

# How to: Use Email on an Apple Device

Emails allow us to exchange messages with others on our online devices. We can send, receive, and forward emails to people using email addresses. There are several email servers we can use (i.e. Gmail, Microsoft Outlook). These are both popular, but you can choose the best one for you. You access your emails via the Mail app.

carers advice line  
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**Email** [advice@carersleeds.org.uk](mailto:advice@carersleeds.org.uk)

**Website** [carersleeds.org.uk](http://carersleeds.org.uk)  
**Twitter** @CarersLeeds  
**Facebook** Carers Leeds

## Some terminology:

**Inbox = folder of emails you have received from others**

**Sent = folder of emails you have sent to others**

**Drafts = folder of emails you started but did not finish**

**Junk = Spam mail (emails from unrecognised or untrusted senders may go here)**

**Trash = folder of emails you have deleted**

**To go to a specific folder, tap on 'Mailboxes' and select the folder (i.e. Inbox).**

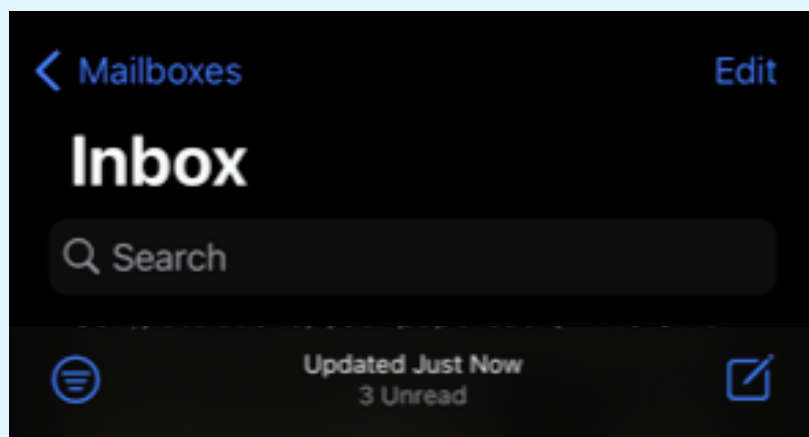


< Mailboxes

Edit

To send an email:


Tap on the 'compose' icon at the bottom of the page.



This should bring up the page where you write your email. Tap the 'To' box. This is where you enter the email address of the person you are sending your email to. You might also like to add a subject - if so, tap in the 'Subject' box to enter it. Then tap in the large blank space below to type your email.

Cancel

## New Message

To: 

Subject:

Here is an example email:

## New Message

To: [holly.wilkins@carersleeds.org.uk](mailto:holly.wilkins@carersleeds.org.uk)

Good morning,

I hope you are well.

I will see you tomorrow.

Kind Regards,

Holly

To add an attachment (i.e. a picture or document) hold down on your screen and select 'Insert picture or file'.

To send the email, tap the blue arrow at the top of the page.

**New Message**



You can check your email has sent successfully by going to your 'Sent' folder and seeing if the email is there. You have now sent an email!

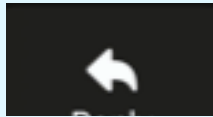
To reply to/forward an email:

Tap on the email in your inbox that you want to reply to.

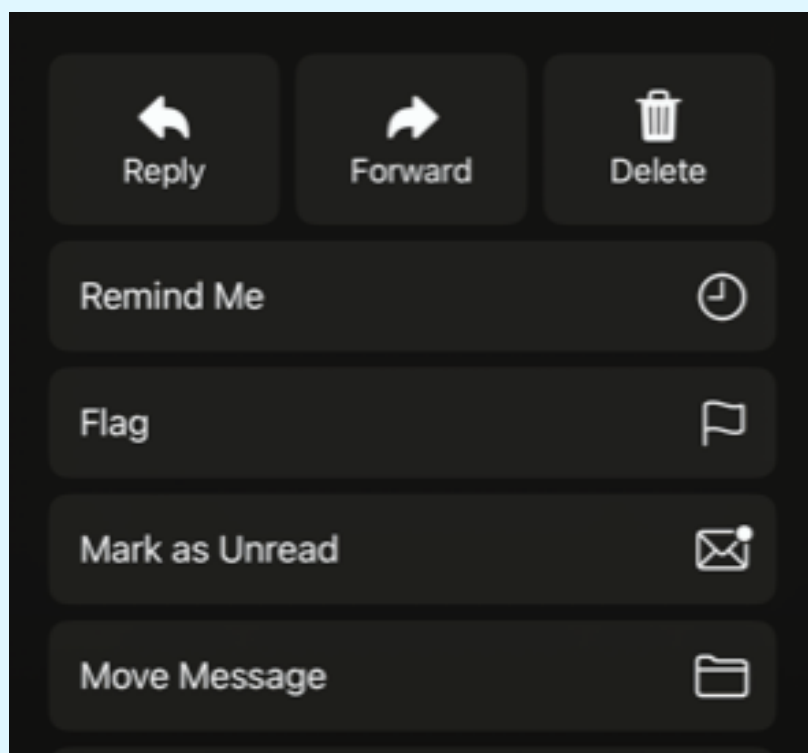
● **Holly Wilkins**  
No Subject  
Hello Sent from my iPhone

10:05 >

Tap the arrow icon at the bottom of the page.



