

Today:

Email

Instructor: Ron
Plain

Mac Lab New WiFi

- WiFi Network name = MacLab
 - Password = 57persons

Latest OS

- Current iOS is 18.3.1 version

eMail Clients

- An email client is a software application that allows users to access, manage, and send emails through a user interface on their computer, tablet, or smartphone, enabling them to read, write, organize, and reply to messages, essentially acting as a tool to interact with their email account; examples include Microsoft Outlook, Apple Mail, and Mozilla Thunderbird.

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Email clients

- Key points about email clients:
- **Function:** They let you send, receive, and organize emails from your inbox.
- **Access methods:** Can be accessed through a desktop application, web browser (webmail), or mobile app. .
- **Examples:** Microsoft Outlook, Apple Mail, Gmail (web-based), Mozilla Thunderbird.

What are the benefits of using an email client?

- The benefits of using an email client are numerous.
 1. It allows users to manage their emails more efficiently by providing a central location to view and organize emails.
 2. It provides a more user-friendly interface than a web-based email service, making it easier to navigate and use.
 3. It can be customized to meet the specific needs of the user, allowing for greater control over the email management process.
 4. Email clients can be used offline, allowing users to access their emails even when they do not have an internet connection.
 5. Email clients offer additional features such as email filtering, spam protection, and email encryption

What is Webmail?

- Webmail is an email system that can be accessed via any web browser when connected to the internet. All emails, calendar services, and contacts are hosted on the email service provider's online servers. This makes it handy when you need to check your email in the depths of the Amazon rainforest. All you need to do is find a device that is connected to the internet. Webmails are therefore great for those who like to live their lives on the go and need the flexibility.

The main problems with Webmail

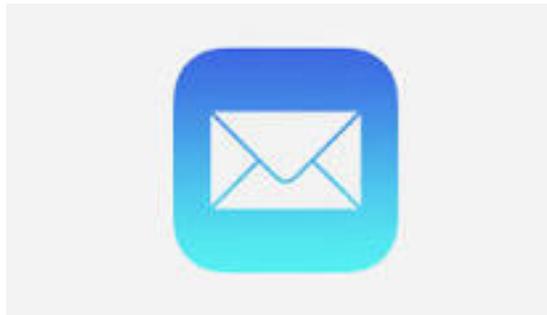
- **Security** - If you talk to an expert, they will advise you against accessing your Webmail from a public computer. You could compromise the security of your account. This is all very well if you have trusted computers you can use wherever you are. If you don't however then your options are very limited.
- **Adverts** - With anything free, there always tend to be compromises and advertisements filling up your screen is definitely one of them when it comes to Webmail.
- **Limited storage space** – As Webmail is hosted on the email provider's server, the storage space tends to be very limited. If you want to send emails with large attachments, or need lots of memory for your inbox, then Webmail is probably not the best option for you.
- ***It only accommodates one email address at a time***

Email Apps

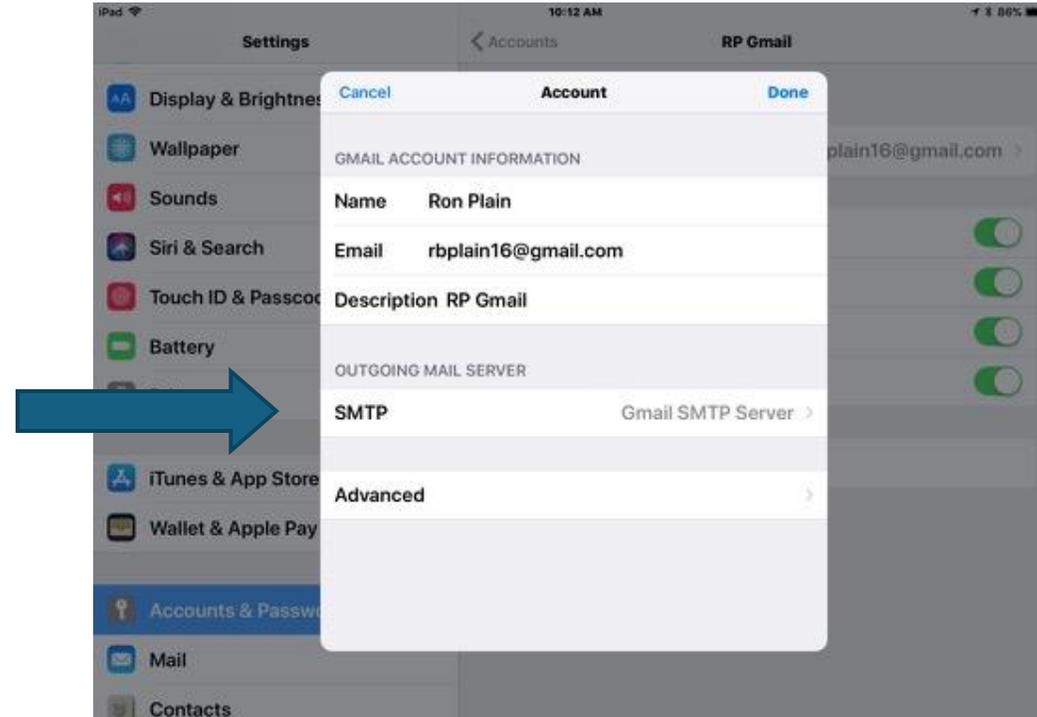
- Apple Mail – email client
- Gmail – email client
- MS Outlook – email client
- Web Mail – self explanatory

