



# INTRODUCTION TO iPADS

(iPad Basics)

## Part III – Apple Apps



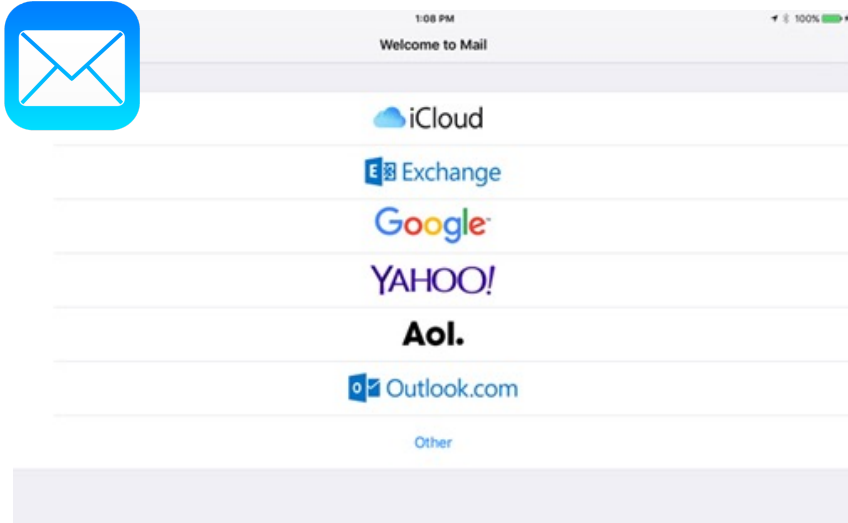
# In this session...

## Learning Outcomes

- **Mail**
  - Learn how to use the iPad Mail app.
- **Contacts**
  - Learn how to use the iPad Contacts app.
- **Calendar**
  - Learn how to use the iPad Calendar app.
- **Reminders**
  - Learn how to use the iPad Reminders app.
- **Messages**
  - Learn how to use the iPad Messages app.
- **FaceTime**
  - Learn how to use the FaceTime app.
- **Camera and Photos**
  - Learn how to use the iPad Camera and Photos app.

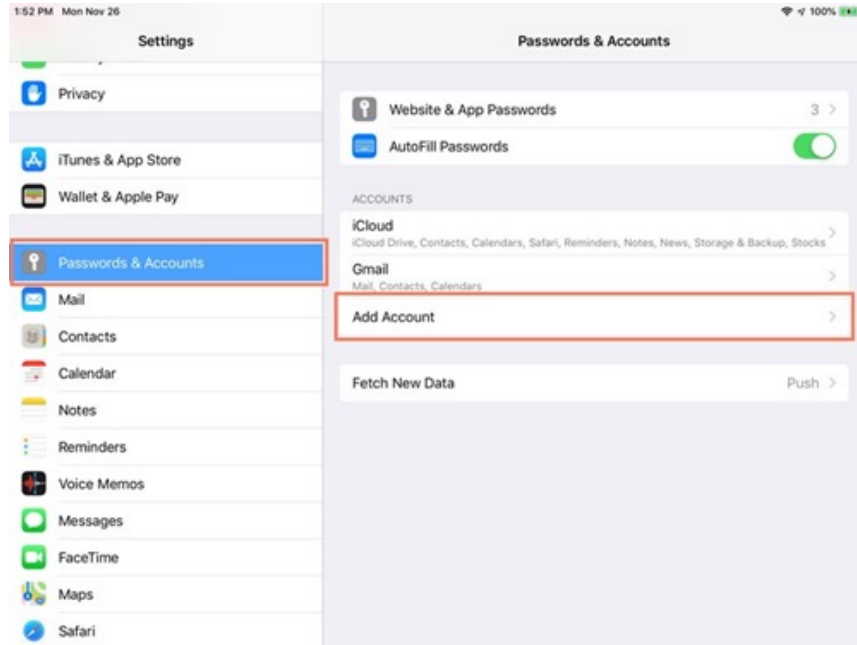
# Mail

The first time you open the Mail app, you'll need to connect it with an existing email address. Select your email provider, then follow the instructions to connect your account with the Mail app. When you're done, you'll be able to send and receive emails from that account on your iPad.



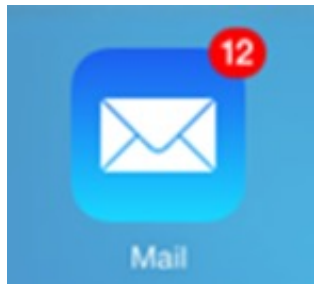
## To add another email account:

1. **Open Settings** from the Home screen.
2. Tap **Passwords & Accounts** in the left pane, then select **Add Account**.
3. Follow the instructions to connect the new account.





## Mail - Email Notifications



When you receive a new email, a **badge** will appear on the app icon. The number indicates how many **unread emails** are in your inbox. This allows you to quickly see if you have new messages without opening the Mail app.

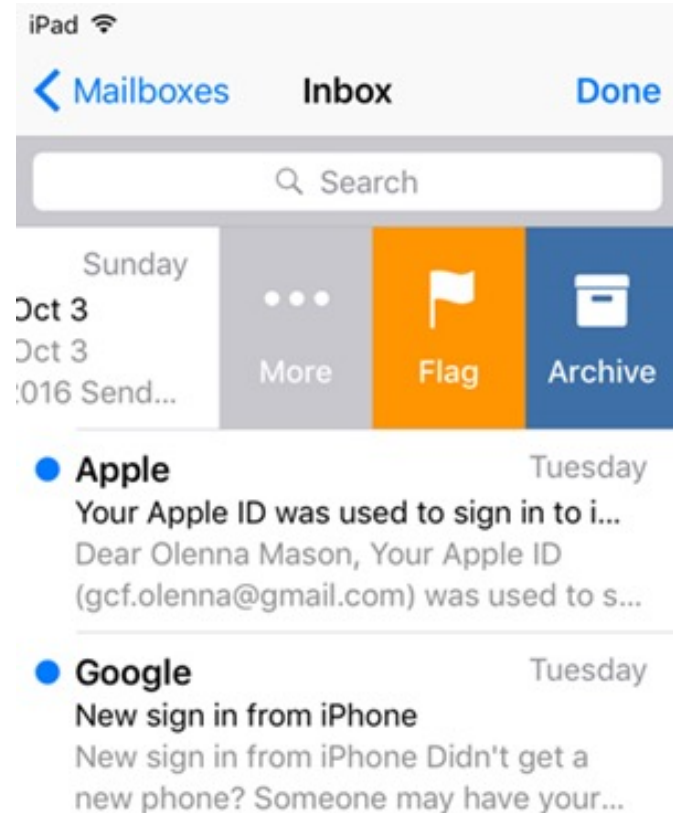
**Remember!** You can customize your alerts by opening **Settings**, tapping **Notification Center**, then choosing **Mail**.

# Mail – Swipe Gestures

The Mail app includes several convenient tools to manage your inbox, including **folders** and **flags**.

You can **swipe a message to the right** for the option to mark a message as **read** or **unread**.

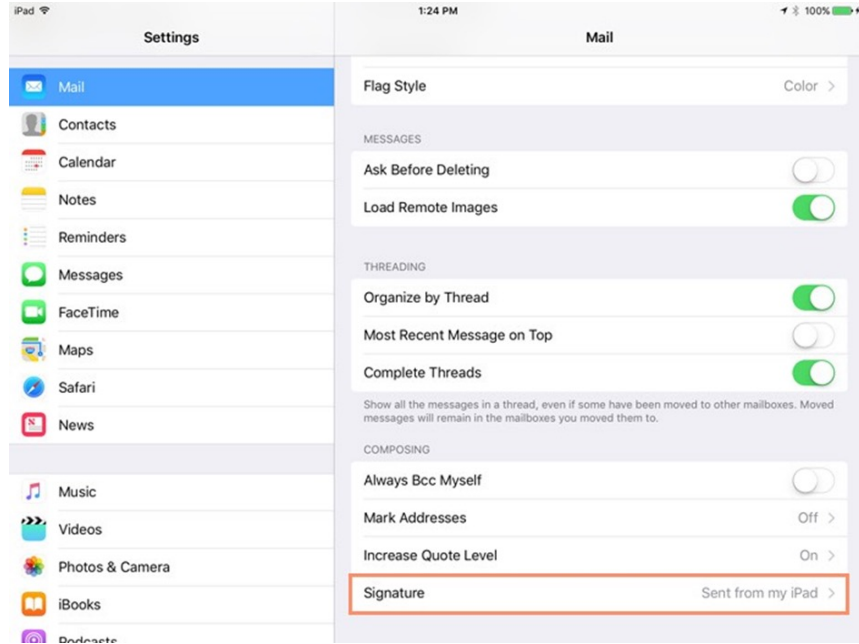
You can also **swipe a message to the left** for the option to **archive or delete, reply, forward**, and more.



# Mail – Customizing the Email Signature

If you would like to customize or remove the email signature:

