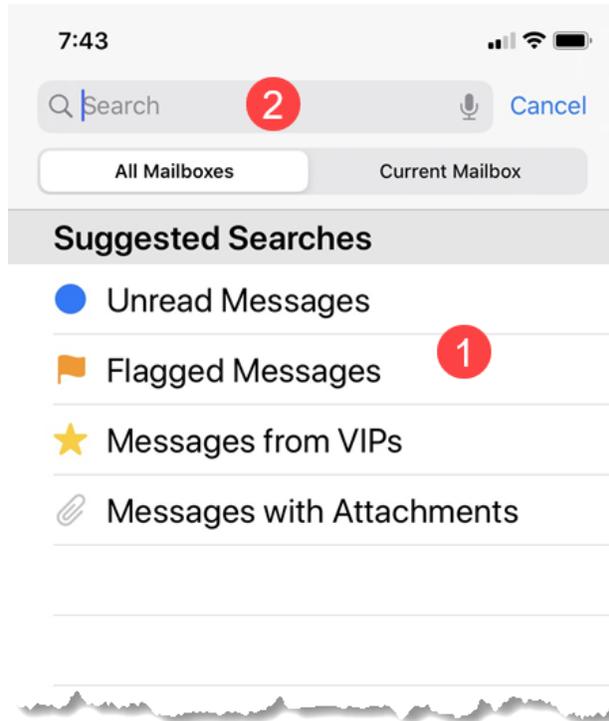


Filter – Icon at the bottom of the Inbox



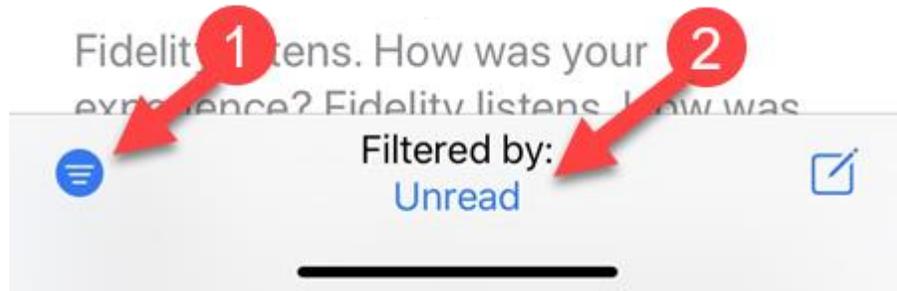
Search for Messages

Tap on the Search Bar



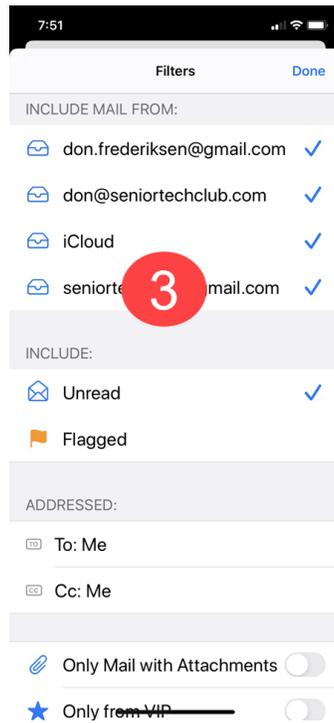
Filter Messages

1. Tap the Filter icon on the lower left of your Inbox Display
2. Tap by Filtered by setting



Filter Messages

3. Choose the Filter “Include”



4. Turn off by tapping Filter icon

Flagged Emails

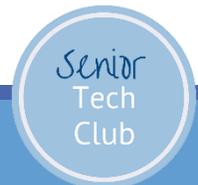
Tap on Search Bar at the top of your Inbox

Tap Flagged Messages

Flag Messages are emails that you have “flagged” as important.

Email to get back to later

Emails confirming transactions, e.g. invoices, boarding passes, etc.