Email

- The Apple Email app
- It is an email Client

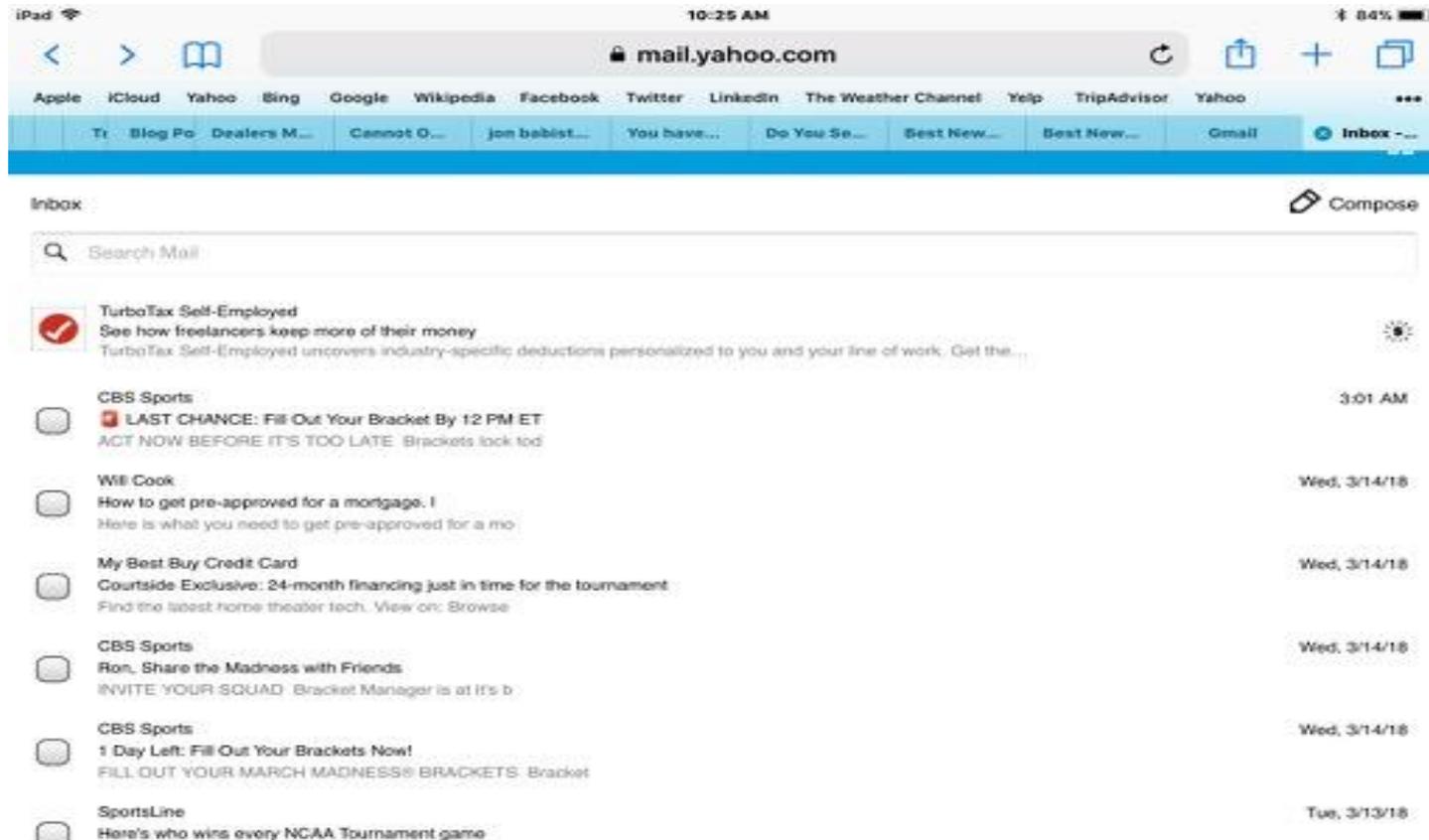


Identifying IMAP accounts



Examples of Web Mail

Yahoo Mail



Examples of Web Mail

Gmail

The screenshot shows a Gmail interface on an iPad. The browser address bar displays "mail.google.com". The left sidebar shows the "Primary" inbox with several emails. The selected email is from Gary Leavenworth, titled "From Gary Leavenworth - NMGC 30th Anniversary Celebration Concert". The email content includes a greeting to NMGC alumni and details about a spring concert on Sunday, April 15 at Pfeiffer Hall, featuring Bonnie Klee Roberts' final bow as Director of Naperville Men's Glee Club. The email also mentions a reception and refreshments afterward.

iPad 10:24 AM 84%

mail.google.com

Apple iCloud Yahoo Bing Google Wikipedia Facebook Twitter LinkedIn The Weather Channel Yelp TripAdvisor Yahoo

H TriviaHi Blog Post... Dealers M... Cannot O... jon babist... You have... Do You Se... Best New... Best New... Gmail

Google Google+ Gmail Calendar more

Primary

Search

Arne, me Yesterday
Stephen Hawking's communication syste...
Thanks Ron Plain On Mar 14, 2018, at 6:4...

Marianne Champin Yesterday
Fwd: So great! Call
This is hilarious!! > Begin forwarded mess...

William Tilley Tuesday
Mac Auction instructions
High everyone: Good Board meeting toda...

From Gary Leavenworth - NMGC 30th Anniversary Celebration Concert Tuesday

Arne, me Tuesday
March Madness: Create your NCAA tourn...
No worries Ron Plain > On Mar 13, 2018, ...