1. Open **Settings** from the Home screen,
2. Tap **Mail** in the left pane, then
3. Select **Signature**.

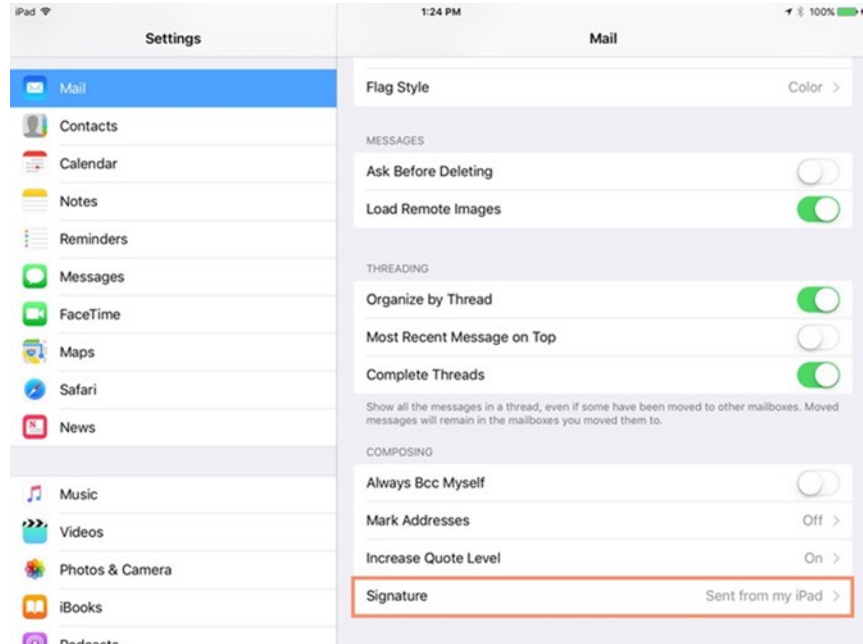


# #10

# Task

## Create an email signature:

1. Open **Settings** from the Home screen,
2. Tap **Mail** in the left pane, then
3. Select **Signature**.



# Contacts

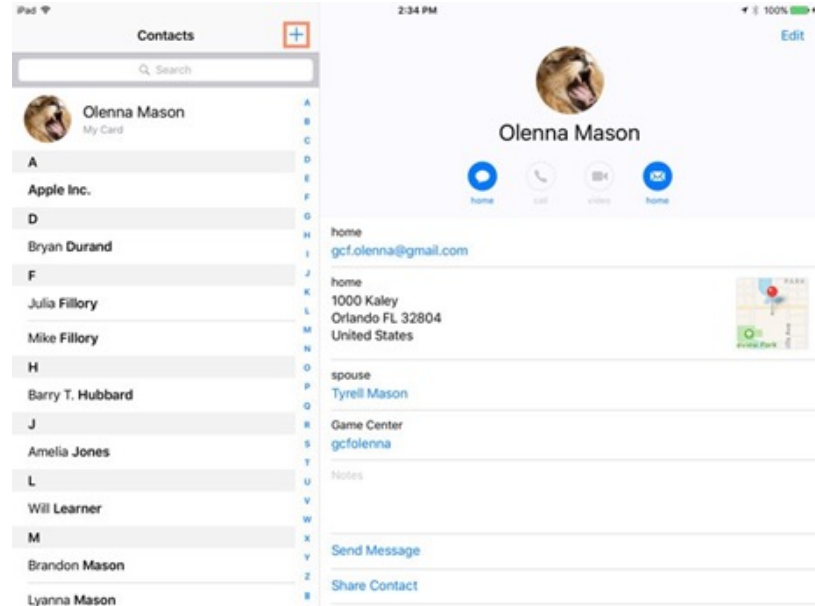
1. Tap the **Contacts** icon on the Home Screen.



# Contacts

2. The contacts list will appear.  
Tap the + button.

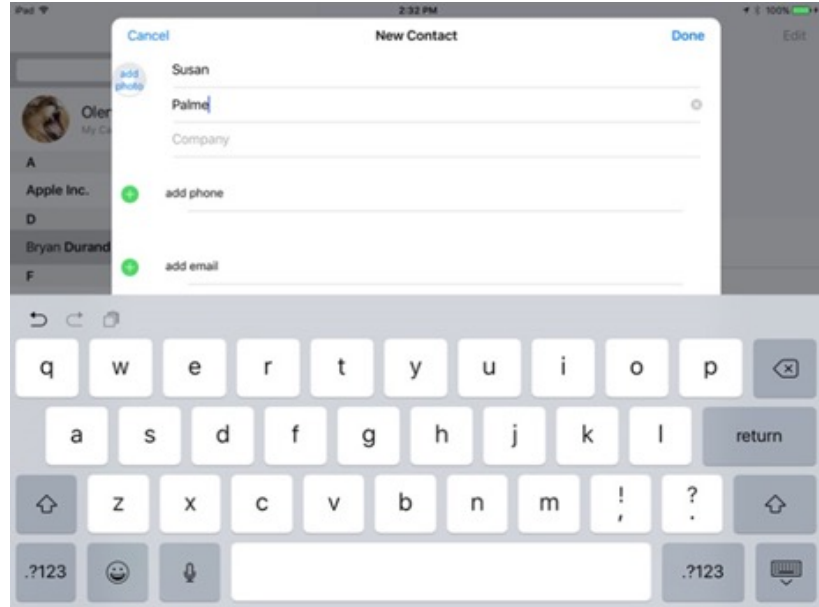
\* Alternatively, you can **touch and hold** the **Contacts** icon and tap **Create New Contact**.





# Contacts

3. Enter the desired contact information. At the very least, you should enter a first and last **name**, as well as an **email address**. However, you can also enter other information, like a **phone number**, **street address**, or **birthday**.
4. When you're finished, tap **Done**.

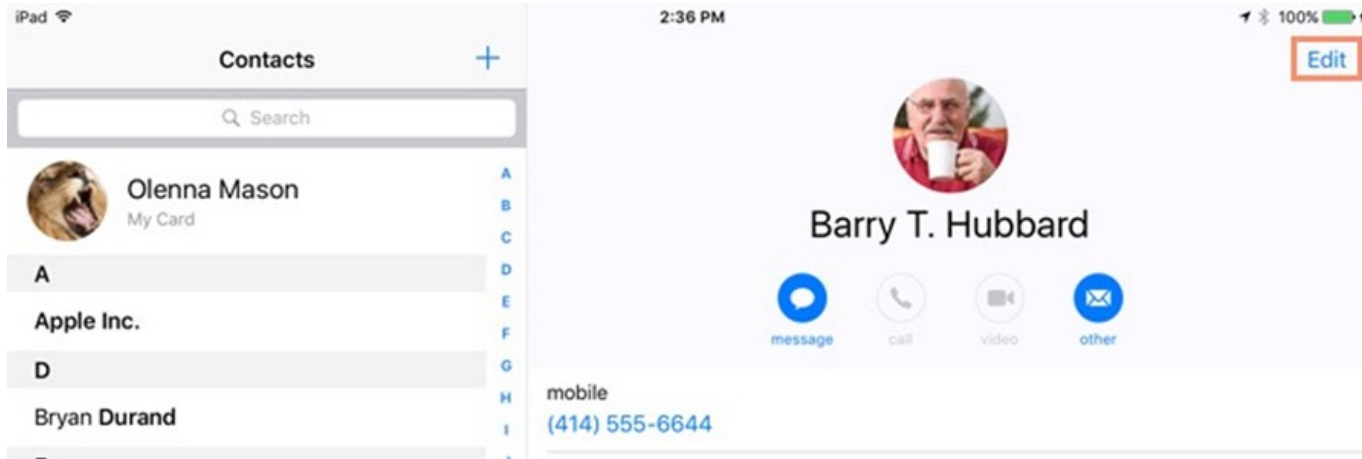




# Contacts



To edit information for an existing contact, select the contact, then tap **Edit**.



# Managing contacts via iCloud.com

To do this, simply navigate to **www.iCloud.com**, click **Contacts**, then add or edit your contacts as needed. When you're done, the information will be automatically synced to your iPad.

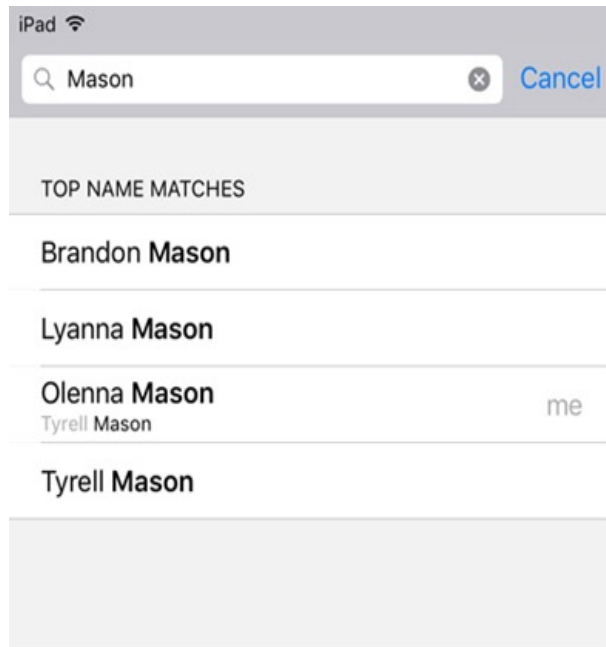
✳ Your iPad must be connected with iCloud to use this feature.



# Navigating contacts

There are two ways to navigate your contacts:

1. **Search:** You can quickly search all of your contacts by using the **Search** bar at the top of the contacts list.
- \* *Just tap the Search bar and type. Any contacts matching your search will appear.*

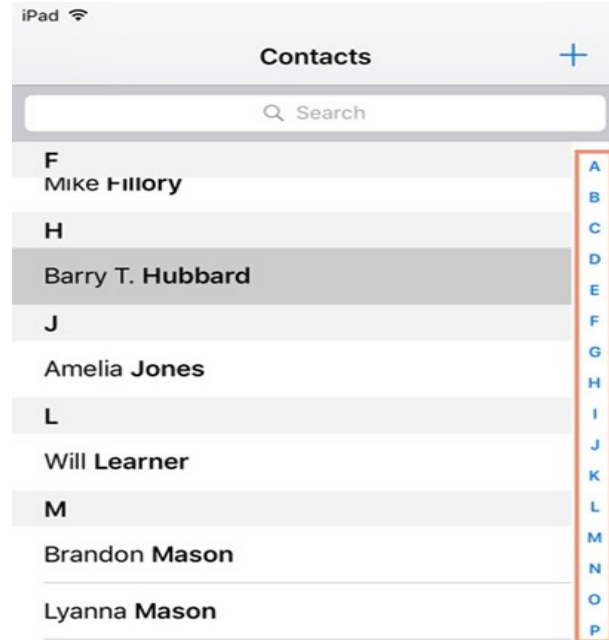


# Navigating contacts

Another ways to navigate your contacts:

**2. Browse by letter:** You can quickly browse through your contacts list by letter.

- \* Tap the desired letter to the right of the contacts list. You can also drag your finger up or down the letters to quickly scroll through your contacts.

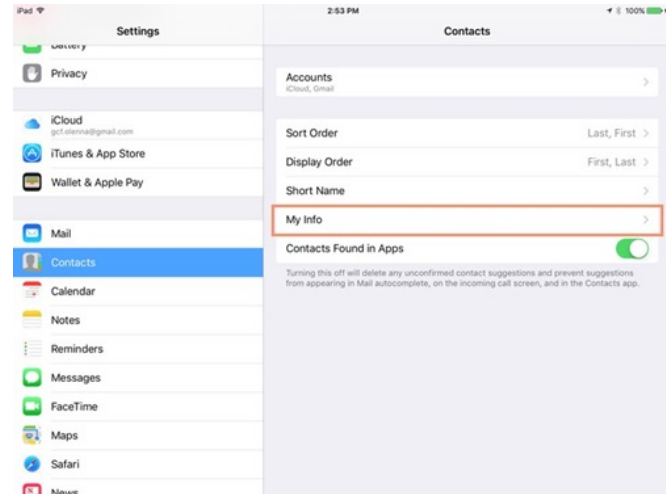


# To set the My Info card:



*Before you can set the My Info card, you'll need to create a contact with your own name and information.*

1. Tap the **Settings** icon on the Home Screen.
2. Scroll down and tap **Contacts** in the left pane.
3. Scroll down and tap **My Info** under **Contacts**.

