

iPhone/iPad Class: What's New with the Mail App in iOS 13

Session Duration:

60-90 minutes

Subject:

Apple
iOS
iPhone/iPad

Materials Needed:

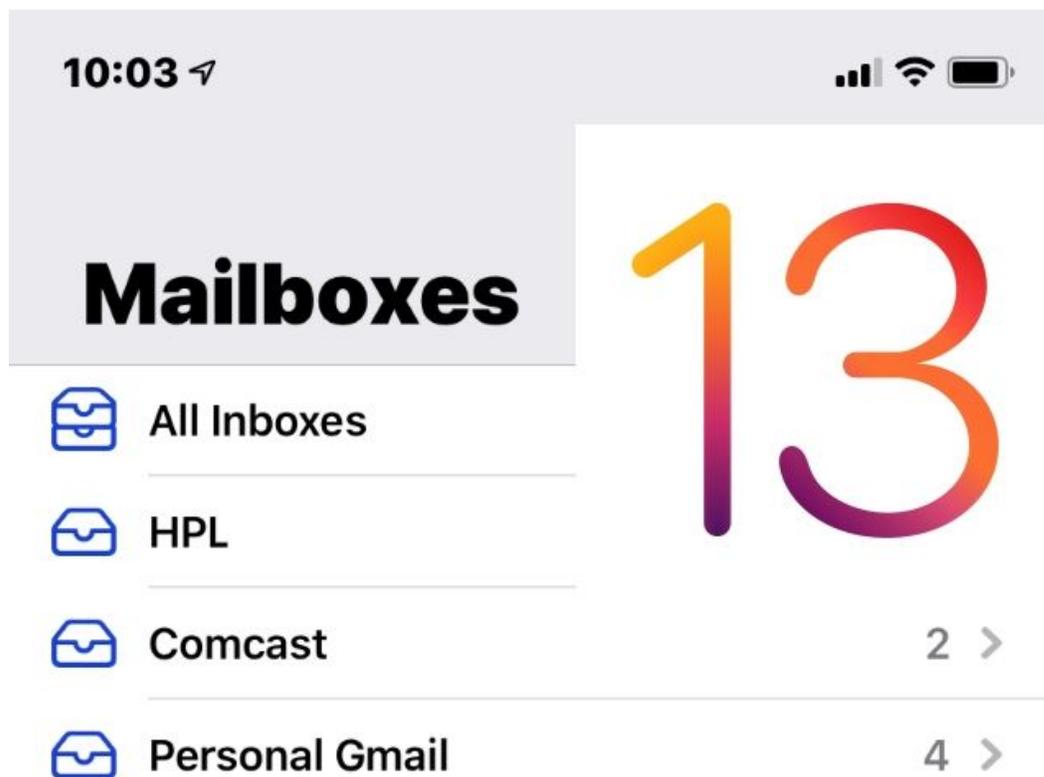
iOS device with
internet connection
with iOS 13 installed
and an active email
account

Links to Resources:

- apple.com/ipados/features
- support.apple.com/guide/ipad/welcome/ipados
- support.apple.com/guide/iphone/welcome/ios
- lynda.com/iOS-tutorials/How-Home-works-current-iPhones-iPads/2812489/2250965-4.html?org=hooksettlibrary.org

Contact:

Mark Glisson



Apple added lots of new features to the Mail app in iOS 13. In this class we'll take a look at the new features as well as how to get the most out of them, whether you're using your iPhone or iPad. Materials needed: iPhone or iPad running iOS 13.

Write an email in Mail on iPad

With the Mail app , you can write and edit emails, and send and receive photos, videos, drawings, documents, and more.

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- Reply to an email 2
- Quote some text when you reply to an email 3

