

E-Tip for iPad Training Class

For Class Session #3

You will receive an email from us sometime before class #4. Please read, add an attachment, and respond. Text of email follows:

From: Cindy Jones <cindyj@skilonline.com>

Date: March 6, 2014 10:56:16 AM CST

To: mdenny5@cox.net

Subject: iPad email practice

Please attach a photo and respond to this email.

Here's how to do it:

- 1. Tap the blue arrow at the top of the iPad screen, a menu will appear: "Reply, Forward, Print"*
- 2. Tap "Reply"*
- 3. A new window will open with my address at the top*
- 4. Look for the flashing blue line under "Subject"*
- 5. Tap the screen beside the flashing blue line*
- 6. A list of choices should appear: "Select, Select all, Paste, Quote level, Insert photo or video"*
- 7. Tap "insert photo or video" and your photo file will open*
- 8. Tap one of the pictures and a new window will open titled "Choose Photo"*
- 9. Tap "Use"*
- 10. The photo will appear in your email*
- 11. Tap "Send" in the upper right corner of the screen*
- 12. The email will be sent back to me (you may hear a swishing sound indicating that the message was sent)*

Cindy Jones

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