Arne Hook Tuesday
ClearStream Cable Saver
Ron, More on "cable cutting" Arne https://...

greyhairedgeek@gmail.com

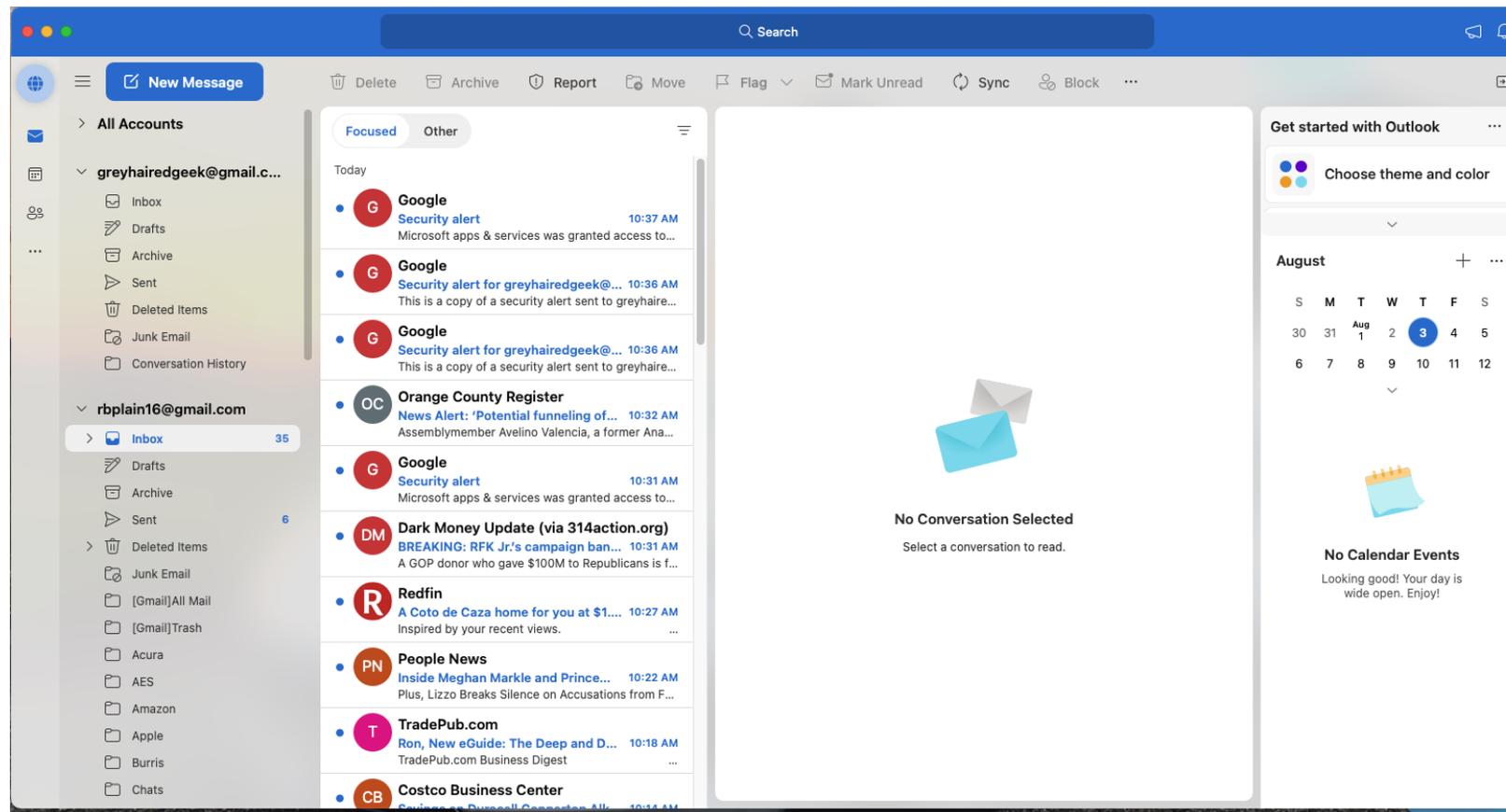
From Gary Leavenworth - NMGC 30th Anniversary Celebration Concert