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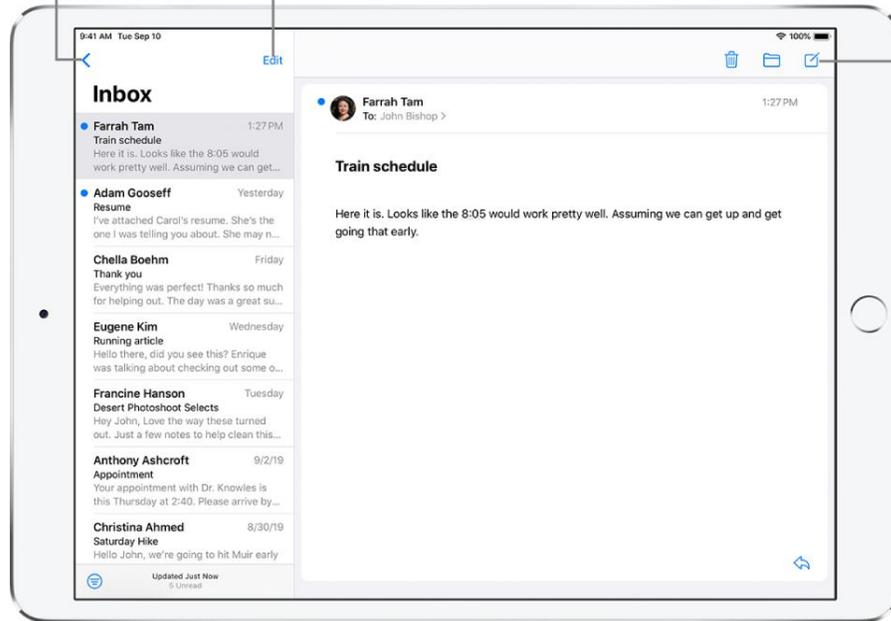
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- Add additional mail accounts 7
- Customize your

Change mailboxes or accounts.

Delete, move, or mark multiple messages.



Compose a message.

Create an email message

Ask Siri. Say something like: “New email to John Bishop” or “Email Simon and say I got the forms, thanks.” [Learn how to ask Siri.](#)

Or do the following:

1. Tap  .
2. Tap in the email, then type your message.
With the onscreen keyboard, you can tap individual keys. Or pinch closed to use the smaller QuickType keyboard, then slide your finger from one letter to the next without lifting your finger. (See [Enter text using the onscreen keyboard.](#))
3. To change the formatting, tap **Aa**.
You can change the font style, change the color of text, use a bold or italic style, add a bulleted or numbered list, and more.

Reply to an email

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1. Tap in the email, tap , then tap Reply.
2. Type your response.
With the onscreen keyboard, you can tap individual keys. Or pinch closed to use the smaller QuickType keyboard, then slide your finger from one letter to the next without lifting your finger. (See [Enter text using the onscreen keyboard.](#))

Quote some text when you reply to an email

When you reply to an email, you can include text from the sender to clarify what you're responding to.

1. In the sender's email, touch and hold the first word of the text, then drag to the last word. (See [Select and revise text.](#))
2. Tap , then tap Reply, then type your message.

To turn off the indentation of quoted text, go to Settings  > Mail > Increase Quote Level.

Add attachments to an email on iPad

In the Mail app , you can attach photos, videos, scanned documents, and more to an email.

Attach a document to an email

You can attach a saved document to an email.

1. Tap in the email where you want to insert the document, then tap  above the keyboard.
2. Locate the document in [Files](#), then tap it to insert it.
In Files, tap Browse or Recent at the bottom of the screen, then tap a file, location, or folder to open it.

You can also [use drag and drop](#) to attach a file to your email.

Insert a saved photo or video

1. Tap in the email where you want to insert the photo or video, tap  above the keyboard, then tap .

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2. Locate the photo or video in the photo selector. You can swipe up to see more images.
3. Tap the photo or video to insert it into your email.

Take a photo or video to insert into an email

1. Tap in the email where you want to insert the photo or video, then tap  above the keyboard.
2. Take a new photo or video.
3. Tap Use Photo or Use Video to insert it into your email, or tap Retake if you want to reshoot it.

Scan a document into an email

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

- Crop the image: Tap .
- Apply a filter: Tap .
- Rotate the image: Tap .
- Delete the scan: Tap .

Mark up an attachment

You can use Markup to write or draw on a photo, video, or PDF attachment.

1. In the email, tap the attachment, then tap .

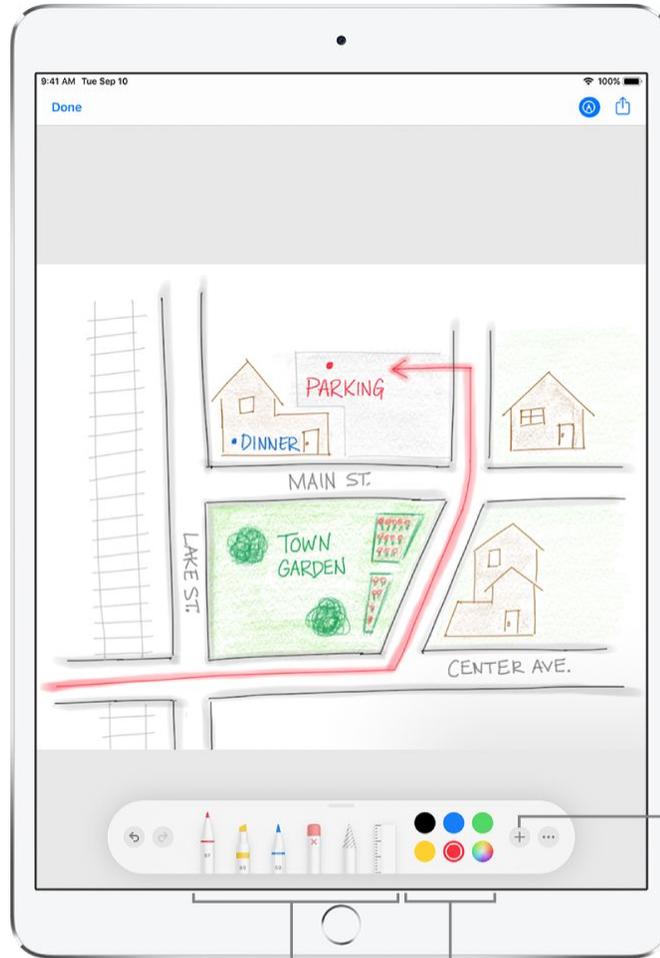
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2. Using the drawing tools, draw with your finger or Apple Pencil.
 3. When you're finished, tap Done.
- See [Draw in apps with Markup on iPad](#).

Draw in your email

1. Tap in the email where you want to insert a drawing, then tap above the keyboard. 
2. Choose a drawing tool and color, then write or draw with your finger.
See [Draw in apps with Markup on iPad](#).
3. When you're finished, tap Done, then tap Insert Drawing.

To resume work on a drawing, tap the drawing in the email, then tap 



Tap to add text, shapes, and signatures, or use the Magnifier.

Select a drawing tool, the eraser, or the selection tool.

Tap to choose colors.

Address and send email in Mail on iPad

In the Mail app , you can send email from any of your email accounts, mark addresses from outside certain domains, and more.

Add recipients

1. Tap in the To field, then type the names of recipients. As you type, Mail automatically suggests people from your Contacts, along with email addresses for the people who have more than one email address.

You can also tap  to open Contacts and add recipients from there.

2. If you're sending a copy, tap the Cc/Bcc field.
3. Tap in the Cc field, then enter the names of people you're sending a copy to.
4. Tap in the Bcc field, then enter the names of people whose names you don't want other recipients to see.

Automatically send a copy to yourself

Go to Settings  > Mail, then turn on Always Bcc Myself.

Change a recipient from Cc to Bcc

After you enter recipients, you can reorder their names in the address fields, or drag them from one address field to another—for example, to the Bcc field if you decide you don't want their names to appear.

Add additional mail accounts

1. Go to Settings  > Passwords & Accounts > Add Account > Other.
2. Tap Add Mail Account.
3. Enter your name, email address, and password, then tap Next.
4. Enter the names of the incoming and outgoing mail servers for your account and any other requested information.
5. Tap Save.

Customize your email signature

You can customize the email signature that appears automatically at the bottom of every email you send.

1. Go to Settings  > Mail > Signature.
2. Tap in the text field at the top of the screen, then edit your signature.

Tip: If you have more than one email account, tap Per Account to set a different signature for each account.

Send an email from a different account

If you have more than one email account, you can specify which account to send email from.

Tap the From field to choose an account.