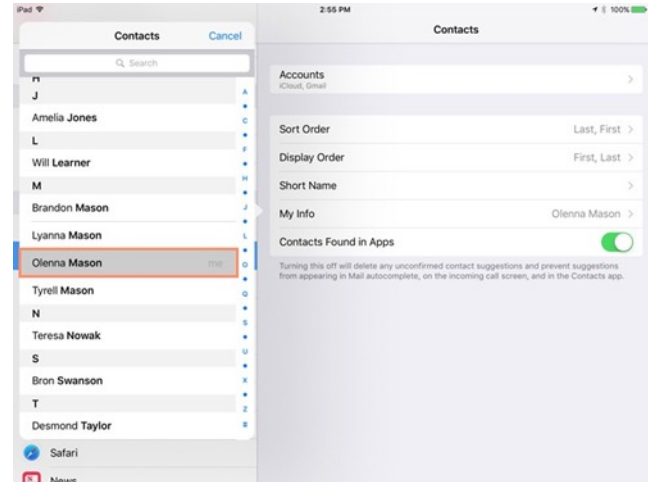


# To set the My Info card:



*Before you can set the My Info card, you'll need to create a contact with your own name and information.*

1. Your contacts list will appear. Locate and select your name.
2. The **My Info** card will be set with your information.



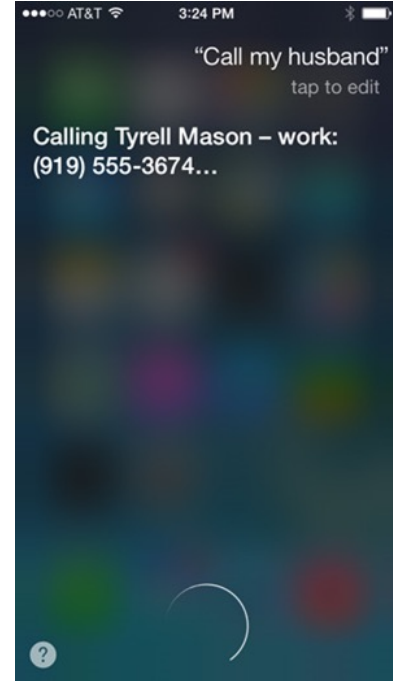
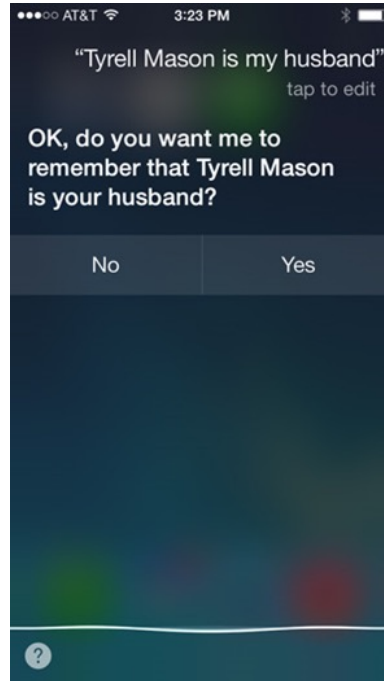


# To add Relationship Labels

You can use Siri to add a relationship label.


Press and hold the Home button to access Siri, then explain the contact relationship.

After adding a relationship, Siri can respond to more personal requests, like **Call my husband** or **Send mom a text message**.

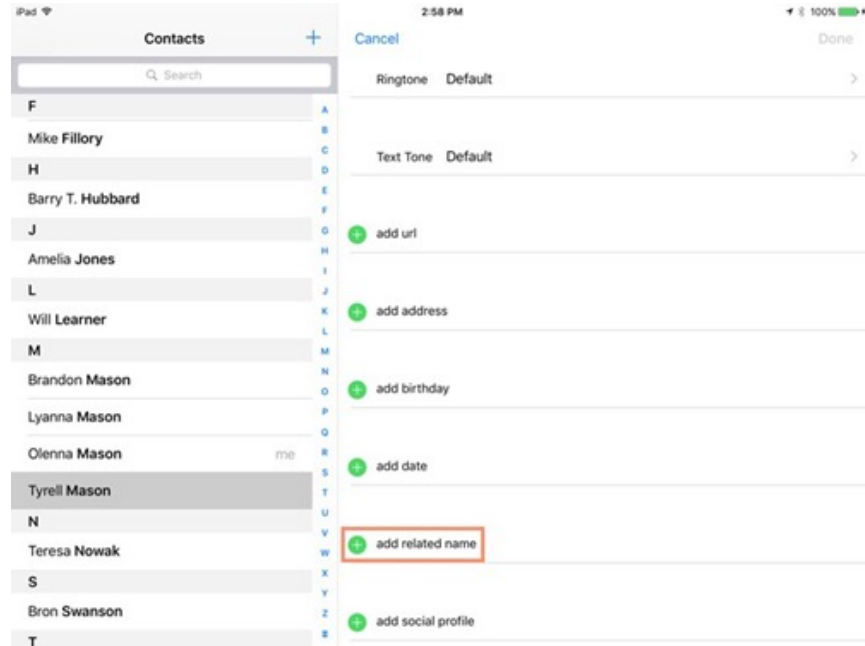




# To add Relationship Labels

 You can also manually set a relationship label for a contact.

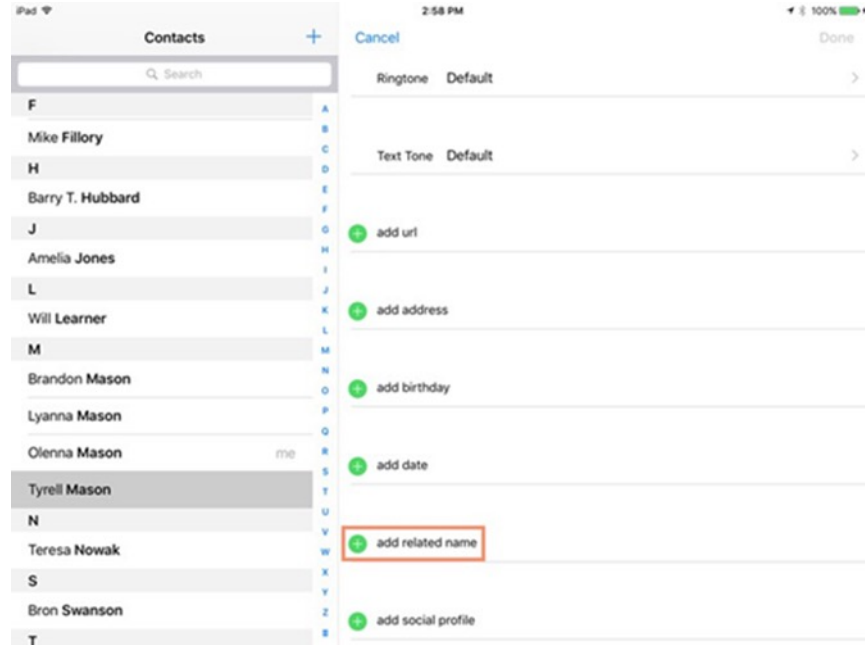
When viewing the contact, tap **Edit**, then scroll down and select **add related name**.



# #11

# Task

**Add (at least one) Relationship Label to your contact card.**



# Calendar

## Add an event

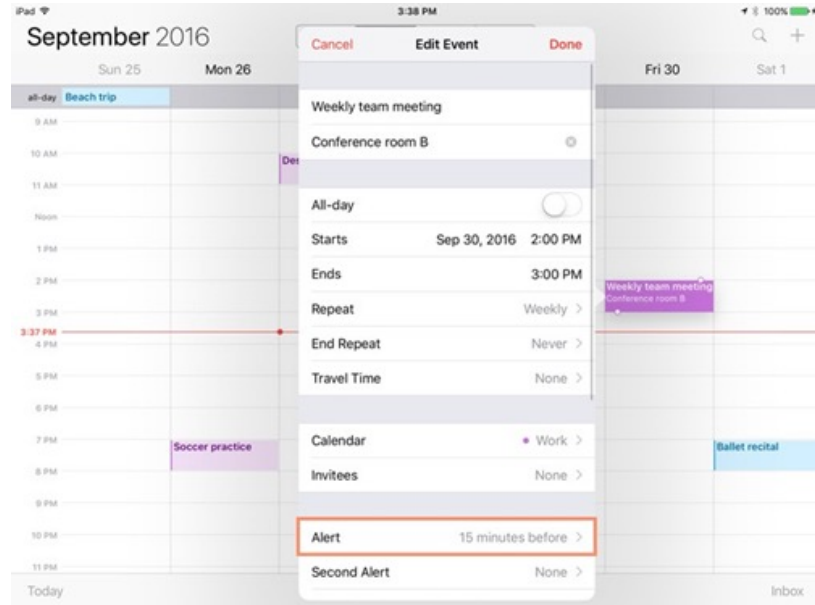
1. Tap the **Calendar** app on the Home Screen.
2. Tap **+** at the top right.
3. Fill in the event details.
4. Tap **Add** at the top right.

The image is a screenshot of the "New Event" form in the Calendar app. The form has a white background with a light gray header bar. The header bar contains the word "Cancel" in red on the left, "New Event" in black in the center, and "Add" in red on the right. Below the header bar, there are several input fields: "Title" and "Location" are text input fields. Below these is a section for "All-day" with a toggle switch. Below that are "Starts" and "Ends" fields, each with a date and time. Below these are "Repeat" and "Travel Time" fields, each with a dropdown menu. Below these are "Calendar" and "Invitees" fields, each with a dropdown menu. At the bottom is an "Alert" field with a dropdown menu. The form is partially obscured by a decorative pattern of green circles and lines on the right side.

# Calendar Alerts

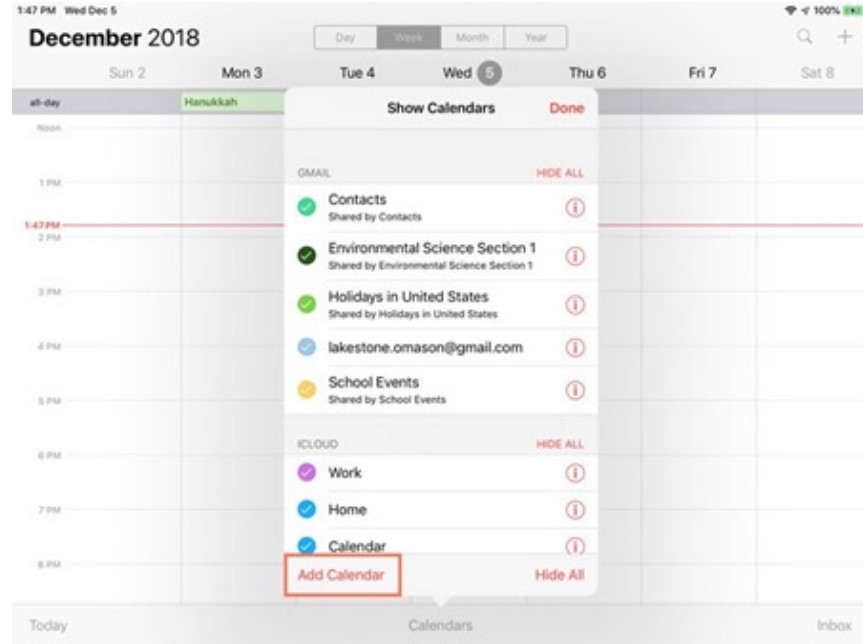
## Add an Alert

1. Tap the event, then tap Edit at the top right.
  2. In the event details, tap Alert.
  3. Choose when you want to be reminded.
- ✱ If you add the address of the event's location, Calendar uses Apple Maps to tell you when it's time to leave.



