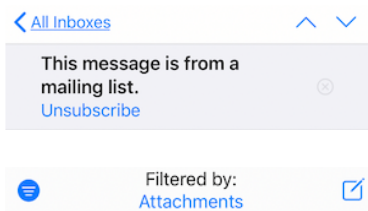
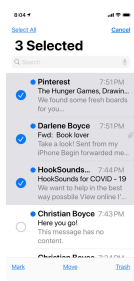
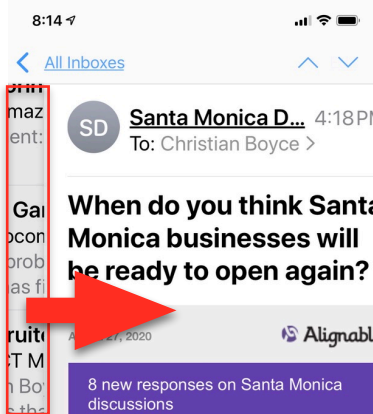
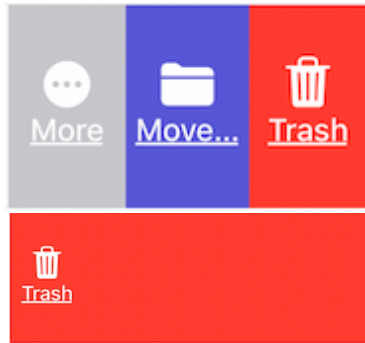


Mail Tips for iPhone Users



By Christian Boyce (macman@christianboyce.com, christianboyce.com)
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Things that help you with mail that comes IN



1. Deleting messages

- 1.1. Swipe left and tap
 - 1.1.1. In the list, or while reading a message
- 1.2. Ask before deleting? (*Preferences/Mail*)
- 1.3. Deleting messages with one swipe (in the list only)
- 1.4. Shake to Undo (*Settings/Accessibility/Touch*)

2. Changing Mailboxes

- 2.1. Customizing the Mailbox List to show All Sent

3. Swiping from extreme left to right

- 3.1. In a message: back to the list
- 3.2. In a list: back to the Mailboxes

4. Scroll to the top with one tap

5. Use the Search box

- 5.1. Scroll *up* to find the Search box, scroll *down* to see results

6. Moving mail around

- 6.1. Selecting messages to move (or delete)

7. How to make the text bigger

- 7.1. The hard way (*Settings/Displays & Brightness/Text Size*)
- 7.2. The easy and fast way, using the [Control Center](#)

8. Use the Unsubscribe button

- 8.1. Mail does a pretty good job of identifying mailing list messages, and you can unsubscribe easily using Mail's built-in feature

9. Filtering mail

- 9.1. The tell-tale sign that your mail is filtered Why you'd want to do it.

10. Use the "Reply" button to do a lot more than Reply! Forward, Move, Delete, Notify, PRINT

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Things that help you with mail that goes OUT

1. Dictation is the fastest way to type

1.1. Remember to speak the punctuation.

2. Use the shortcuts built into typing: *(General/Keyboard)*

2.1. Two spacebar taps in a row to end the sentence with a period, and capitalize the next letter.

2.2. Tap and hold on the spacebar, then move cursor to where you want it.

2.2.1. If you pause over a word, and slightly ease up on the pressure, and then press again, that word will become selected.

2.3. Tap and hold the “.” when typing someone’s email address to get “.com, .net, .org, .edu”



3. Slide to Type *(General/Keyboards)*

<https://iphoneinaminute.com/swipe-to-type/>

4. Turn the iPhone sideways to make the keyboard bigger

4.1. Watch out for the one-handed keyboard

4.1.1. How to get out of it

5. Formatting text

5.1. Bold, italic, and a whole lot more

6. Adding pictures

6.1. Adding scans

6.2. Using Markup

6.2.1. Make a drawing from scratch

6.2.2. Mark up a photo or PDF

(1) Sign your name



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7. Adding signatures with images (that don’t look like attachments) mail-signatures.com