Gary Leavenworth
to Arne, Bill, Bob, +19
2 days ago Details

Hello NMGC Alumni,

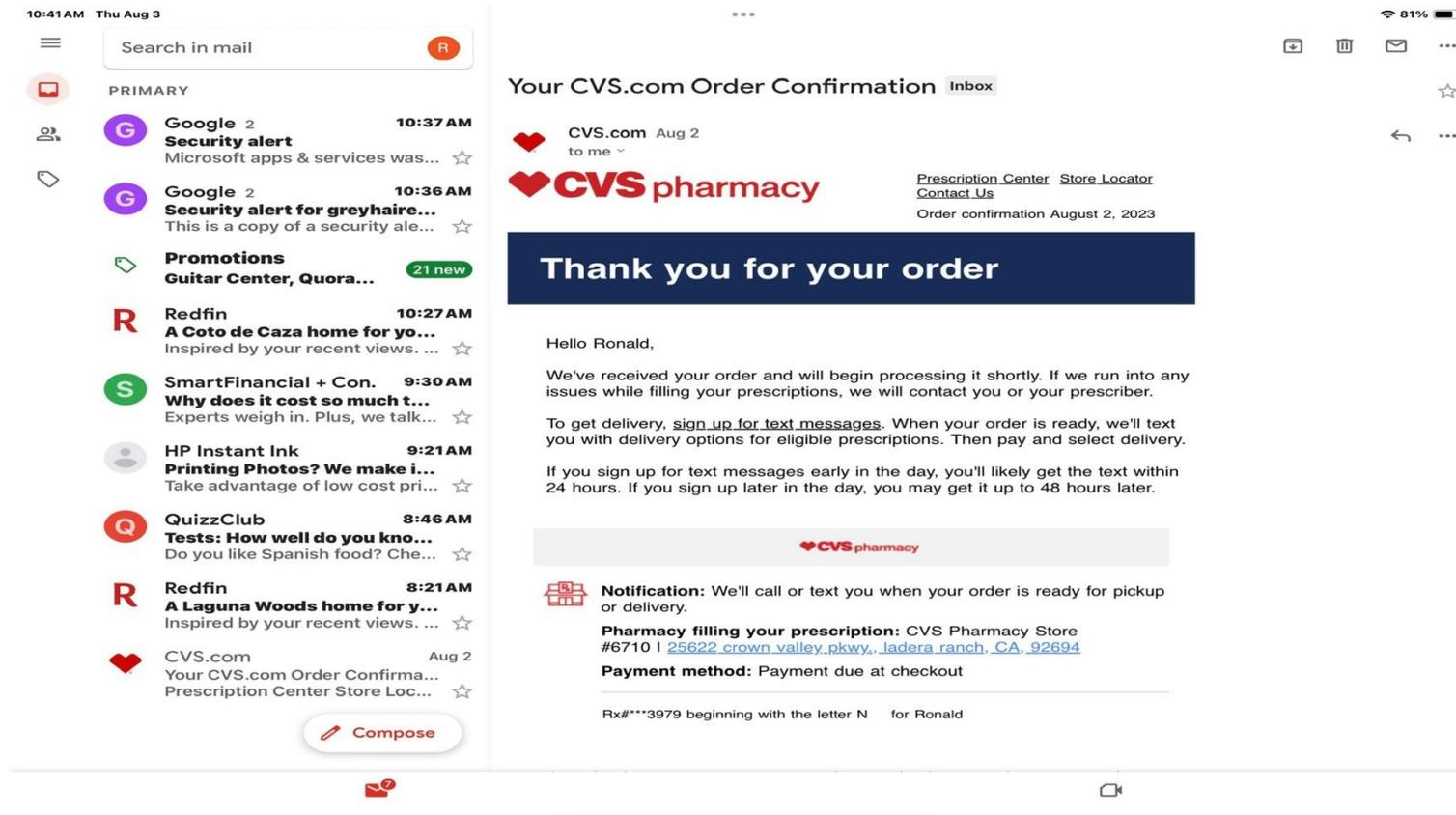
Greetings gentlemen! If you are reading this, you are a friend and former member of the Glee Club. I'm writing to let you know that our spring concert celebrates the 30th anniversary of the Glee Club at 3:00 pm on **Sunday, April 15 at Pfeiffer Hall**. It will be **Bonnie Klee Roberts' final bow as Director of Naperville Men's Glee Club**. Though Bonnie has is now officially retiring, she will stay involved in a more part-time role and we will be celebrating her legacy at our spring show. **As part of the concert finale we would love for any and all former members to join us on stage for a couple of classic numbers from years past.** There will also be a **small reception afterward with refreshments to honor Bonnie.** If you can join us, please let us know, and if

Examples of Mail Outlook



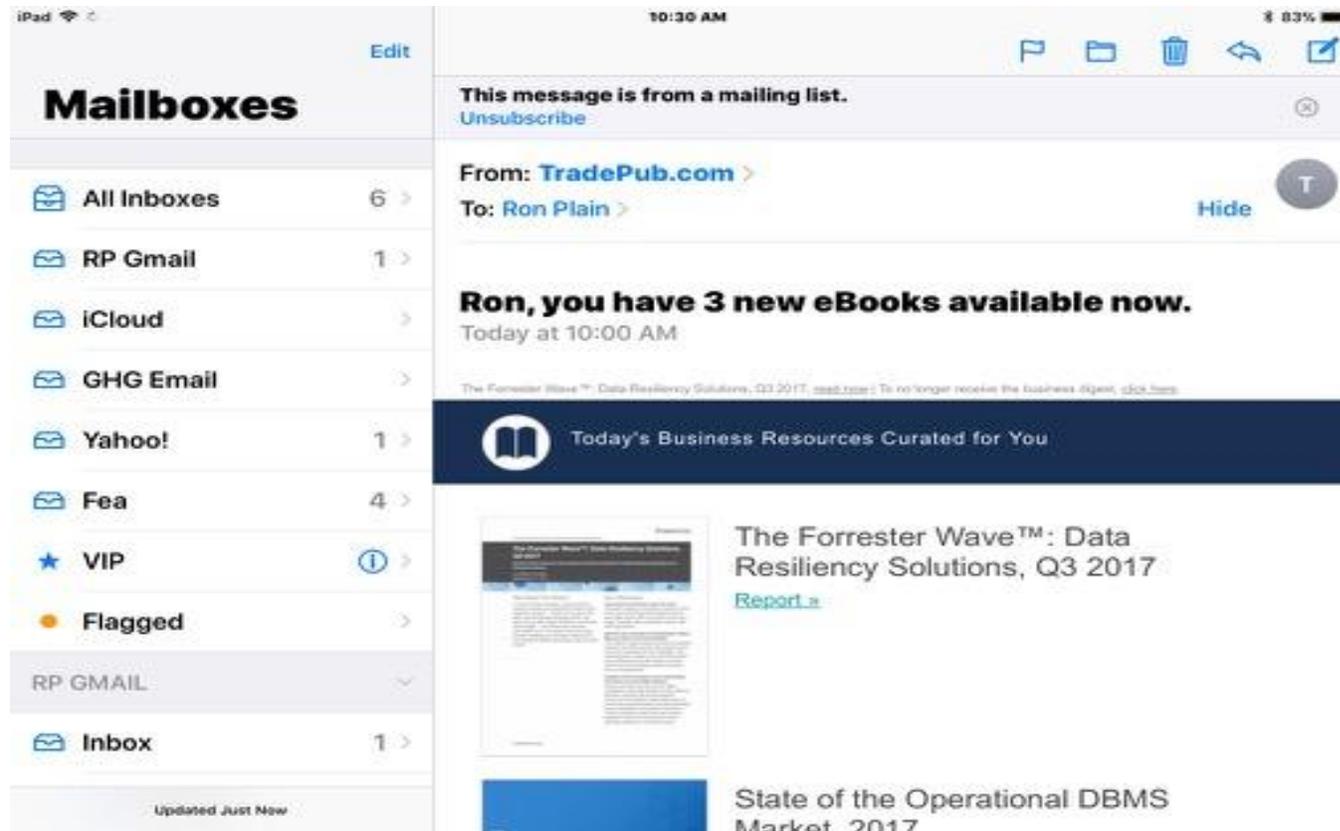
- You can add multiple email accounts to the Gmail app on your phone or tablet, or to your computer. You can manage all of your accounts from a single inbox.
- It does not play in the apple environment so the ease of use if sharing data is not available

