

# iPhone iPad Essential Training

*Text Messaging or Texting*  
*E-Mail*

Bob Newcomb  
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## 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

- ♦ 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

## Instant Messaging

Instant Messaging (IM) is a type of online chat which offers real-time text transmission over the Internet.

## Instant Messaging AKA Messaging Apps

- ♦ Advantage of IM is once on the provider's network, there is no message charge.
- ♦ It has been around for a long time (1970s)

## Messaging Apps

- ♦ The disadvantage is everyone has to belong to the same service
- ♦ Attempts to give cross network service had limited success

## Messaging Apps

- ♦ Then, along came social networks
- ♦ WhatsApp got a huge following
- ♦ Facebook Bought WhatsApp and now has Facebook Messenger

## Massive Switch to Messaging

- ♦ Carriers dominated texting
- ♦ Text plans were expensive and very profitable
- ♦ WhatsApp and other messaging gained huge customer base

So what about texting on your iPhone?

## Messages

## Messages

- ◆ Allows Apple devices to IM each other
- ◆ If you are sending to a non-Apple device..
  - ◆ It sends an SMS (or MMS) text

## What can be in a Messaging App

- ◆ Chat - one on one
- ◆ Chat - group
- ◆ Smart replies
- ◆ Voice calls
- ◆ Video calls
- ◆ File sharing
- ◆ Games
- ◆ Payments
- ◆ Personal cloud storage
- ◆ Push notifications
- ◆ Stickers

## Messaging Apps

- ◆ Facebook Messenger & WhatsApp
  - ◆ 1.3 billion monthly users
- ◆ Google (various)
  - ◆ Unknown but substantial
  - ◆ Want to come out with Rich Communications Services (RCS)
- ◆ Skype
  - ◆ 300 million monthly users
- ◆ WhatsApp
  - ◆ 1.3 Billion monthly users

## Messaging Apps

- ◆ Snapchat
  - ◆ 260 million active monthly users
- ◆ Twitter
  - ◆ 330 million active monthly users
- ◆ Telegram.
  - ◆ 823 million monthly users

## Messaging Apps

- ◆ Apple Messages
  - ◆ On 700 million phones

## Work Group Messaging Apps

- ◆ Google Hangouts Chat
  - ◆ Undergoing lots of change. Future?
- ◆ Hipchat, Stride
  - ◆ Atlassian
- ◆ Microsoft Teams
  - ◆ Microsoft

## Work Group Messaging Apps

- ◆ Slack
  - ◆ Slack Technologies
- ◆ Workplace Chat
  - ◆ Facebook

## Should I Text (SMS/MMS) or use a Message App

- ◆ To whom you are communicating?
  - ◆ A wide number of people in many networks and on many device type
  - ◆ A social network community
  - ◆ A work/organization group
  - ◆ Small group

## Should I Text (SMS/MMS) or use a Message App

- ◆ What you are sending
  - ◆ Photos
  - ◆ Few or many
  - ◆ files and documents
  - ◆ Movies
  - ◆ Stickers

## Should I Text (SMS/MMS) or use a Message App

- ◆ Voice over IP (calls)
- ◆ How secure do you want to be?
- ◆ Should I use a combination of them

## 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

lynda.com (LinkedIn Learning)  
iOS 13 iPhone and iPad Essential Training  
Text Messaging

- ◆ Text with iMessage
  - ◆ <https://www.lynda.com/iOS-tutorials/Text-iMessage/>
- ◆ Use iMessage Apps
  - ◆ <https://www.lynda.com/iOS-tutorials/Manage-Messages/>

## Messages

### Demo

(including Animoji & Memoji)

## E-Mail

- ◆ Mail is the app (in iOS 14 other apps may replay Mail)
- ◆ Set up accounts
  - ◆ 1st account can be set up in Mail app. Subsequent accounts:
    - ◆ iOS 10 & earlier
      - ◆ settings>mail>accounts>add accounts
    - ◆ iOS 11 to 13
      - ◆ settings>accounts & passwords>add accounts
    - ◆ iOS 14
      - ◆ back to: settings>mail>accounts>add accounts

## E-Mail

- ◆ Can look at email as All inboxes or individual accounts
- ◆ Sidebar organization
  - ◆ iPhone (swipe to the right to see sidebar)
  - ◆ iPad toggles on and off with icon on the top left
  - ◆ All inboxes (important if you have more than one account)
    - ◆ Customize via edit
      - ◆ Unread
      - ◆ All sent
      - ◆ All trash
      - ◆ Flagged
      - ◆ Attachments

## E-Mail

- ◆ Folders (can be created by selecting **add mailbox** when editing the sidebar)
- ◆ Archive vs Delete in some services i.e. gmail.
  - ◆ Settings>passwords & accounts >"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)

## E-Mail

- ◆ Access you email while using other apps or browsers
  - ◆ Some only allow you access to one email account
  - ◆ Some are full fledged email apps
    - ◆ allows many account
    - ◆ some more full featured than Mail
      - ◆ Outlook, Spike, Spark, Airmail. Twobird...

## Bonus

- ◆ Start a FaceTime audio or video call from Messages
  - ◆ Tap on people icon(s) on the top of the screen and tap FaceTime
  - ◆ Useful way to start a Group FaceTime call