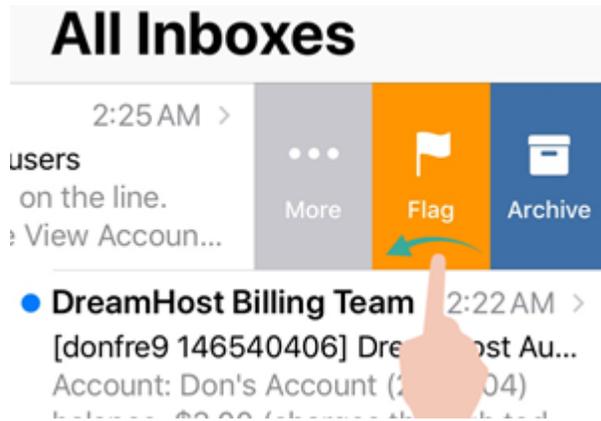


Questions: Text to: 612-930-2226 or YouTube Chat

Flagging Emails

Two Methods

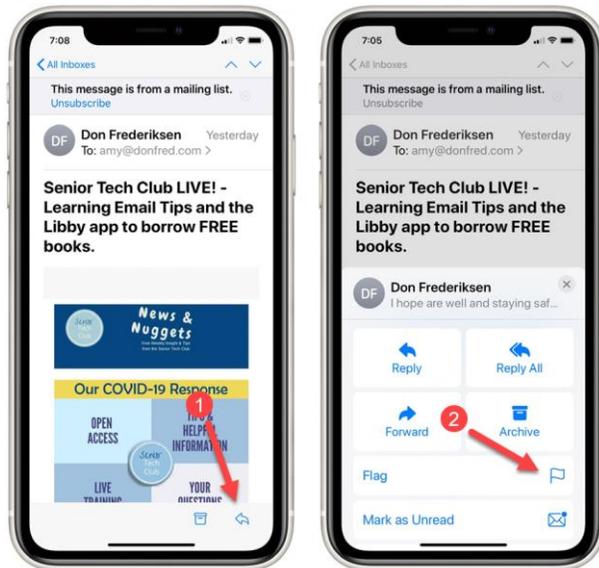
Swipe Left on Inbox



Flagging Emails

Two Methods

Swipe Left on Inbox



Emails from VIP's

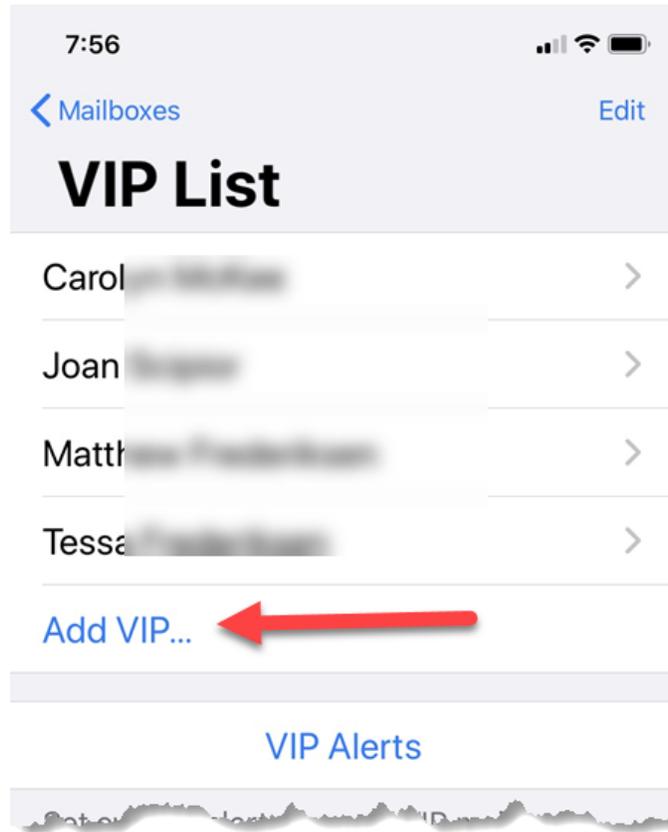
You can ID important people as VIP

Mail will create a VIP mailbox and automatically populate with emails from VIPs

Create VIPs:

- Tap Mailboxes
- Find VIP Mailbox
- Tap Info (Circle I)
- Tap Add VIP to VIP List

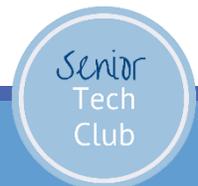
Add VIPs



Organize with Folders

Place Emails into Custom Folder

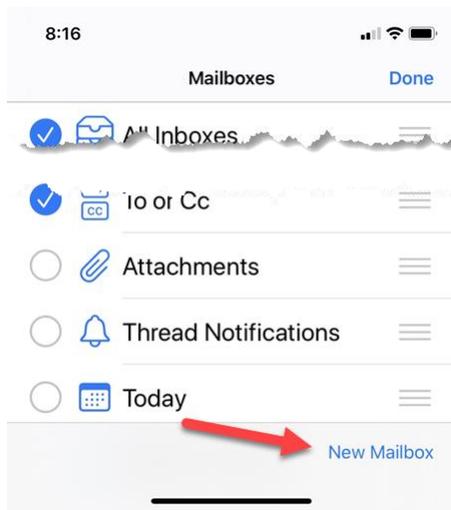
1. Create Custom Folders
2. Move emails to Custom Folders



Questions: Text to: 612-930-2226 or YouTube Chat

Create a Folder (Mailbox)