Examples of Mail Gmail App



Apple Mail

Accounts are in one place/app



Reasons to use Apple Mail

1. Multiple Email accounts can be addressed in one application.
2. User interface is the same regardless of who your email provider is.
3. Apple mail is part of the Apple Eco System to that you can send photos, documents etc from other apps and they will automatically open a new email for you. It's a much simpler way to send things.

Accommodates Apple Intelligence

Apple intelligence and Apple Mail

- Apple Intelligence in the Mail app on an iPad helps you manage your email by summarizing messages, composing replies, and prioritizing emails.
- Summarize messages
- Tap an email or thread
- Tap the Summarize button in the top right corner
- An animation will appear while Apple Intelligence analyzes the text
- A summary will appear above the email

Apple Mail and Apple Intelligence

Compose replies

- Tap an email, then tap Smart Reply
- In the keyboard, tap a suggested reply
- Apple Intelligence will draft a reply in the email

Prioritize emails Tap your inbox, then tap Show Priority

- Time-sensitive emails will appear at the top of your inbox

Writing tools Tap the arrow above the keyboard to expand the toolbar

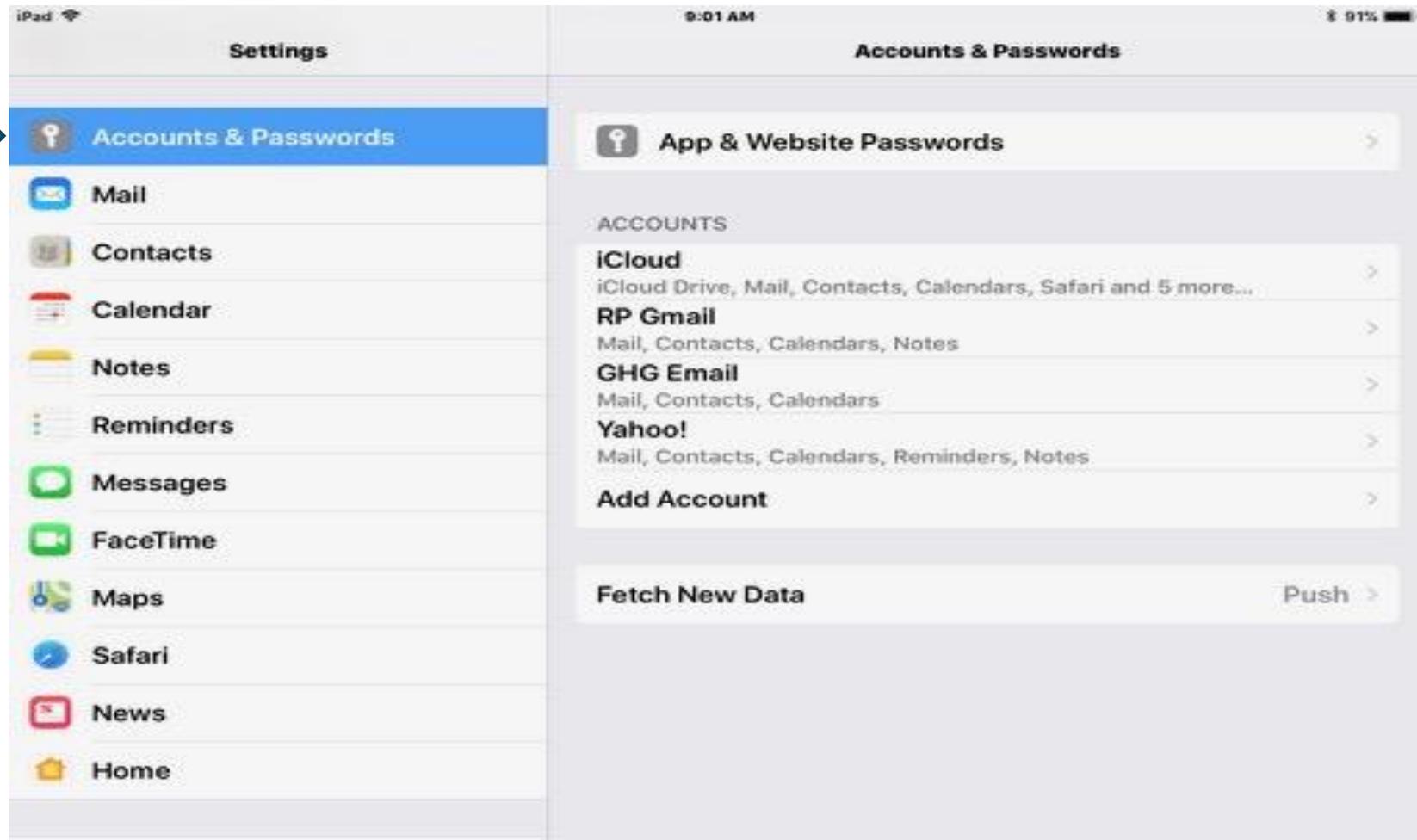
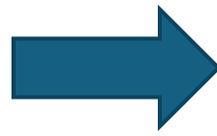
- Tap the Apple Intelligence button to access the writing tools
- Use Apple Intelligence to proofread, rewrite, or summarize text