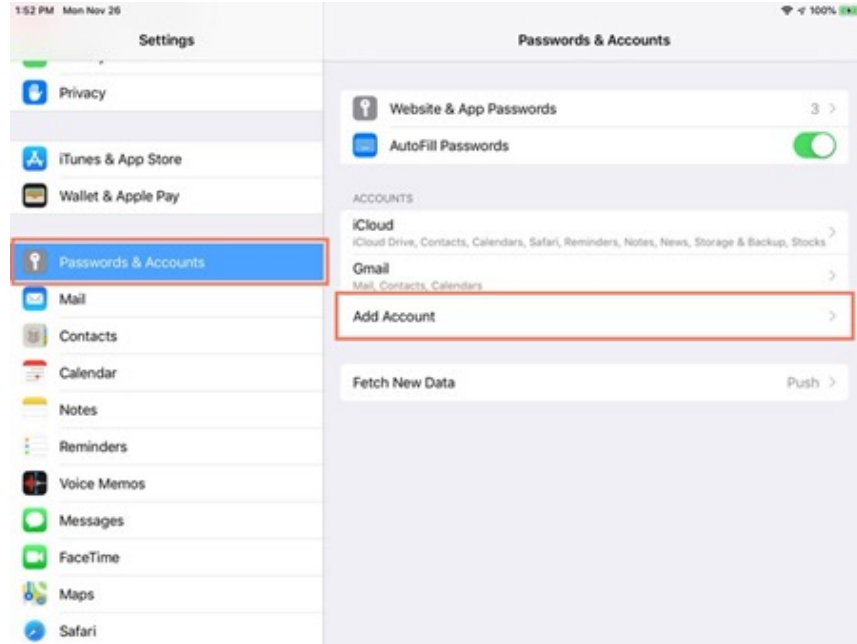
# Adding New Calendars

To create a new calendar, tap **Calendars** at the bottom of the screen, tap **Edit**, then select **Add Calendar**.



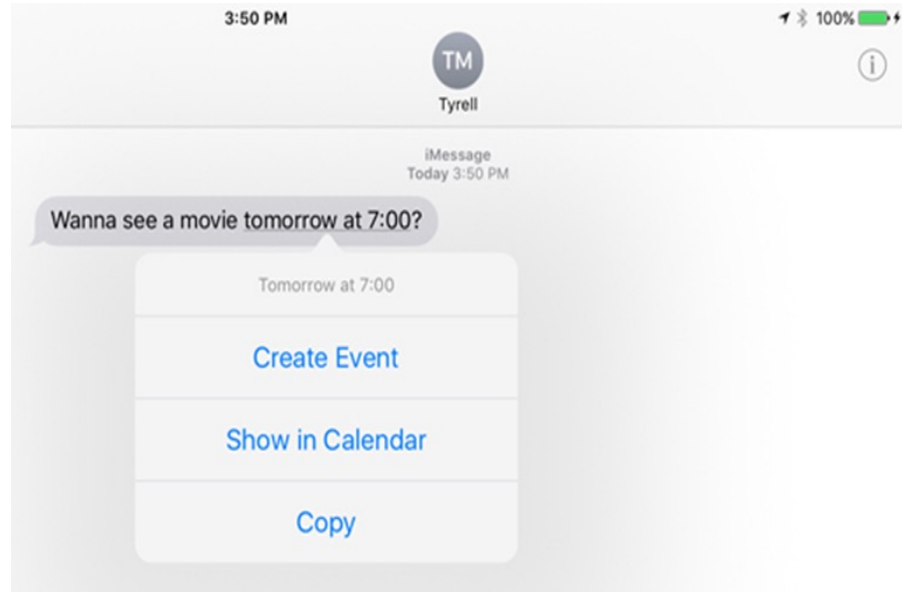
# Syncing other Calendars

To add a new calendar, open **Settings** from the Home screen, tap **Passwords & Accounts** in the left pane, and select **Add Account**. Follow the instructions to connect the new account.



# Creating Events from Other Apps

The iPad will try to intelligently guess when certain text refers to an event. For example, if someone sends you a message that says **Wanna see a movie tomorrow at 7:00?**, the words **tomorrow at 7:00** will be underlined. Tap the underlined words to create an event.





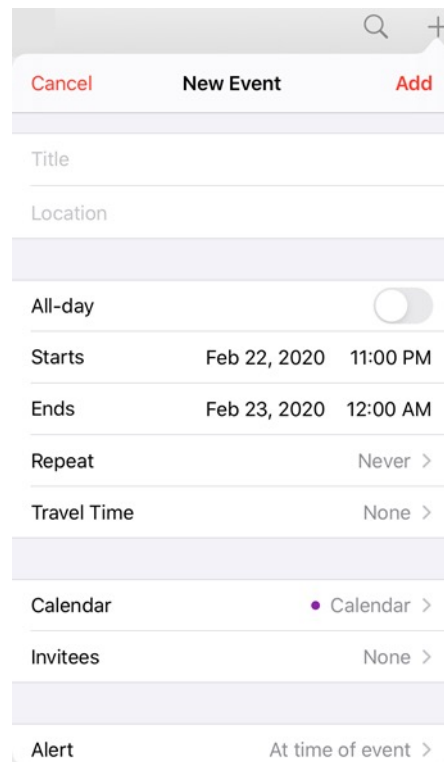
# #12

# Task

## Add an event to your calendar!

### Remember the steps:

1. Tap the **Calendar** app on the Home Screen.
2. Tap **+** at the top right.
3. Fill in the event details.
4. Tap **Add** at the top right.




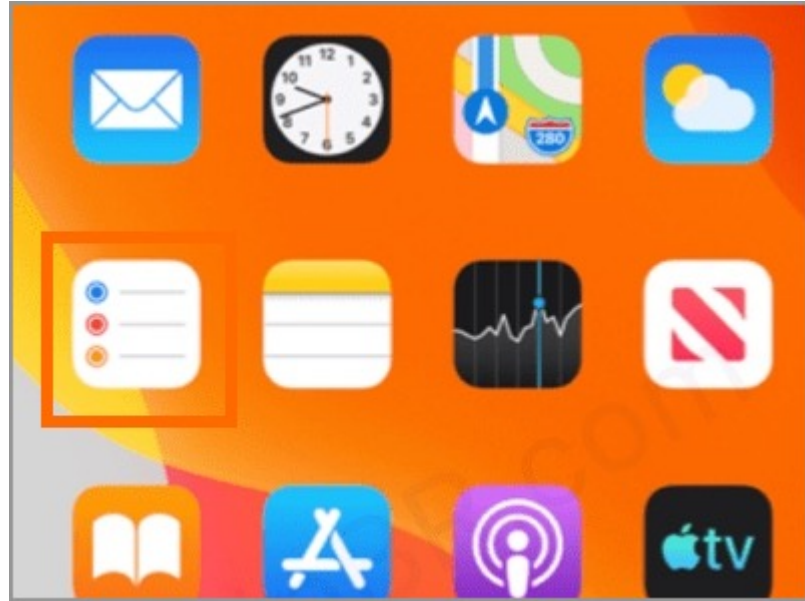
A screenshot of the 'New Event' form in the Calendar app. The form is displayed on a light gray background with a white header bar. The header bar contains a search icon, a plus icon, and three buttons: 'Cancel' (red), 'New Event' (black), and 'Add' (red). The form fields are as follows:

- Title**: A text input field.
- Location**: A text input field.
- All-day**: A toggle switch, currently turned off.
- Starts**: A date and time field showing 'Feb 22, 2020 11:00 PM'.
- Ends**: A date and time field showing 'Feb 23, 2020 12:00 AM'.
- Repeat**: A dropdown menu showing 'Never' with a chevron icon.
- Travel Time**: A dropdown menu showing 'None' with a chevron icon.
- Calendar**: A dropdown menu showing 'Calendar' with a purple dot and a chevron icon.
- Invitees**: A dropdown menu showing 'None' with a chevron icon.
- Alert**: A dropdown menu showing 'At time of event' with a chevron icon.

# Reminders

## Add a Reminder

1. From your iPad's Home screen, open the **Reminders** app.
2. Tap the list that you want to add the reminder to. Tap Add List if you want to create a new list.
3. Tap  New Reminder, then type your reminder.
4. Tap Done.

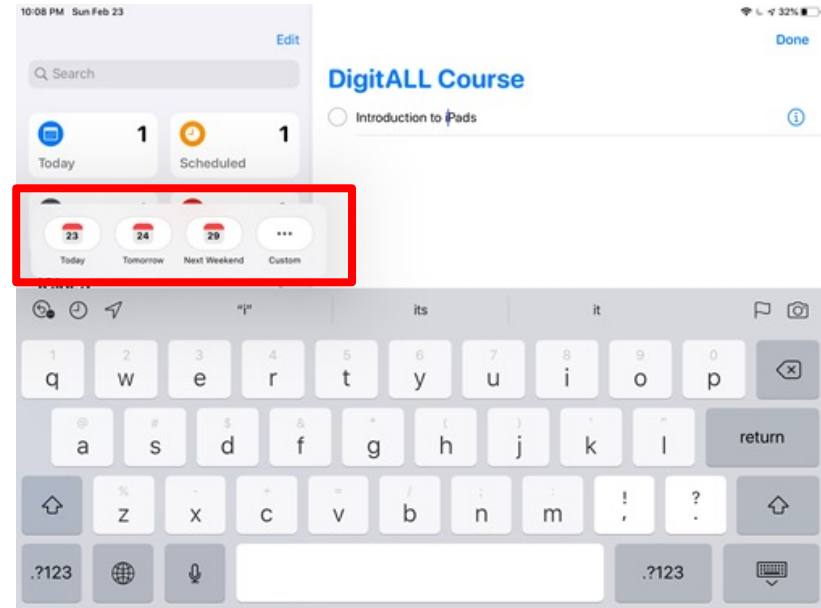


# Reminders - Quick Toolbar

As you type a new reminder, a **quick toolbar** appears, giving you quick and easy customization options:


