Messages (e-mail)

Check for new mail: Pull downward on top message.

New! Unsubscribe from email lists: at the top of emails, you can tap "unsubscribe", and confirm, to unsubscribe from mailing lists.

New! Filter email: While viewing list of emails, tap "Filter" icon in bottom left corner of screen. Tap "Filtered by:" in bottom center to select filters.

Shake to Undo Typing: shake your iPhone to undo text you just typed.

Notify Me: If you are waiting for a response to an important e-mail, use the new "Notify Me" feature.

Quick Mail Navigation: by swiping to the right on a message in your inbox, you now see the option "Mark as Read/Unread". Swipe slowly to the left and see options for "Flag", "Trash" and "More". You no longer have to open each message to perform an action.

Have Siri read e-mail: Tap and hold "Home" button to initiate Siri. Say "Read my e-mail". Siri will tell you how many new messages you have, and read them to you, starting with most recent e-mail. *Siri will prompt you to unlock iPhone if you use a Passcode.

Capture Contact information from e-mail: if you receive an e-mail on your iDevice from a new Contact, quickly add their information as a new Contact . Swipe to view message, and a notification banner will be displayed at the top of the screen. Tap "Add to Contacts" (or "Ignore"), at the top of the e-mail message.

Mark all e-mails as "Read": Removes the red notification circle on the Mail icon, and removes blue dot next to messages in the list).

1. Open Inbox.
2. Tap "Edit".
3. Tap "Mark All".
4. Tap "Mark as Read".

Browse Inbox while composing new message: tap and drag down on "New Message" (heading at top of new e-mail), this will minimize the new message and show the Inbox. Browse through Inbox or other folders while new message is minimized. You can even open an existing e-mail to copy text from it into the new e-mail message. Tap "New Message" (bottom of screen), to reopen the minimized message.

Miscellaneous

New! Press Home Button to Unlock: you now need to press the Home Button instead of swiping across screen to unlock your iPhone.

New! Swipe Right to see "Today": swipe right to left to view your "Today" view.

New! Easily Rename Folders: if you have an iPhone 6s or newer, you can use 3D touch to re-name folders. Press and hold the folder > tap "Rename".

New! Search in Notifications: the "Today" view and "Notifications" now have a Search field at the top of the screen to allow you to search within them

New! Search iCloud Easily: your iCloud Drive contents are now available in "Spotlight Search" (if you do not want to see iCloud in Search, turn off in Settings.

New! Take Action on a Notification: tap and hold a Notification to see different options (on phones older than 6s, swipe down on Notification).

Swipe to close image: if you choose to look at an image full screen, swipe down on the screen to return to previous page.

Back to app: example: if you are searching for something in Safari, and a link takes you to the YouTube app to watch a video, you now have the option to return to Safari using a "Back to …." link in the top left corner.

Go "Back": You can now swipe from left to right to go back a screen. This only works in supported apps (i.e. Safari, Mail, Settings, etc.).

Share to Notes app: tap the "Share" button to share a link, a map, attachments, and more, to a new or existing Note.

Siri suggestions: see separate Siri Reference Sheet for all Siri shortcuts and features.

Have Siri remind you to read e-mail or text: after receiving text or e-mail, while composing a note or reading a page in Safari, you can ask Siri to remind you to read the item later.

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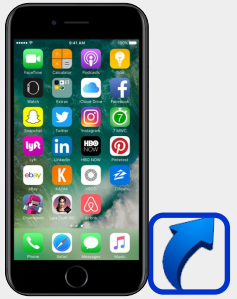

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Typing & Editing Text

The following commands work inside mail, messages, and other select applications.

New! Collaborate in Notes: share a 'Note' and collaborate in real time. Tap the "Add People" icon in top right corner > tap desired icon to invite people to this Note.

Where did ".com" button go?: You can press and hold the period (in most apps) to use .com and other web extensions.

Delete single message: While viewing list of messages, tap and hold the bubble to delete. > tap "More" > tap trashcan icon > tap "Delete Message".

Add Voice Recording to Message: Tap the microphone icon inside the message field (where you type) to send a voice memo right in the Messages app.

Camera in Messages: Tap the camera icon to immediately take and insert a photo or video, in the message you are sending

Create typing 'Shortcut' (Text Replacement):

1. Tap "Settings".
2. Scroll down, tap "General".
3. Scroll down, tap "Keyboard".
4. Scroll to bottom, tap "Text Replacement".
5. Tap "+"
6. Type phrase.
7. Type Shortcut for phrase.
8. Tap "Save".