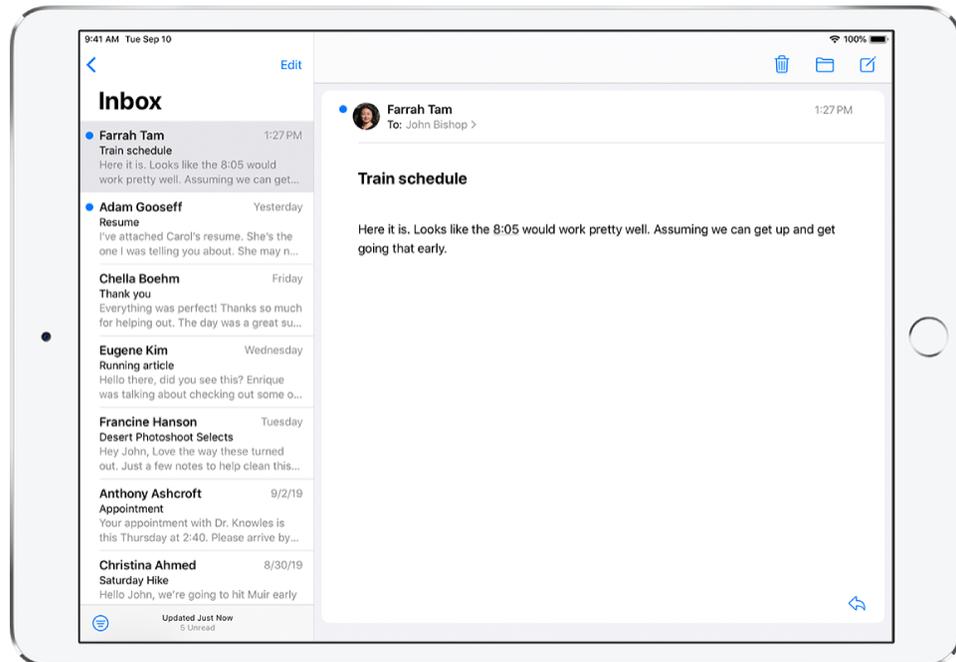
Mark addresses outside certain domains

When you're addressing an email to a recipient who's not in your organization's domain, you can have the recipient's name appear in red to alert you.

1. Go to Settings  > Mail > Mark Addresses.
2. Enter the domains that are in your organization—ones that you don't want marked in red.
You can enter multiple domains separated by commas (for example, "apple.com, example.org").
Any email sent to or from other domains is marked.

View an email in Mail on iPad

In the Mail app , you can preview the contents of an email without opening it.



Preview an email and a list of options

In a mailbox list, touch and hold an email to preview its contents and see a list of options for replying, filing it, and more. See [View previews and quick actions menus on iPad](#).

Show a longer preview

In your mailbox lists, Mail displays two lines of text for each email by default. You can choose to see more lines of text without opening the email.

Go to Settings  > Mail > Preview, then choose up to five lines.

Show the whole email

In the list of emails, tap the one you want to read.

Show the whole conversation

Go to Settings  > Mail, then turn on Organize by Thread. To change how threads are displayed, you can also change other settings in Settings > Mail—such as Collapse Read Messages or Most Recent Message on Top.

Show To and Cc labels in your Inbox

Go to Settings  > Mail, then turn on Show To/Cc Labels. You can also view the To/Cc mailbox, which gathers all mail addressed to you. To show or hide it, tap Mailboxes, tap Edit, then select “To or Cc.”

Add someone to your contacts or make them a VIP

In an email, tap a person’s name or email address, then do one of the following:

- To add them to your VIP list, tap Add to VIP.
- To add them to your contacts, tap Create New Contact or Add to Existing Contact.
You can add a phone number, other email addresses, and more information

Save a draft in Mail on iPad

In the Mail app , you can save a draft to finish later, or look at existing emails while you're writing a new one.

Save a draft for later

If you're writing an email and want to finish it later, tap Cancel, then tap

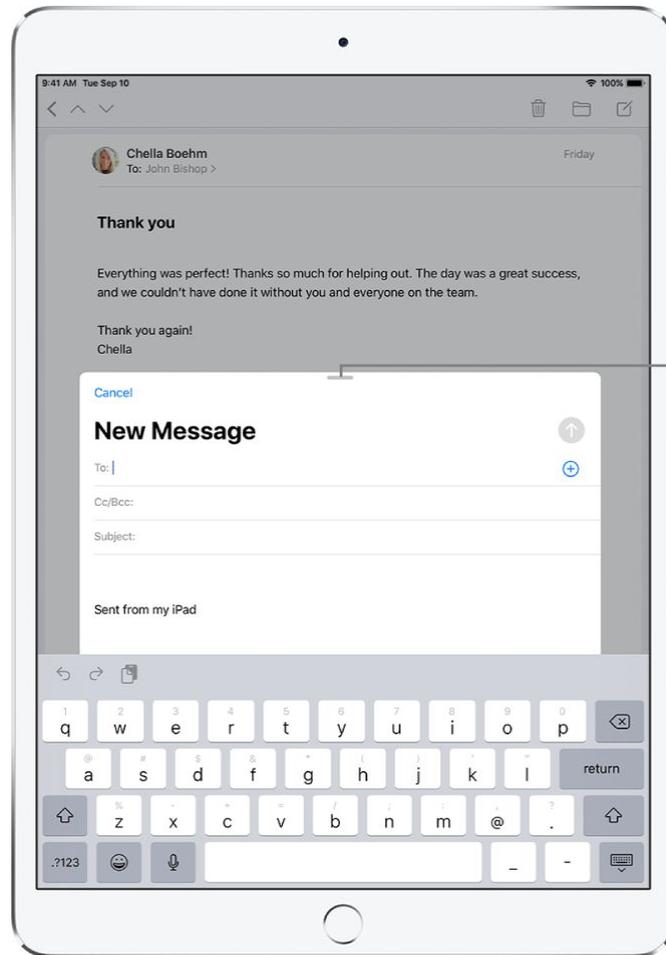
Save Draft. To get it back, touch and hold , then tap the draft in the list.

With OS X 10.10 or later, you can also hand off unfinished emails with your Mac. See [Use Handoff with iPad](#).

Look at another email while you're writing one

1. Swipe down on the title bar of an email you're writing.
2. When you're ready to return to your email, tap its title at the bottom of the screen.

If you have more than one email waiting to be finished, tap the bottom of the screen to see them all.



Flag and filter emails on iPad

In the Mail app , you can flag and filter your emails.

Flag an email

You can flag an email to make it easier to find later. An email you flag remains in your Inbox, but also appears in the Flagged mailbox. To see the Flagged mailbox, tap Mailboxes at the top left, tap Edit, then select Flagged.

1. Open the email, tap , then tap Flag.

2. To choose a color for the flag, tap a colored dot.

To change or remove a flag, open the email, tap , then tap another color, or tap .

Flags you add to an email appear on that email in Mail on all your Apple devices where you're signed in with the same Apple ID.

Flag emails from your VIPs

Add important people to your VIP list, so their emails appear with a VIP flag and in the VIP mailbox.

1. While viewing an email, tap the name or email address of a person in the email.
2. Tap Add to VIP.

Get notified of replies to an email or thread

You can create mail notifications when reading or writing an email.

- When reading an email: Tap , then tap Notify Me.
- When writing an email: Tap the Subject field, tap  in the Subject field, then tap Notify Me.

You can create mail notifications that let you know when you receive emails in favorite mailboxes or from your VIPs. To change how

notifications appear, go to Settings  > Notifications > Mail, then turn on Allow Notifications.

Ask Siri. Say something like: "Any new mail from Nanditha today?" [Learn how to ask Siri.](#)

Mute email notifications

To reduce interruptions from busy email threads, you can mute notifications of the messages in the conversations.

1. Open an email in the conversation.
2. Tap , then tap Mute.

To specify what you want done with emails you muted, go to Settings

 > Mail > Muted Thread Action, then select an option.

Block email from specified senders

To block a sender, tap their email address and select “Block this Contact”.

Manage junk mail

To move an email to the Junk folder, open it, tap , then tap Move to Junk.

Tip: If you move an email accidentally, immediately swipe left with three fingers to undo.

Filter emails

You can use filters to temporarily show only certain messages—the ones that meet all the criteria you select in the filter list. For example, if you select “Unread and “Only Mail with Attachments,” you see only unread emails that have attachments.

1. Tap  in the bottom-left corner of a mailbox list.
Note: When reading an email on iPad in Portrait orientation, tap  to display the email list with  at the bottom.
2. Tap “Filtered by.”
3. Select or turn on the criteria for emails you want to view.
4. Tap  in the bottom-left corner to hide emails that don't match the current filters. Tap again to turn the filter off.

To turn off an active filter, deselect it or turn it off. To turn off all filters, tap the Filter button.

Organize email in Mail on iPad

In the Mail app , manage your email in mailboxes.

Manage an email with a swipe

While viewing an email list you can use a simple swipe to move individual emails to the trash, mark them as read, and more.

To reveal a list of actions, slowly swipe an email to the left until you see the menu, then tap an item. To use the rightmost action, quickly swipe all the

way to the left.

Swipe right to reveal one other action.

To choose the actions you want to appear in the menus, go to Settings



> Mail > Swipe Options.

Organize your mail with mailboxes

In the Mailboxes list, you can view all your mailboxes, create a new one, or rename or delete one. (Some mailboxes can't be changed.)

1. Tap Mailboxes in the upper-left corner.
2. Tap Edit at the top of the list.
3. Select the checkbox next to a mailbox you want to view.
There are several smart mailboxes, such as Unread, that show emails from all your accounts. Tap the ones you want to view.
4. To add a mailbox, tap New Mailbox at the bottom of the list.
5. Enter a name and specify a location, then tap Save.

Reorder your mailboxes

You can reorder your mailboxes so that the ones you use most often appear at the top of the Mailboxes list.

1. Tap Mailboxes in the upper-left corner.
2. Tap Edit at the top of the list.
3. Touch and hold  next to a mailbox until it lifts up, then drag it to the position you want.

Move or mark multiple emails

1. While viewing a list of emails, tap Edit.
2. Select the emails you want to move or mark by tapping their checkboxes.
To select multiple emails quickly, swipe down through the checkboxes.
3. Choose the action you want to perform on all the selected emails.
If you change your mind, immediately swipe left with three fingers to undo.

Show draft emails from all of your accounts

1. Tap Mailboxes in the upper-left corner.

2. Tap Edit at the top of the list.
3. Tap Add Mailbox, then turn on the All Drafts mailbox.

Search for email in Mail on iPad

In the Mail app , you can search for emails using different criteria.

Search for text in an email

1. Swipe down from the middle of a mailbox list to reveal the search field.
2. Tap in the search field and type the text you're looking for.
3. Choose between searching all mailboxes or the current mailbox above the results list.
4. Tap an email in the results list to see it.

Searching looks at the address fields, the subject, and the email body. The most relevant emails appear in Top Hits above the search suggestions as you type.

Search by timeframe

Swipe down from the middle of a mailbox list to reveal the search field, tap in the search field, then type something like "February meeting" to find all emails from February with the word "meeting."

Search by email state

You can search for emails by various attributes. For example, you can do any of the following:

- Find all flagged emails: Type "flag" in the search field, then tap "Flagged Messages" below Other.
- Find all emails from people in your VIP list: Type "vip" in the search field, then tap "Messages from VIPs" below Other.
- Find all unread emails: Type "unread" in the search field, then tap "Unread Messages" below Other.
- Find all email with attachments: Type "attachment" in the search field, then tap "Messages with Attachments" below Other.

Delete and recover emails in Mail on iPad

In the Mail app , delete emails you no longer need.

Delete emails

There are multiple ways to delete emails. Do any of the following:

- While viewing an email: Tap  (either at the top or bottom of the screen, depending on screen size and orientation).
- While viewing the email list: Swipe an email left, then choose Trash.
To delete the email in a single gesture, swipe it all the way to the left.
- Delete multiple emails at once: While viewing a list of emails, tap Edit, select the emails you want to delete, then tap Trash.
To select multiple emails quickly, swipe down through the checkboxes.

To turn the confirmation of deletion on or off, go to Settings  > Mail, then turn on or off Ask Before Deleting.
If you change your mind, immediately swipe left with three fingers to undo.

Recover a deleted email

1. Go to the account's Trash mailbox, then open the email.
2. Tap , then select a mailbox.

If you change your mind, immediately swipe left with three fingers to undo.
Tip: To see deleted emails across all your accounts, tap Mailboxes at the top left, tap Edit at the top of the list, then select the All Trash mailbox.

Archive instead of delete

Instead of deleting emails, you can archive them in the Archive mailbox.
(You can still delete emails, even if you set up an Archive mailbox.)

1. Go to Settings  > Passwords & Accounts.
2. Tap your email account, tap Mail (below Advanced), then tap Advanced.

3. In the Advanced settings, change the destination mailbox for discarded emails to Archive Mailbox.

When this option is turned on, to delete an email instead of archiving it,

touch and hold  , then tap Trash Message.

Decide how long to keep deleted emails

You can set how long deleted emails stay in the Trash mailbox.