## 1. Set a due date

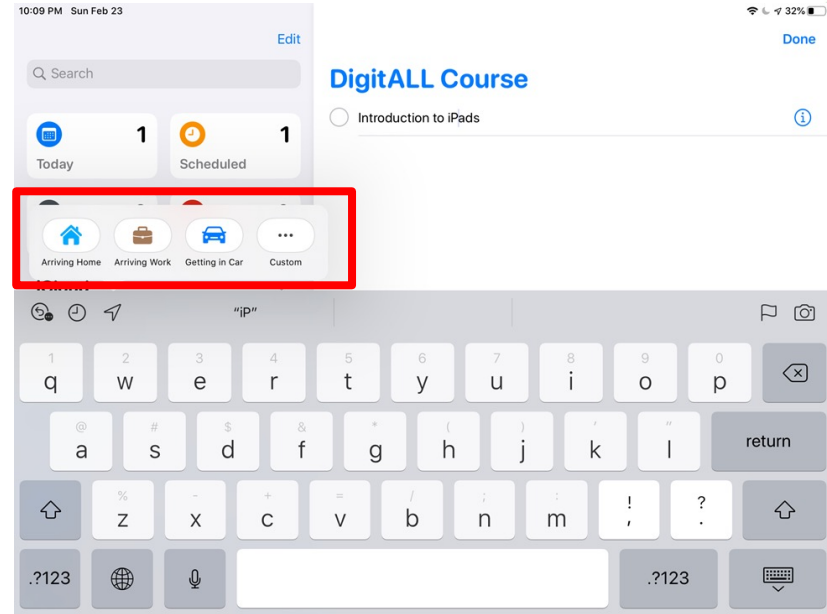
Tap the **time button** 🕒 to set a due date for the reminder. Choose from Today, Tomorrow, This Weekend, or tap Custom to set your own day and time.\*



# Reminders - Quick Toolbar


## 2. Add a location

Tap the location button  to assign a notification based on where you are. Select one of the options provided, or tap Custom to add your own location, choose whether you want to be notified when arriving or leaving, and set the perimeter of your reminder area.




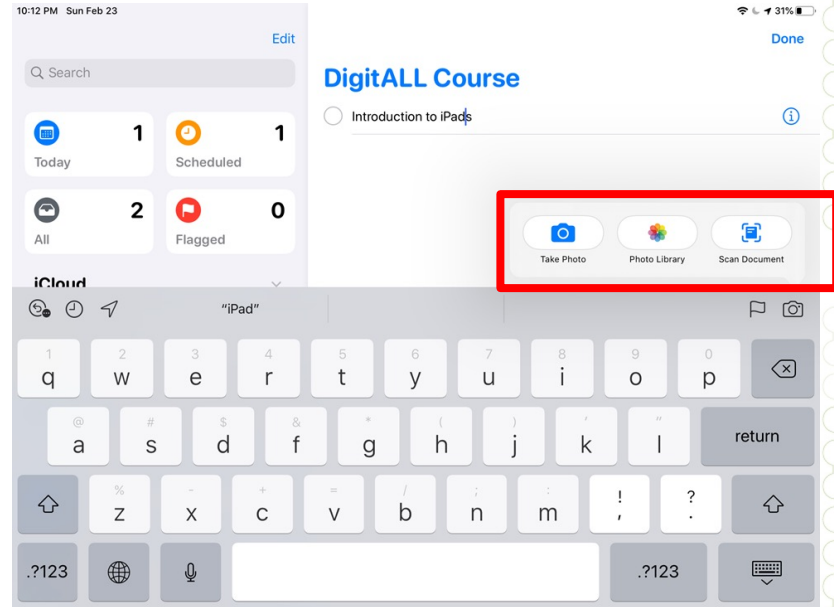
# Reminders - Quick Toolbar

## 3. Flag a reminder

Tap the flagged button  to mark a reminder as extra important and make it appear in the Flagged smart list on the Reminders app main screen.

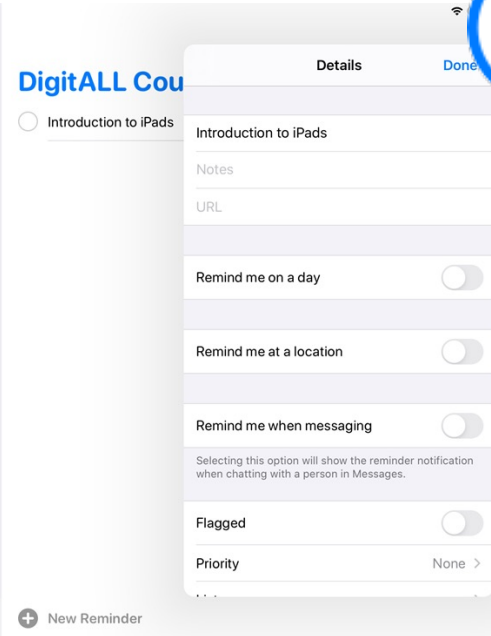
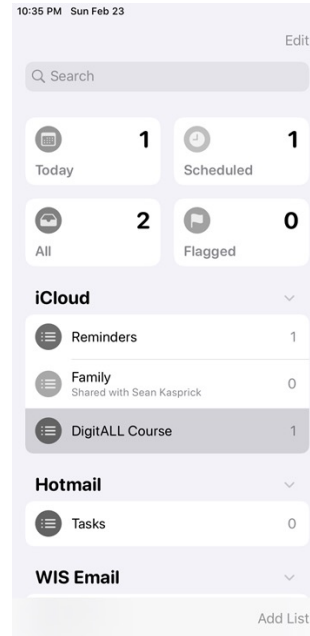
## 4. Add an attachment

Tap the photos button  to add an attachment to the reminder. You can take a new photo, choose an image from your photo library, or scan a document.



# Reminders – Edit Details

Tap the edit details button to add even more details and customizations to your reminder, such as notes, a URL, and a priority. You can also modify the reminder's notification settings and change the list that it belongs to.





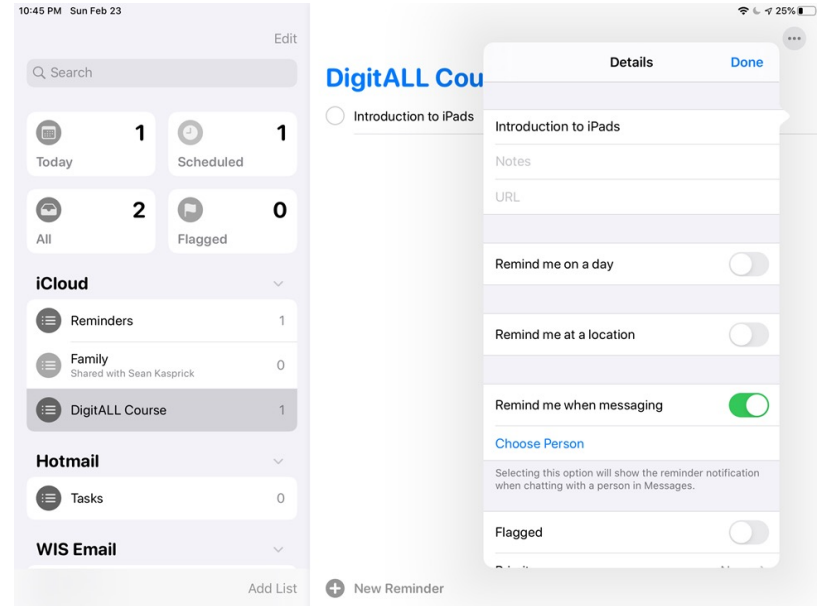
# Reminders – Edit Details

## Get a Reminder While Messaging

Turn on **Remind me** when messaging if you want to receive a notification when you chat with a specified person in Messages.

**Tap Choose Person**, then tap a name in your contacts.


✳ The next time you chat with this person, a Reminders notification appears.





# Reminders - Complete

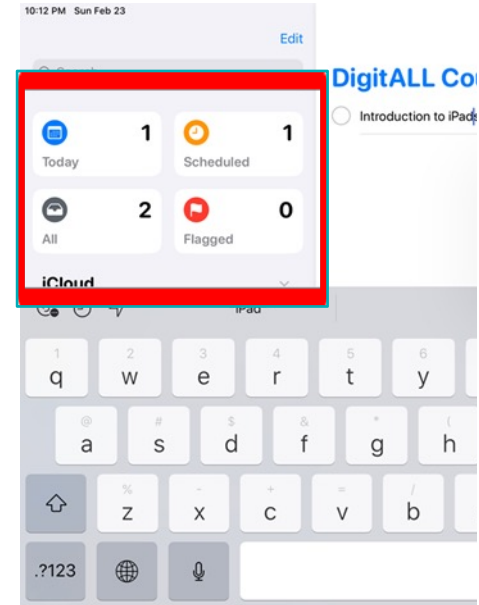
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- To mark a reminder as completed, tap the empty circle next to it. To see your completed reminders, tap the more button , then tap Show Completed.
- To delete a reminder without marking it as completed, swipe left on it, then tap Delete.
- If you get a reminder notification on your Lock screen, swipe left over the reminder. Tap View, then tap Mark as Completed.

# Reminders – Smart Lists

The main screen of the Reminders app shows four built-in smart lists that automatically organize your reminders into quick views:


- **Today**
- **Scheduled**
- **Flagged**
- **All**

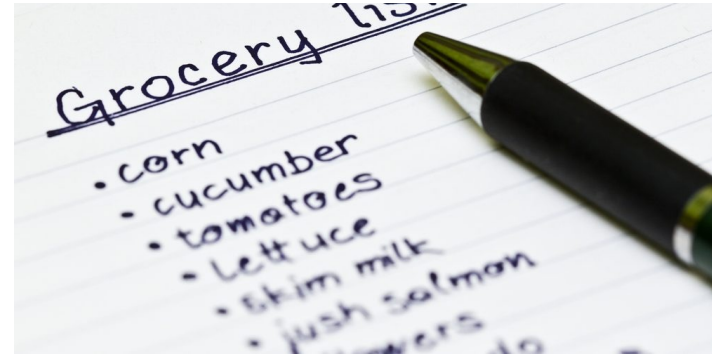


# #13

# Task

## Add a Reminder – Make a Grocery List

1. From your iPad's Home screen, open the **Reminders** app.
2. Tap **Add List**, call it Grocery List. Then, choose your Grocery List to add 'reminders' to.
3. Tap  New Reminder, then type a short grocery list, tapping return after each item you add.
4. Tap Done.

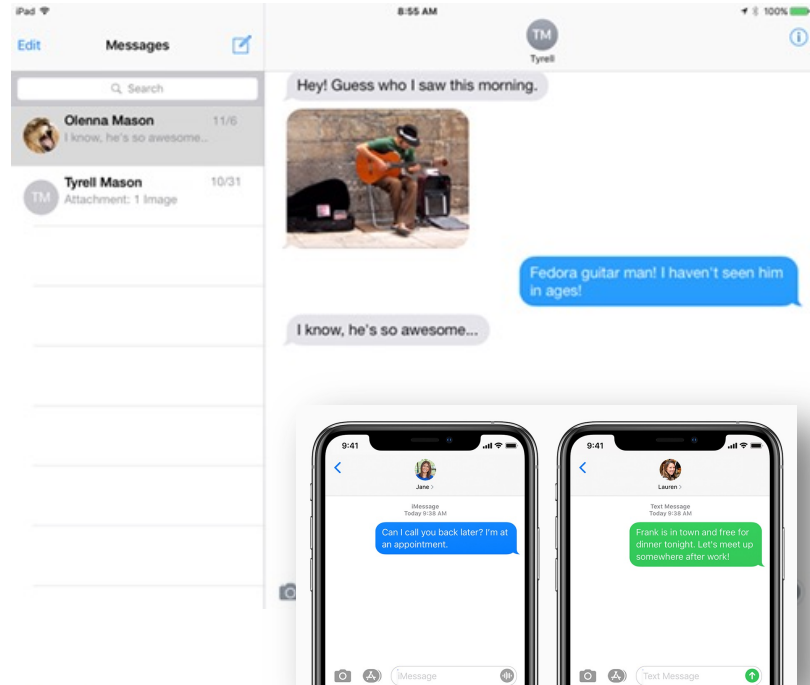


# Messages

The **Messages** app can be used to send instant messages (SMS/MMS) to your contacts.

If your friends also use Apple devices, like a Mac or an iPhone, the **iMessage** feature allows you to send unlimited text messages, photos, videos, and more to these users.

✱ To use the Messages app, **iCloud** needs to be set up on your device.

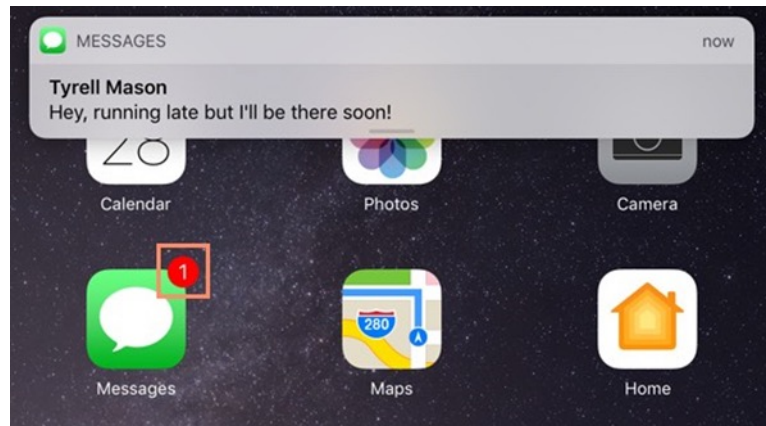


# Messages

## Message Notifications

If you receive a **new message** when you're not in the Messages app, the iPad will notify you in a few ways. By default, you should receive a **banner alert** at the top of the screen and a **badge** on the app icon to show the number of unread messages.

- \* You can customize your alerts by opening **Settings**, tapping **Notification Center**, then choosing **Messages**.



# Messages

**Read receipts** tell other people when you've read their messages. Read receipts don't appear on your device—they appear on your **friends' devices** instead, so they can see exactly when you've read their messages. If your friends have read receipts turned on, you can also see when they've viewed your messages. In our example below, we can see that the recipient read our text message at 9:34 a.m.

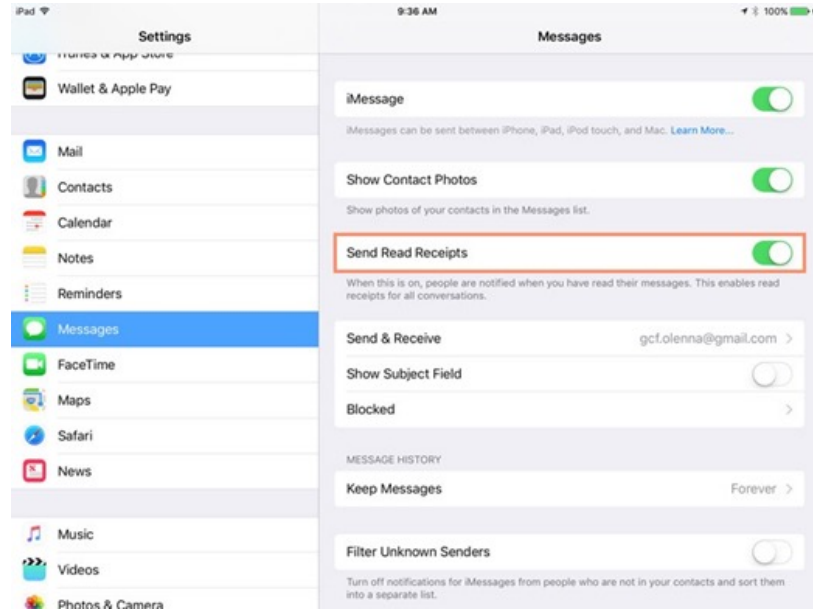
- \* While many people find read receipts helpful, others may prefer not to share this information.





# Messages

To **enable** or **disable** read receipts on your device, open **Settings**, then tap **Messages** in the left pane. Turn read receipts on or off, depending on your preference.









# Messages

## Send a message




1. Open Messages.
2. Tap  to start a new message (or go to an existing conversation).
3. If it's a new message, type the name or number of the people you want to call in the To: entry field at the top.
  - \* You can also tap  to open Contacts and add people from there.
4. Tap the text field, then type your message.
5. Tap  to send.

## Reply from the Lock screen

1. From the Lock screen, firmly press the notification that you want to reply to.
2. Type your message.
3. Tap  to send.

# Messages

## To update your Messages profile:

1. Open Messages and tap .
2. Tap Edit Name and Photo.
3. Tap the image circle to choose an image or photo. Then tap the text fields where your name appears to add or update your name.
4. Tap Done.

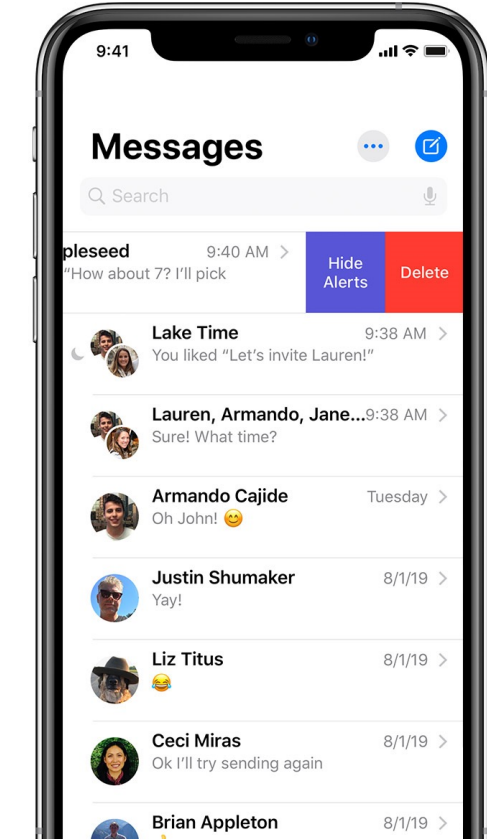


# Messages

## Delete a Message

To delete a single conversation, swipe left over the conversation that you want to delete, tap Delete, then tap Delete again to confirm. To delete more than one conversation, open Messages and tap Edit in the upper-left corner. Then tap the circle next to the conversations and tap Delete in the bottom-right corner.

- ✳ To keep your messages for a certain amount of time, go to Settings > Messages > Keep Messages. Then select how long you want to keep your messages.



# #14

# Task

Practice in messages!

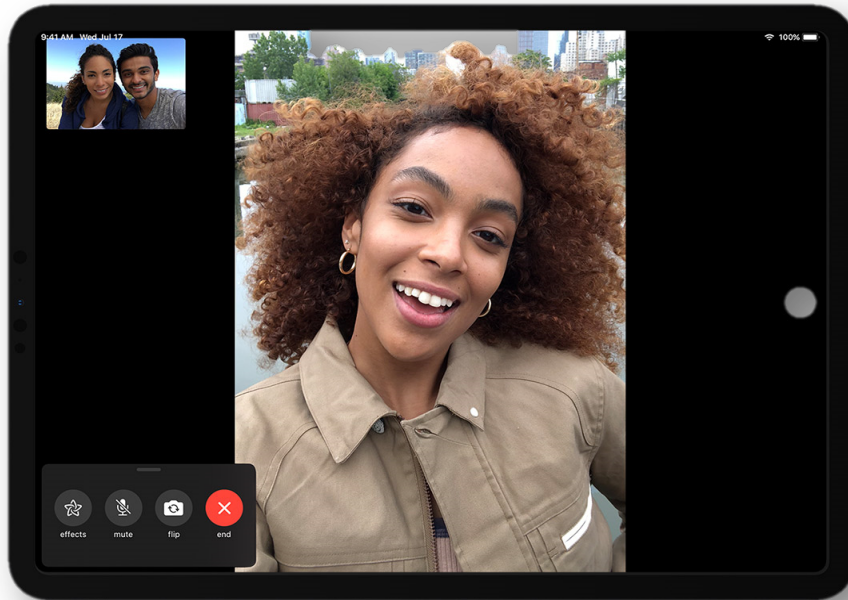
Try sending a text message  
to a classmate!



# FaceTime – Set up







## Set up FaceTime on iPad

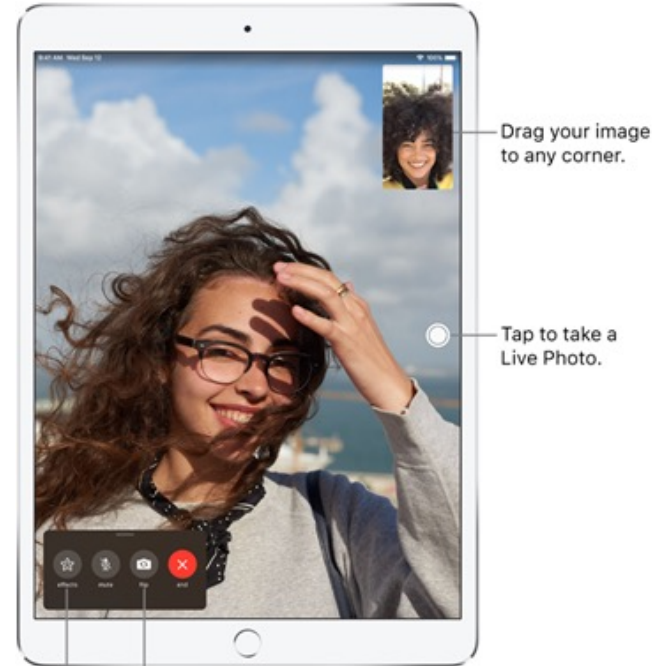
1. Tap the **Settings** icon on the Home Screen.
  2. Tap **FaceTime**  in the left pane, then turn on FaceTime.
  3. If you want to be able to take Live Photos during FaceTime calls, turn on FaceTime Live Photos.
  4. When using an iPad, you'll need to register your email address.
- \* Use your Apple ID for FaceTime, and sign in with your Apple ID.