1. Tap Mailboxes
2. Tap Edit
3. Tap New Mailbox



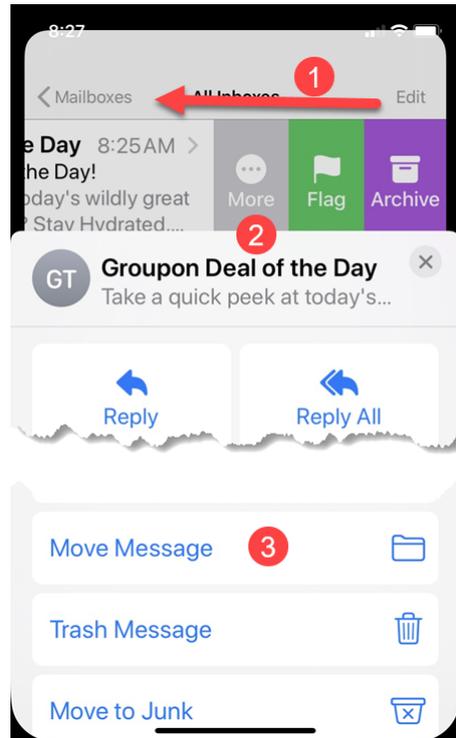
Create a Folder (Mailbox)

4. Enter Mailbox/Folder Name
5. Location



Move Inbox Email to Folder/Mailbox

1. Swipe on Inbox
2. Tap More
3. Tap Move Message

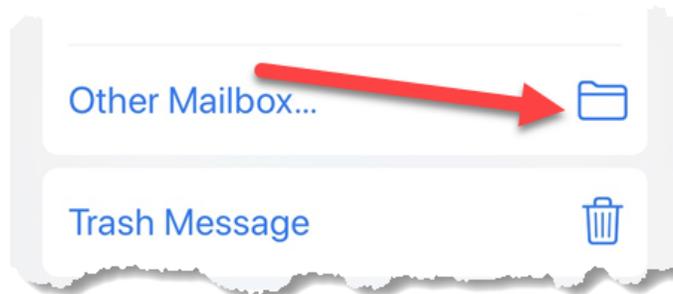


Move Email to Folder/Mailbox

1. Tap Reply Icon

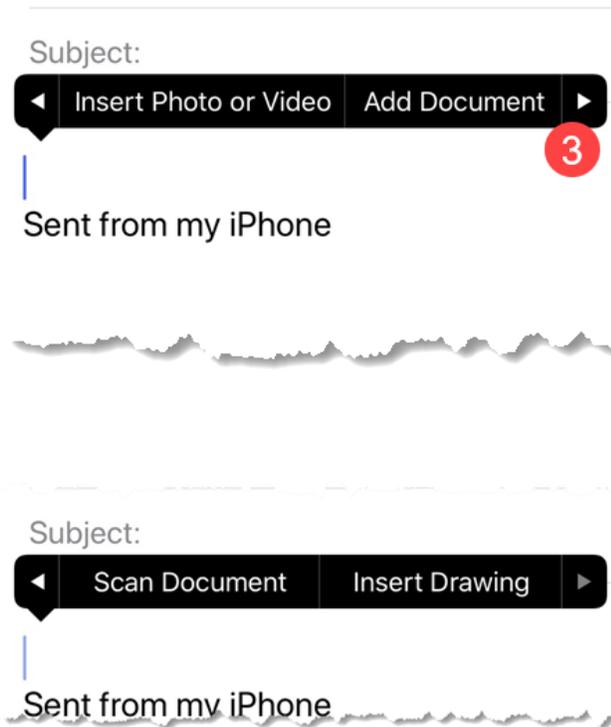


2. Tap Move to Other Mailbox



Add Attachment to Email you Send

3. Tap Arrow for More



Add Attachment to Email you Send

1. Double Tap in the Message you are creating
2. Tap Arrow for More

Copy, Paste, Forward, Send, or Attach to Email...

Subject:

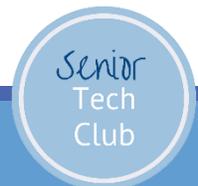


Sent from my iPhone

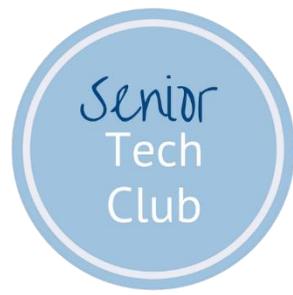
Summary

What did you learn?

- Email Tips
 - Organize & Manage Inbox
 - Add Attachments

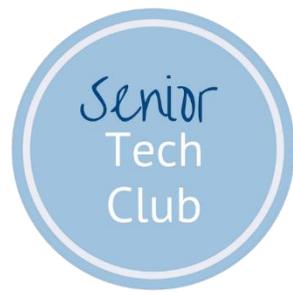


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Follow-up Questions?
questions@SeniorTechClub.com

More Information & Download
links.SeniorTechClub.com/LIVE3



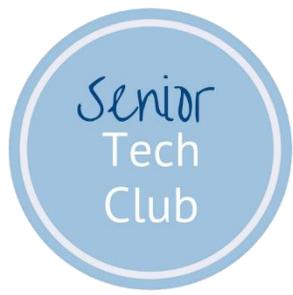
Next Online Session

Monday 4/23 10 AM CDT

Topic: Libby App for Library Books

Future Session Information

links.SeniorTechClub.com/LIVE



Thank You!

Stay Well
Stay at Home
Wash Your Hands
Keep Learning