Changing Email option from Archive to Trash

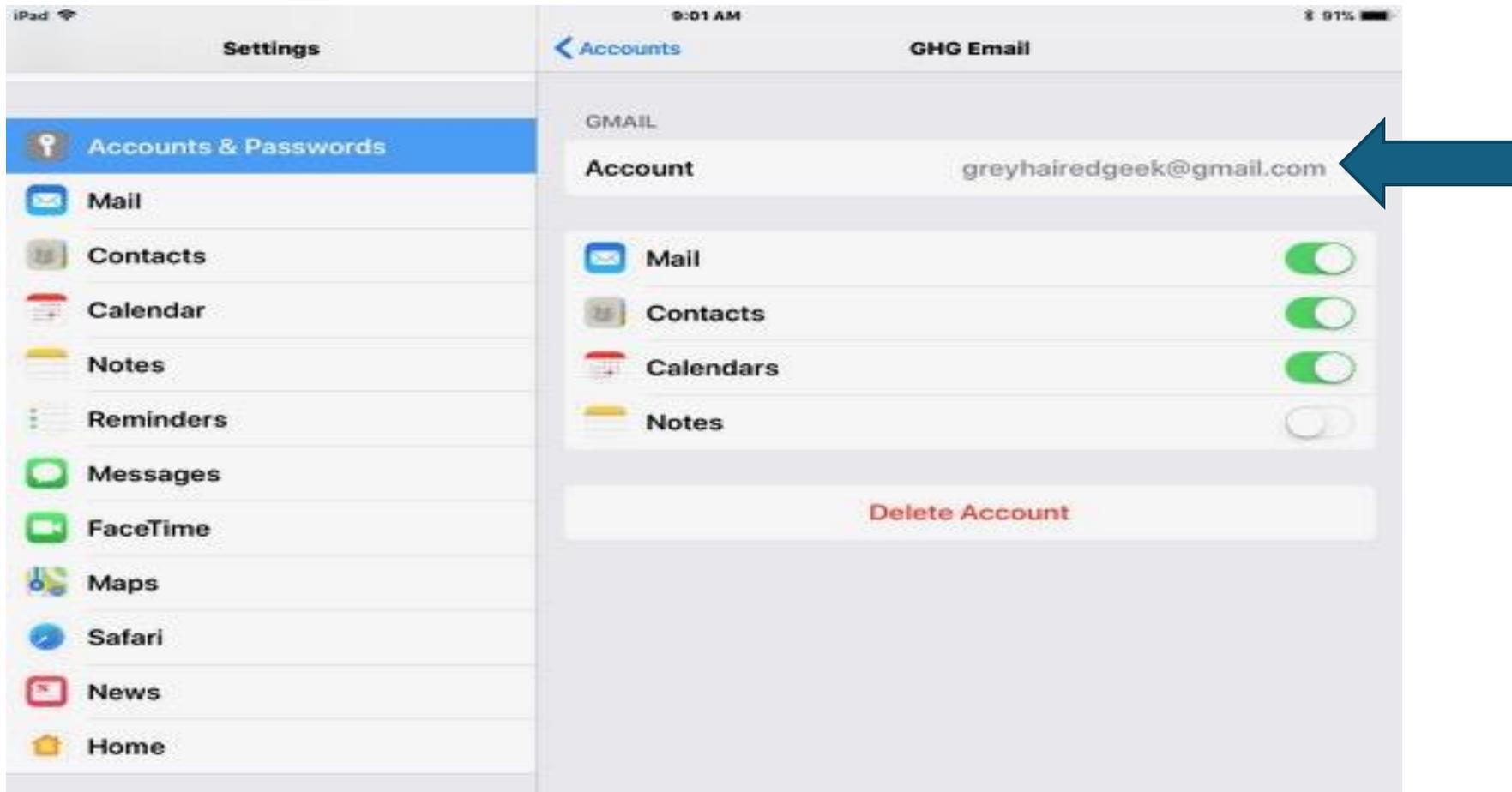
Steps for iOS 16 Mail Swipe to Delete Save

1. Go to **Settings > Accounts & Passwords**
2. Tap Accounts to display all your connected email accounts.
3. Select your email account.
4. Tap Advanced.
5. Find Move Discarded Messages Into.
6. Select Deleted Mailbox instead of Archive. ...
7. Press the Back button to return to Account Details.
8. Tap Done.