# FaceTime – Make a Call

1. In the FaceTime app , tap the plus button  and type the person's phone number or email address. Tap the number or address, then tap Audio  or Video .
- \* If you have the person's phone number or email address saved in your Contacts, you can start typing their name and tap the name when it appears. Then tap Audio  or Video .

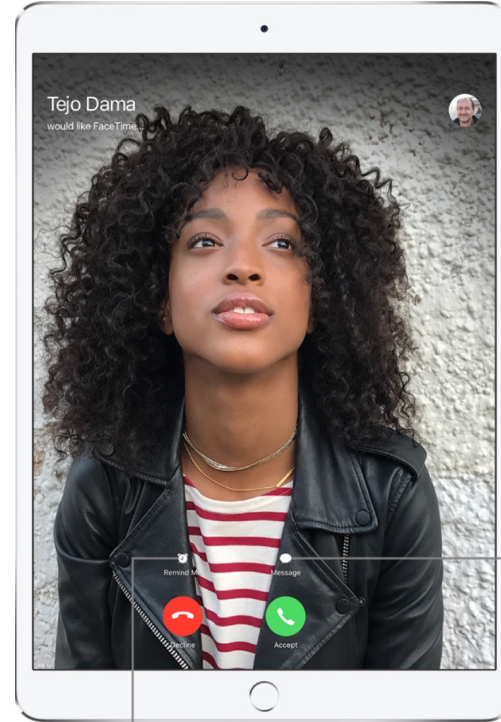


**Tip:** To see more during a FaceTime video call, rotate iPad to use landscape orientation.

# Facetime - Receive a Call

When a FaceTime call comes in, tap any of the following:

- *Accept*: Take the call.
- *Decline*: Decline the call.
- *Remind Me*: Set a reminder to call back.
- *Message*: Send a text message to the caller.





Send the caller  
a text message.

Set up a reminder  
to return a call.



# Facetime – Group Call

## Start a FaceTime - Group Call

1. In FaceTime, tap **+** at the top of the screen.
2. Type the names or numbers of the people you want to call in the entry field at the top.
- \* You can also tap **⊕** to open Contacts and add people from there.
3. Then tap Audio  or Video .



Tap to add stickers  
or other fun effects.

Swipe up to add another  
person to the call.

Tap to hang up.

# #15

# Task

Let's try FaceTime in our group.



# Camera and Photos

To access Camera from the lock screen:

- You can access Camera quickly from the **lock screen**.
- Just **swipe left**, and the app will open instantly.
- There's no need to unlock your device first.



# Camera and Photos

## Zooming In and Out

- Use the **pinch gesture** to zoom in and out when taking a photo.
- \* Keep in mind that the iPad uses a **digital zoom** instead of an **optical zoom lens** (like you'd find on a larger camera). The digital zoom attempts to simulate an optical zoom. As a result, the image quality will become lower as you zoom in.

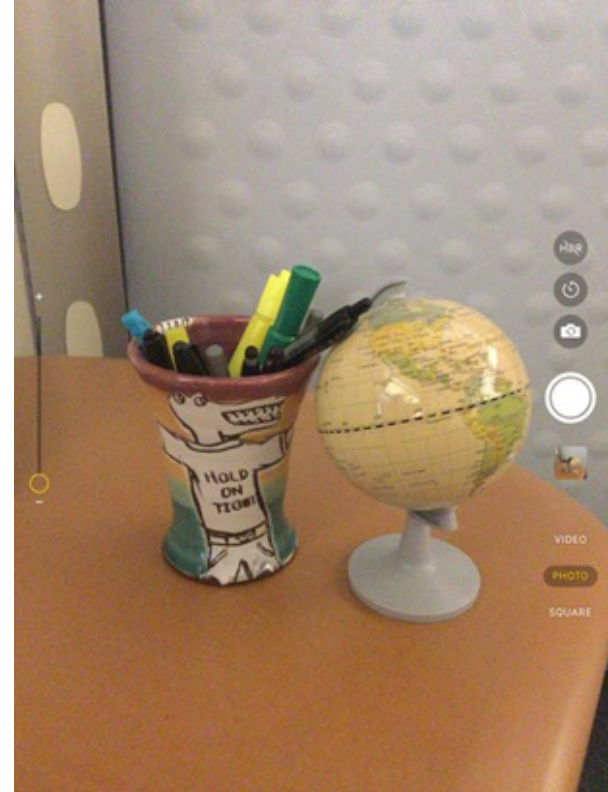




# Camera and Photos

## Camera Orientation

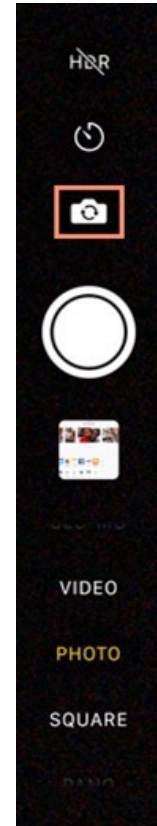
- Rotate the iPad to change the camera orientation from **Landscape** to **Portrait**.



# Camera and Photos

## Flipping the Camera

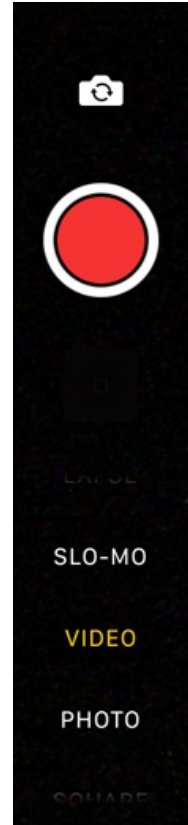
- Tap the **Flip Camera** button in the top-right corner to switch between the front- and rear-facing cameras.
- \* You can use the front-facing camera to take a photo of yourself. You'll also use the front-facing camera for video conferencing apps like **FaceTime**.



# Camera and Photos

## Recording Video

- You can also use the Camera app to record **video**. To do this, swipe to **Video**, then tap the **Record** button





# Camera and Photos






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## Taking Screenshots

1. Press the **Home** button and the **Sleep/Wake** button at the same time to take a screenshot. This will take a picture of whatever is currently displayed on your iPad's screen.
  2. Tap the screenshot in the lower-left corner. You can then choose edit (crop, mark-up, etc.) and tap Done when finished.
- \* You can choose to **Save to Photos**, **Save to Files** or **Delete Screenshot**.

# Camera and Photos

## Create a Screen Recording

1. Go to **Settings**  > **Control Centre** > **Customize Controls**, then tap  next to Screen Recording.
  2. Open Control Center, tap , then wait for the three-second countdown.
  3. To stop recording, open Control Center, tap , or tap the red status bar at the top of the screen, then tap Stop.
- \* Go to Photos , then select your screen recording to review it.

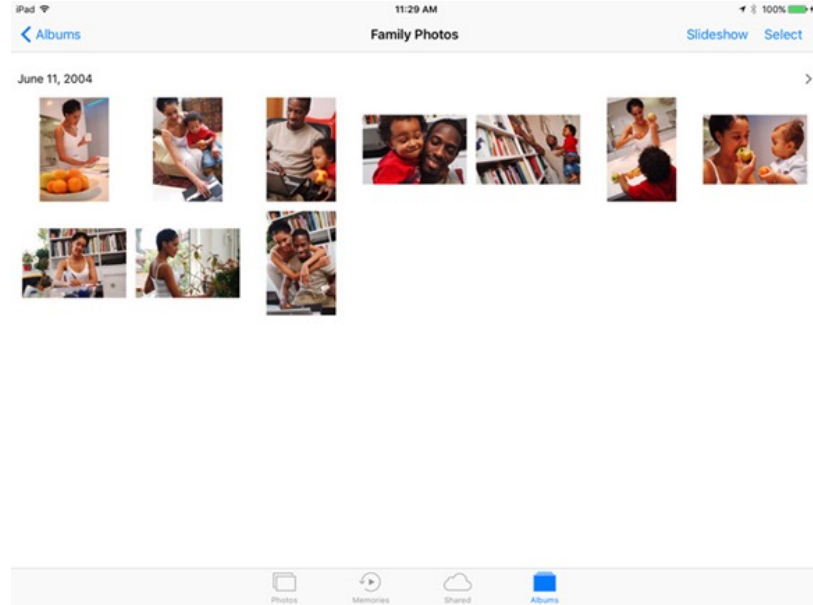


## Let's Practice with our Camera App!

1. Take a Selfie.
2. Take a short video.
3. Take a Screen Shot.
4. Create a Screen Recording.

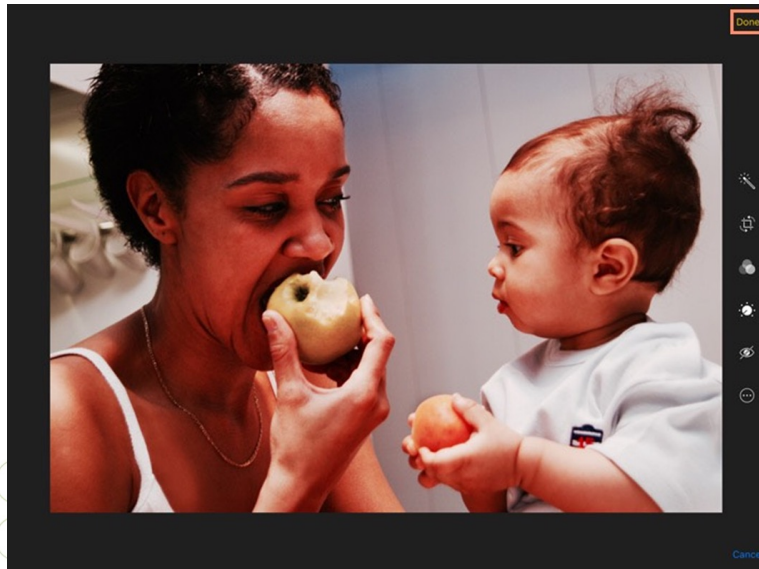
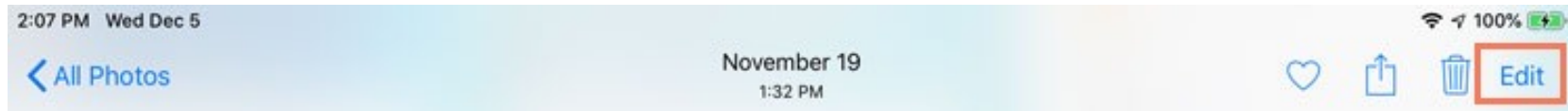
# Photos

When you take a photo or video on your iPad, it goes straight to the **Photos** app. You can use Photos to organize your photos and videos into albums, create slideshows, and share your media in a variety of ways.