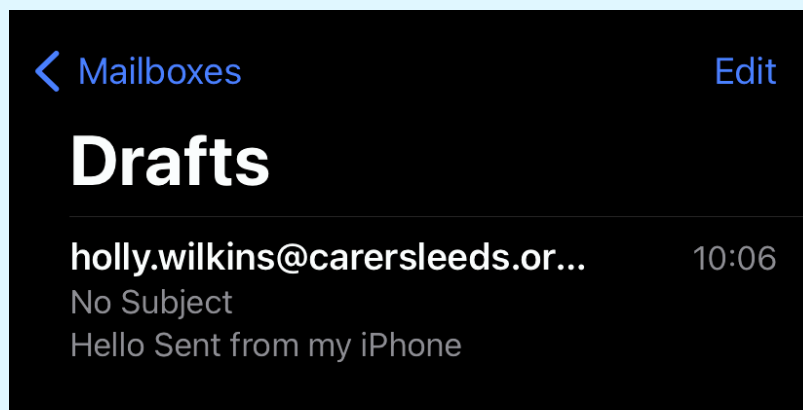
Tap 'reply' to reply to, or 'forward' to forward the email to somebody else.



To draft an email:

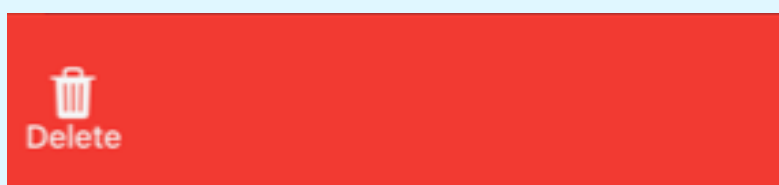
If you close an email before you send it, your email will usually save as a 'draft'. These emails are all stored in your 'Drafts' folder.

To edit a draft, tap on the email and continue your email process like usual.

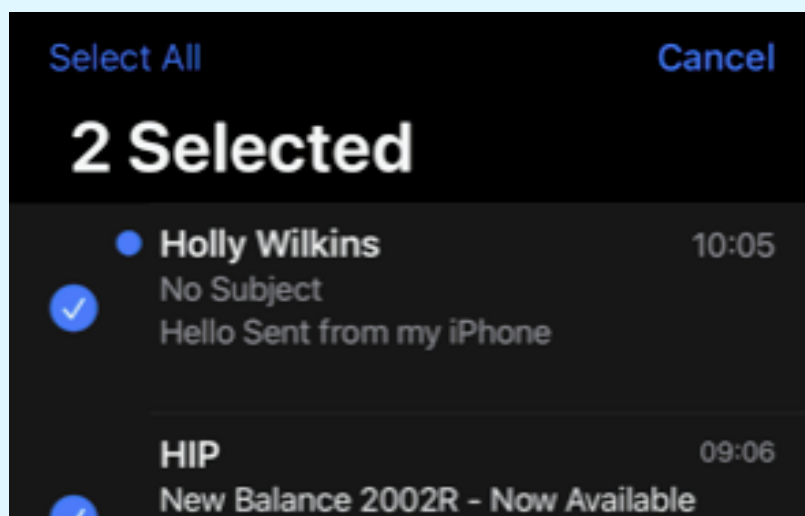
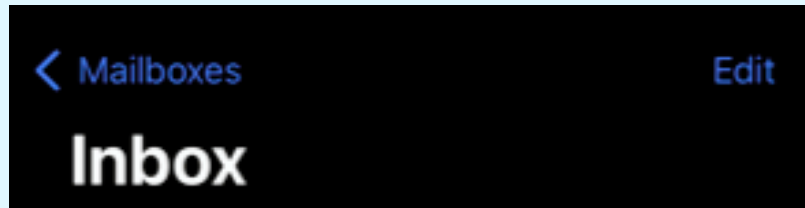


To delete an email:

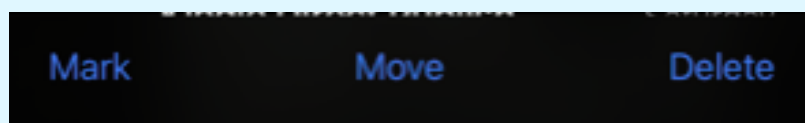
Swipe from right to left on your message until the red 'delete' icon appears. Then release your finger.



Alternatively, tap 'Edit' and select the emails you wish to delete.



Tap 'Delete' at the bottom of the page.

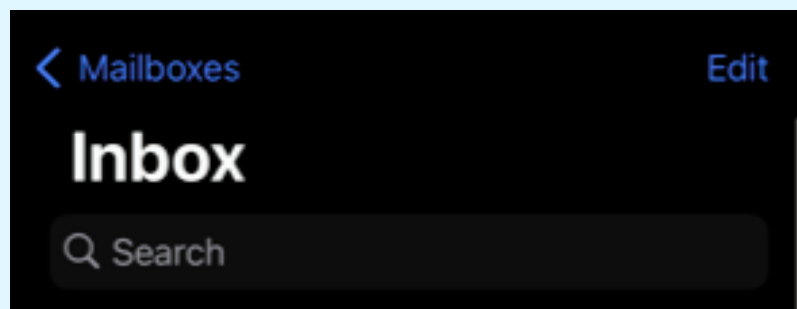


If you deleted an email by accident, you can go to your 'Bin' folder to move it back to your inbox. You can also empty your bin folder.



To search for an email:

Drag down slightly at the top of your inbox to reveal the 'Search' bar.



Type the word that you want to filter your emails with and press enter (i.e. a name, email address, subject, or key word). Any emails with your filter word will appear in the search result.