To use: type in shortcut and tap spacebar, the phrase will be inserted.

Respond to text without unlocking your phone: after receiving a text, pull down on the Notification Drawer (top of screen) > swipe from right to left on the text > tap "Reply". (This also works to Reply to text while in another app).

View all images someone has sent you via text: tap "Details" in the top right corner of screen while in a text message, and you can see every image sent to you by that person via text.

Set expiration for audio/video messages in text: in "Settings" > "Messages" you can set whether audio and/or video messages expire after 2 minutes or never.

Mute text messages: text messages can be muted by tapping "Details" in top right corner of screen while in text message > tap "Do Not Disturb" ON.

Leave a group text conversation: tap "Details" > tap "Leave Conversation".

Phone

Phone calls on Wi-Fi: an option for WiFi calling is now available. This is a great alternative if you don't have a strong cell signal, but have access to a WiFi connection. **Check with your mobile carrier to see if this feature will be available.*

Redial last number dialed: Tap Phone icon > Tap "Keypad" > Tap "Call" twice.

To Silence incoming call: Press Sleep/Wake button or press one of the volume buttons.

Use Voice Dialing Feature: Press and hold "Home" button until a tone sounds and microphone appears. Say "Call Steve Turner Mobile". You must say contact's first and last name and the type of number to call (home, mobile, etc.). Also works with Bluetooth.

Add "Favorite" Contact: Tap "Contacts" > Tap desired contact > Tap "Add to Favorites" > Tap desired number to use > Tap "Voice Call" or "FaceTime".

Delete "Favorite" Contact: Swipe finger right to left across desired Favorite to delete > Tap "Delete".

Call different number of favorite: Go to favorites > Tap blue **i** on right side of Favorite > Tap new number to call.

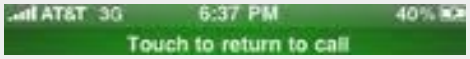
Find a phone number: Tap "Phone" > Tap "Contacts" > Type first few letters of last name in search field at the top.

Call last incoming caller: Tap "Phone" > Tap "Recents" > Tap top Contact displayed.

Make Conference Call: While on a call, Tap "Add Call" > Contacts will open, Tap desired contact.

Suppress your Phone number on outgoing calls: you can turn off "Show My Caller ID" in Settings so that your number will not appear on caller ID. Tap "Settings" > Tap "Phone" > Tap "Show My Caller ID" > Turn "Show My Caller ID" OFF.

***Use another app during call:** Tap home button during call, select app (i.e Safari). Tap green banner at top ("Touch to return to call"). **This will only work on AT&T iPhone.*



All shortcuts work the same on iPad unless indicated by this symbol.

Safari (Web Browser)

Share Icon

New! Close all tabs: Tap the "Tabs view" icon > press and hold "Done" > tap "Close 5 tabs".

New! Search Bookmarks: you can now pull down on the screen to open "Search" in Bookmarks and Reading List.

Quickly scroll to top of screen: Tap status bar at top of screen (where time is displayed). This will also bring back the address bar if it disappears.

Save an image from webpage: Press and hold the image > Tap "Save Image". It will be saved in your "Photos".

Zoom in/out: Double tap screen, or pinch to zoom with thumb and index finger.

Open link in new page: Press and hold the link > Tap "Open in New Page".

Add page to Reading list: this list is available for reading even if you are not connected to the internet. Tap "Share" icon > Tap "Add to Reading List".

Add bookmark: Tap "Share" icon > Tap "Bookmark" icon > Tap "Save"

E-mail link: Tap "Share" icon > Tap "Mail".

Send link via text: Tap "Share" icon > Tap "Message".

Create shortcut for page on Home Screen: Tap "Share" icon > Tap "Add to Home Screen".

Open additional window: Tap double square in bottom right corner of page > Tap plus sign.

Save web page as PDF: Tap the "Share" button in Safari to "Save PDF to iBooks".

Calendar

See "Week" view: Flip iPhone on it's side (landscape) to view a week in the calendar.

See "Year" view": Tap the year in the upper left corner to see the whole year. Scroll up/down to view additional years. Must be in month view.

Search: Tap magnifying glass and type a word in the event you are searching for.

Create meeting request: Create appointment and tap "Invitees", select desired contact or type in e-mail address, tap to go back to "Add Event".