# Photos - Edit




To access options, tap the **Edit** button while viewing a photo in full-screen mode.



Editing options will appear on the right side of the screen. When you're done editing the photo, tap **Done**.

# Sharing Photos and Videos

Share photos and videos from the Photos app .

- *Share a single photo or video:* Open the photo or video, tap , then choose how you want to share.
- *Share multiple photos or videos in All Photos or Days:* While viewing photos in the All Photos or Days tab, tap Select, then tap the photos you want to share. Tap , then choose a share option.
- *Share multiple photos or videos in Months:* While viewing events in the Months tab, tap , then tap Share Photos to send all the photos from that event.
- \* Multiple photos can be shared with an iCloud link. iCloud links remain available for 30 days and can be shared using any app.






# Share Photos and Videos with Shared Albums in iCloud


## Turn on Shared Albums

Go to Settings  > [your name] > iCloud > Photos, then turn on Shared Albums.

## Create a new shared album

1. In the Albums tab, tap , then tap New Shared Album.
2. Give the album a name, then tap Next.
3. Choose people to invite, or type an email address or phone number, then tap Create.

## Add photos and videos to a shared album

1. In the Albums tab, select a shared album, then tap .
2. Select all the items you want to add, then tap Done.
3. Add a comment if you want, then tap Post.

## Subscribe to a shared album

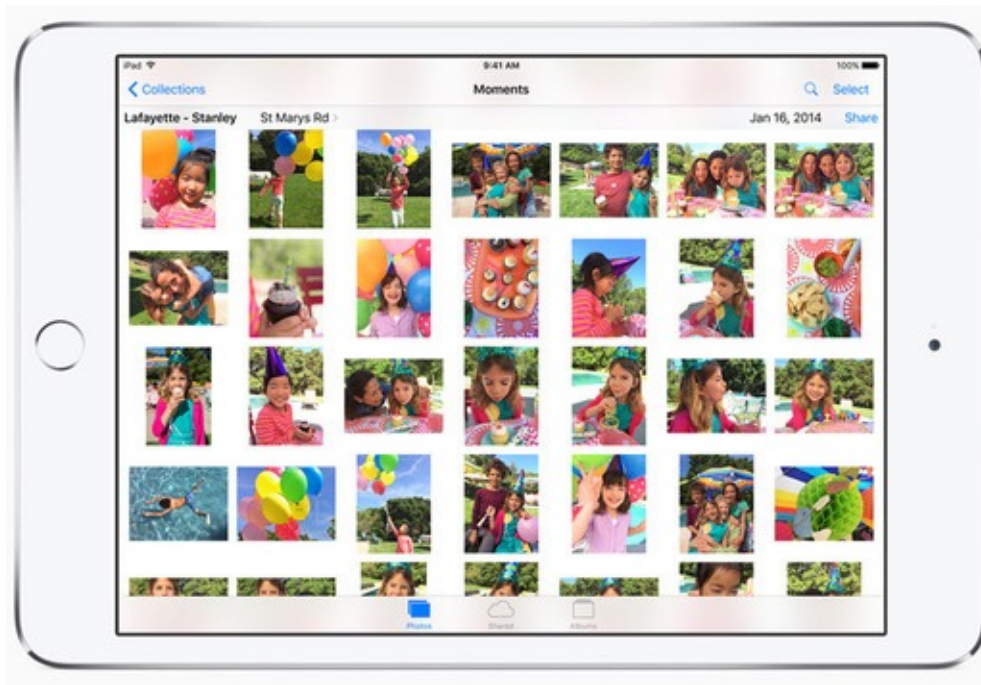
When you receive an invitation, tap , tap Accept. You can also accept an invitation in an email.



# #17

# Task

- Create a shared album.
- Add photos to the shared album.



## iPad Basic Quiz

Test Your  
Knowledge!





# Questions?



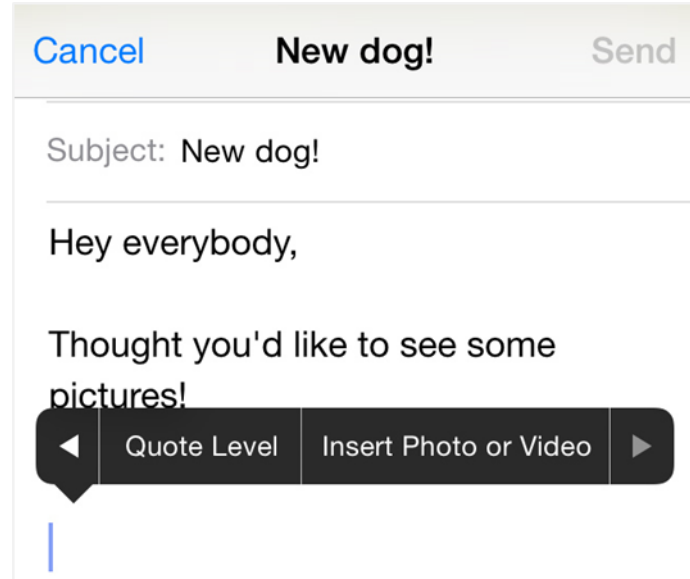
# Bonus!

## Hidden iOS Feature - Practice 2

### Attach a Photo or Video to an Email

The built-in Mail app makes it easy to attach a photo or video to an email. It just doesn't make it obvious!

1. Double Tap anywhere in the body of the email, and a menu should appear.
2. If necessary, tap the arrow on the right side of the menu to view more options, and then select Insert Photo or Video. You can then select a photo or video to attach.



A cluster of colorful confetti in the top-left corner.

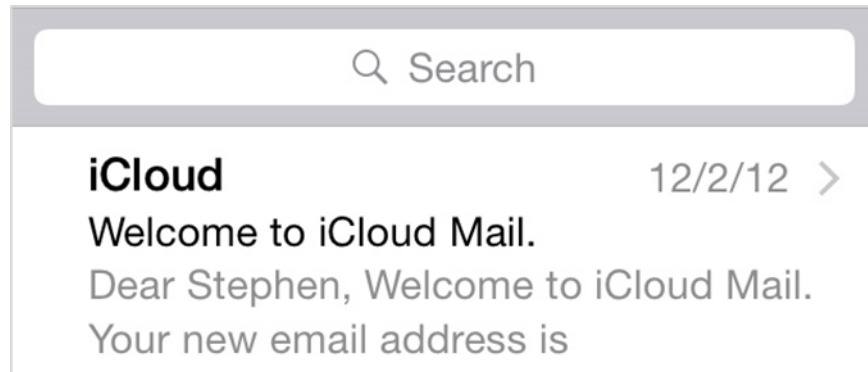
# Bonus!

## Hidden iOS Feature - Practice 3

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### Search for Emails

While viewing your inbox, scroll up. You'll see a search box you can use to search for a specific email, sender, or recipient.





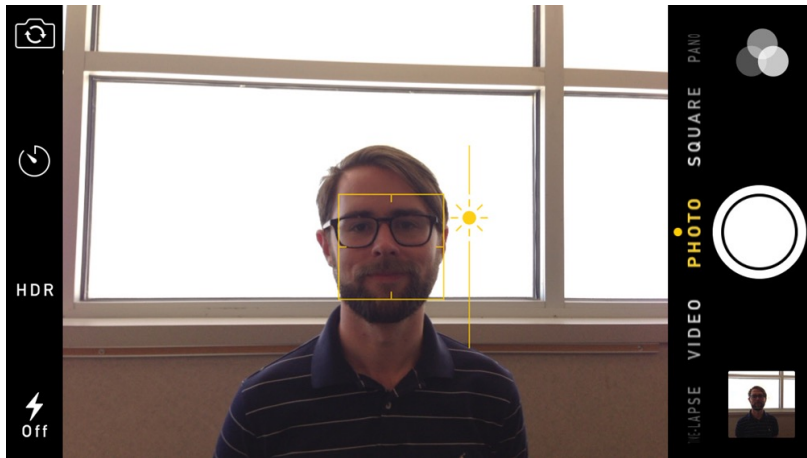
# Bonus!

## Hidden iOS Feature - Practice 4

### Adjust Exposure While Taking a Photo

If your photos are coming out too dark or too bright, you can use this trick to adjust the exposure.

1. In the Camera app, get ready to take your photo but don't tap the shutter button.
2. Tap the screen once. Generally, it's best to tap the subject's face because the camera will try to focus wherever you tap.
3. A square will appear with a sun icon next to it. Tap and drag the sun icon up or down to adjust the exposure.
4. Once the exposure looks right, tap the shutter button to take your picture.





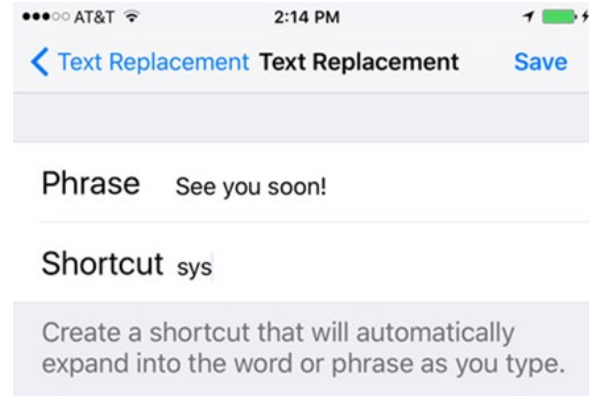


# Bonus!

## Hidden iOS Feature - Practice 5

### Create Custom Text Shortcuts

1. Open the **Settings** app, then go to **General > Keyboard > Text Replacement**.
2. Click the **plus sign (+)** in the top-right corner of the screen.
3. Next to **Phrase**, type the desired message (for example, **See you soon!**).
4. Next to **Shortcut**, type a few characters (for example, **sys**). These are the characters you'll type whenever you want to use the shortcut.
5. Tap **Save** in the top-right corner of the screen. You can then add more text shortcuts if you want, or press the **Home** button to exit the Settings app.



- \* When typing an email, entering a form, or doing anything else with text, just type your shortcut followed by the spacebar and iOS will do the rest!