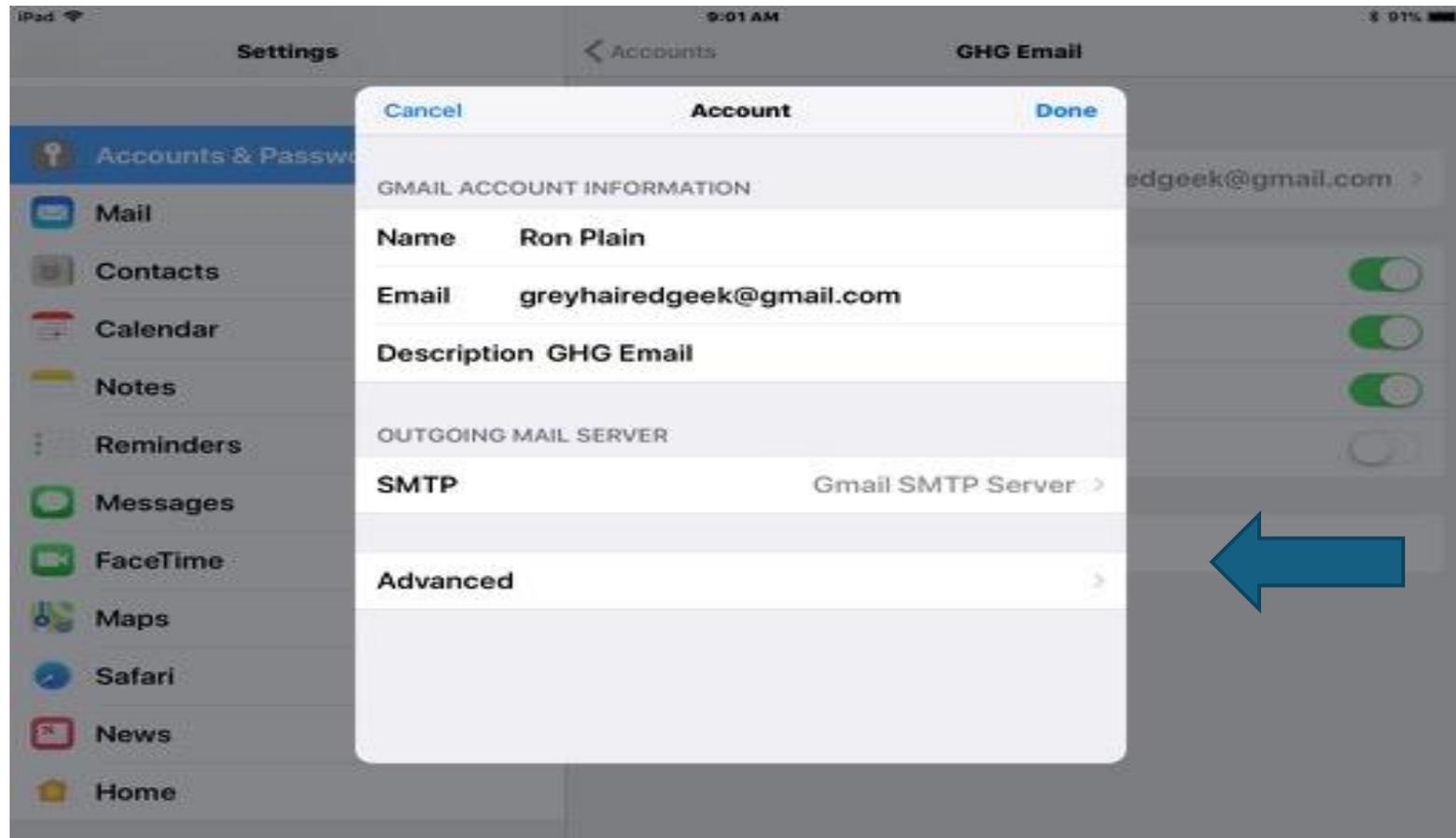
Go to **Settings > Accounts & Passwords**
Select your Email Account