1. Go to Settings  > Passwords & Accounts.
 2. Tap your email account, tap Mail (below Advanced), then tap Advanced.
 3. In the Advanced settings, tap Remove, then select a time interval.
- Note: Some email services might override your selection; for example, iCloud doesn't keep deleted emails longer than 30 days, even if you select Never.

Work with email attachments on iPad

In the Mail app  , preview, save, open, and annotate email attachments.

Preview an attachment

Touch and hold an attachment to preview it and see a list of actions you can perform.

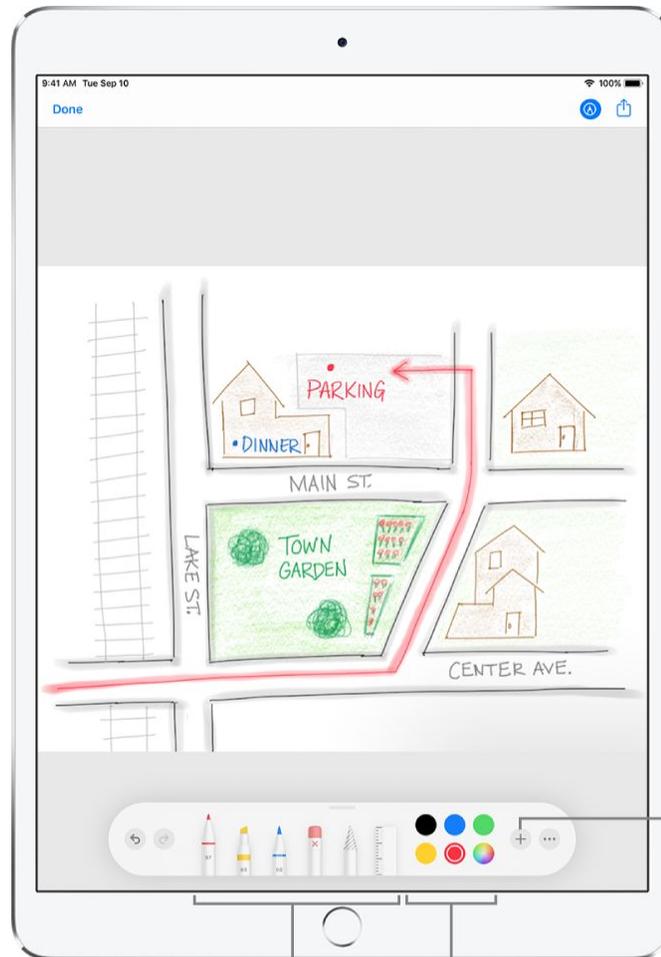
Save a photo or video attachment to Photos

Touch and hold the photo or video, then tap Add to Photos.

Mark up attachments

Use Markup to annotate an image or a PDF attachment.

1. Touch and hold the attachment, then tap Markup (if it's an attachment you're sending) or "Markup and Reply" (if it's an attachment you've received).
2. Use the drawing and annotation tools. See [Draw in apps with Markup on iPad](#). On [supported models](#), you can annotate with Apple Pencil.



Tap to add text, shapes, and signatures, or use the Magnifier.

Select a drawing tool, the eraser, or the selection tool.

Tap to choose colors.

Open an attachment with another app

1. Touch and hold the attachment until a menu appears.
2. Tap , then choose the app you want to use to open the attachment.

Note: Some attachments automatically show a banner with buttons you can use to open other apps.

See emails with attachments

1. Tap  to turn on filtering.

2. Tap “Filtered by,” then turn on “Only Mail with Attachments.”

You can also use the Attachments mailbox, which shows emails with attachments from all accounts. To view it, tap Mailboxes at the top left, tap Edit above the Mailboxes list, then select Attachments.

Send large attachments

Mail Drop is an iCloud feature you can use to send files exceeding the maximum size allowed by your email account. To use Mail Drop, tap Send when you’re ready to send an email with large attachments, then follow the onscreen instructions.

Mail must be turned on in Settings  > [your name] > iCloud. See the Apple Support article [Mail Drop limits](#).

To learn how to send any attachment, see [Add attachments to an email on iPad](#).

Print an email or attachment in Mail on iPad

In the Mail app , print an email or an attachment.

Print an email

Tap , then tap Print.

Print an attachment or picture

Touch and hold the attachment to view it, tap , then choose Print. See [Print from iPad](#).