

# iPhone iPad Essential Training

**Text Messaging  
or Texting  
E-Mail**

Bob Newcomb

1

## But First

[lynda.com iOS 12 iPhone iPad New Features](https://www.lynda.com/iOS-12-IPhone-iPad-New-Features)

2

## Text Messaging or Texting

It is the act of composing and sending electronic messages between two or more mobile phones, or a fixed or portable device over a phone network

3

SMS or “Short Messaging Service” which allows text messages of up to 160 characters in length

MMS or “Multimedia Messaging Service” which when first released allowed 40 seconds of video, one image, a slide show or an audio file

4

# Instant Messaging

Instant Messaging (IM) is a type of online chat which offers real-time text transmission over the Internet. A LAN messenger operates in a similar way over a local area network.

5

# Instant Messaging

Advantage of IM is once on the provider's network, there is no message charge.

It has been around for a long time (1970s)

6

# IM

The disadvantage is everyone has to belong to the same service

Attempts to give cross network service had limited success

7

# IM

Then, along came social networks

WhatsApp got a huge following

Facebook Bought WhatsApp and now has Facebook Messenger

8

What has this to do with your iPhone?

## iMessage

9

## iMessage

Allows Apple devices to IM each other

If you are sending to a non-Apple device..

It sends an SMS (or MMS) text

10

## Texting Etiquette

Do not use all caps as this is SHOUTING

Respond within 12 hours (at least for business or formal contacts)

No spam

Casual communication, so grammar, spelling and punctuation rules are relaxed

11

[lynda.com](http://lynda.com)

iOS 11 iPhone and iPad Essential Training

Text Messaging

Go To [lynda.com](http://lynda.com) and run these videos

Text with iMessage

<https://www.lynda.com/iOS-tutorials/Text-iMessage/>

Use iMessage Apps

<https://www.lynda.com/iOS-tutorials/Use-iMessage-apps/>

12

# iMessage

## Demo

(including Animoji & Memoji)

13

# E-Mail

Mail is the app

Set up accounts

1st account can be set up in Mail app. Subsequent accounts:

iOS 10 & earlier

settings>mail>accounts>add accounts

IOS 11

settings>accounts & passwords>add accounts

14

# E-Mail

Can look at email as All inboxes or individual accounts

Side bar organization

All inboxes (important if you have more than one account)

Customize via edit

Unread

All sent

All trash

Flagged

Attachments

15

# E-Mail

Folders (can not be set up in iOS, but on PCs/Macs or via a browser) Once set up you can use folders

Archive vs Delete in some services i.e. gmail.

Settings>accounts & passwords>"specific account">account>advanced

Default account - unless replying to a received email from a different account

Notes is part of email (suggest you only use one account)

16

# E-Mail

Use other apps or browsers

Best when you have only one account

Sometimes has better ties to a big environment such as Google

17

# Bonus extra

Shortcut keys (my choice of a unique character is a \$)

**Settings>General>Keyboard>Text Replacement**

\$csuf to California State University at Fullerton

\$olli to Osher Lifelong Learning Institute

\$bfe to [bobnewcomb@csu.fullerton.edu](mailto:bobnewcomb@csu.fullerton.edu)

\$ip to 📱      \$aw to ⌚      \$apple to 🍏

\$tu to 👍      \$vlc to 🙌      \$halo to 😊

18

# Double Bonus

Keyboard touchpad improved in iOS 12

Start a FaceTime audio or video call from Messages

Tap on people icon(s) on the top of the screen

Useful way to start a Group FaceTime call

19