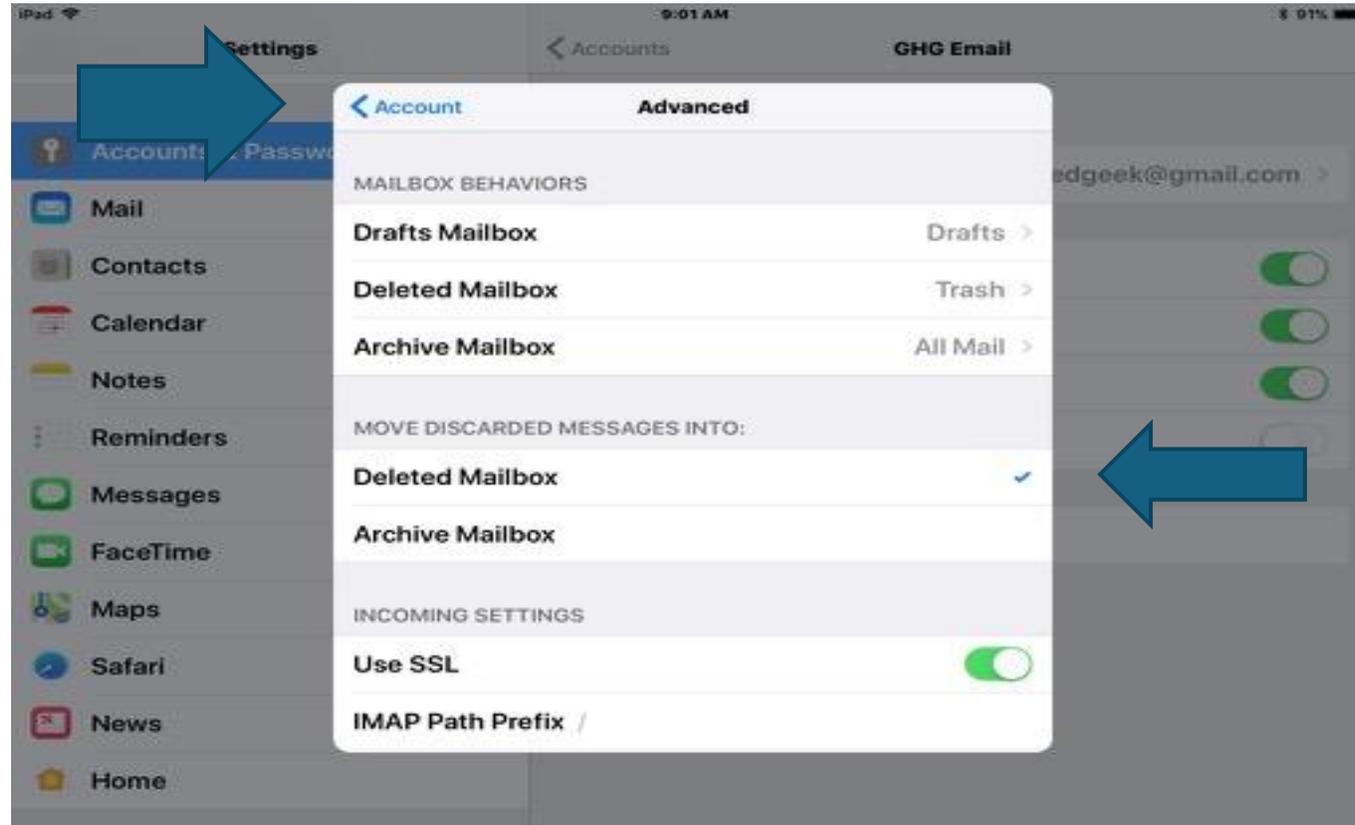
Tap on Email account you want to change



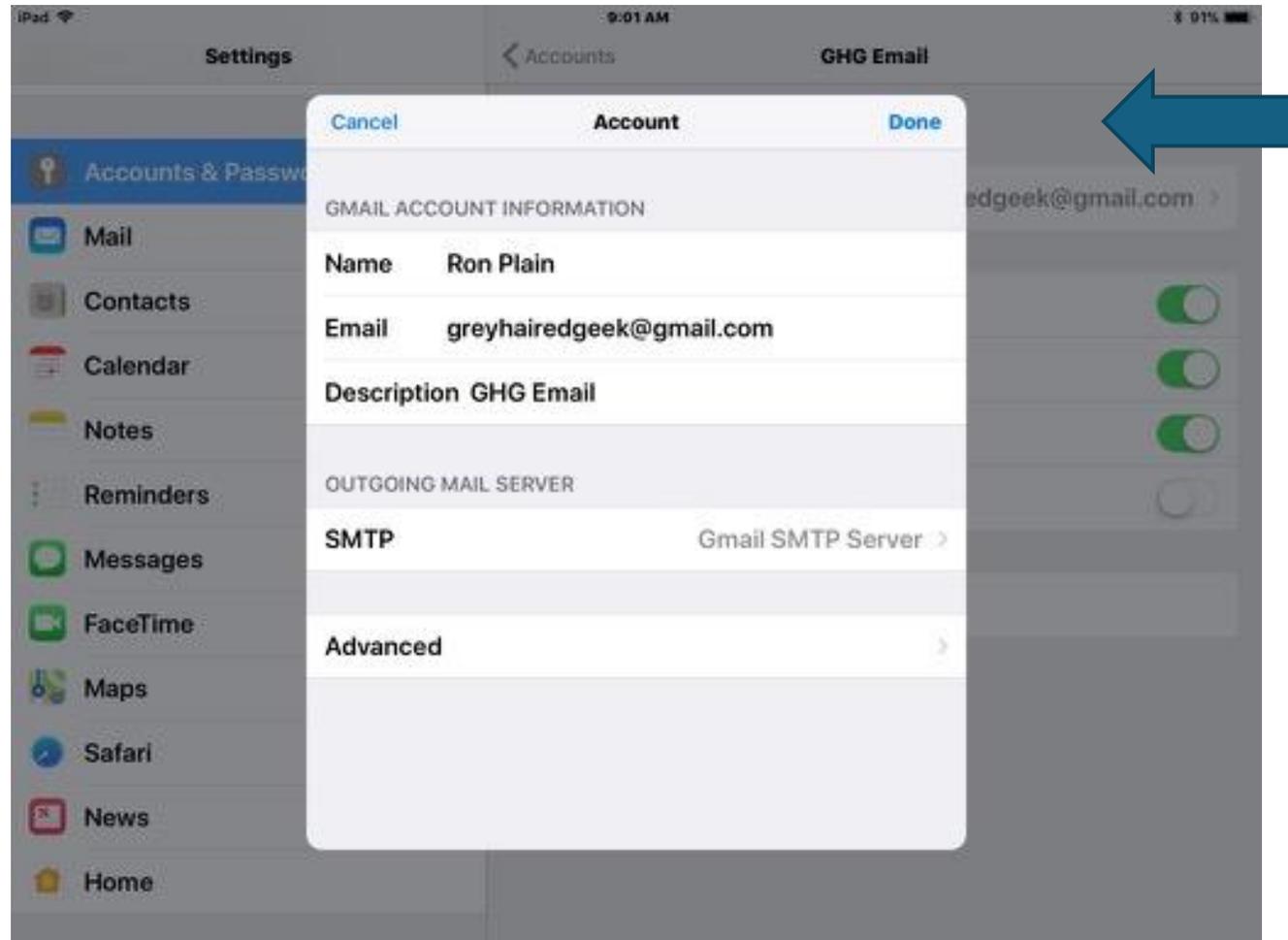
Choose Advanced



Choose Deleted Mailbox and tap back button



Tap on done



Setting up your Email Account

Apple Mail

- Go to Settings
- Choose Mail (on older iOS versions it will say Mail, Contacts, Calendars instead).
- This is where you create your email accounts
- Please go to Home Screen Now



Adding Attachments to an email

You can attach and send documents, videos, and photos in your emails for recipients to easily download and save.

1. Tap in the email where you want to insert the attachment, then do one of the following:

- *Attach a document:* Tap  above the keyboard, then locate the document in [Files](#).

In Files, tap Browse or Recent, then  tap a file, location, or folder to open it.

- *Attach a saved photo or video:* Tap  above the keyboard, tap Photo Library , then choose  photo or video.

- *Take a new photo or video and attach it to the email:* Tap  above the keyboard, tap Take Photo or Video, then take a new photo or video. Tap Use Photo or Use Video to insert it into your email, or tap Retake if you want to reshoot it.

Attach and Scan a document to an email

You can scan a paper document and send it as a PDF.

1. Tap in the email where you want to insert the scanned document, tap  above the keyboard, then  tap .

2. Position iPad so that the document page appears on the screen—iPad automatically captures the page.

To capture the page manually, tap  or press a volume button. To turn the flash on or off, tap .

3. Scan additional pages, then tap Save when you're done.

4. To make changes to the saved scan, tap it, then do any of the following: