1) iPhone Camera

   a) ACCESS
      i) Access Camera from Home Screen when in Locked mode
         (1) Put finger on Camera icon at bottom right of screen and Swipe Up
         (2) Swipe Up from bottom of iPhone to Open Control Center, then tap Camera icon
      ii) Open Camera in Unlocked mode by tapping on the Camera icon or opening Control Center (Swipe Up from bottom of iPhone)

2) Photo Management

   a) DESCRIPTIONS
      i) Camera Roll: Photos and videos taken with iPhone or saved from email, text or webpage
      ii) Photo Sharing: Photos and videos shared with iCloud Photo Sharing

   b) ORGANIZATION
      i) Years (photos taken within a calendar year)
      ii) Collections (photos taken during a particular time period in a particular location) and
      iii) Moments (individual pictures within a collection)

   c) NAVIGATION – icons at bottom of the screen
      i) Photos: photos in your cameral roll
      ii) Shared: Photos you have selected to share with others
      iii) Albums: Photos you have grouped in albums that you establish

   b) MAPPING LOCATION WHERE PHOTOS WERE MADE
      i) Location Services is On: Settings > Privacy > Turn On Location Services
      ii) All photos taken when Location Services is On will be tagged for the exact location
      iii) In the Collections mode, click on the address listed above the pictures taken in that location; you will be linked to a map with individual pictures superimposed on the exact location where they were taken

   c) CREATE AN ALBUM
      i) Tap the Photo icon on the Home Screen to access the photo app
      ii) In the bottom banner, tap Albums
      iii) Tap the plus sign (+) at the top of the screen to add a New Album
      iv) Type in the Title of the album and Save
d) ADD PHOTOS TO AN ALBUM
i) At the Add Photos prompt, scroll through photos
ii) Make selections (a check mark will appear in the selected pictures) and tap Done

e) PHOTO SHARING: Share streams of photos and videos with people you choose who have iCloud accounts
i) Turn on Photo Sharing
   (1) Go to Settings > iCloud > Photos
   (2) Turn on *My Photo Stream* to automatically upload new photos to other iCloud devices
   (3) Turn on *Photo Sharing* to share with other people or to accept other’s invitations to share photos

ii) Create a Photo Stream
   (1) Tap iCloud icon
   (2) Tap the plus sign (+) at the top of the screen and type your title
   (3) Tap Next
   (4) Tap Create
   (5) You may enter email addresses for those you want to invite to share but these can also be added later
   (6) The new stream will appear in Shared Streams

iii) Add Photos to Streams
   (1) Tap Shared icon (cloud)
   (2) Tap arrow on right side of selected Stream
   (3) Tap Photo button at bottom of screen
   (4) Tap plus sign (+) and select photo(s)
   (5) Tap Post
   (6) New photo(s) will appear in designated Stream

i) Share Photos with Others
   (1) Tap Shared icon (cloud) and go to Shared Streams
   (2) Tap arrow on right side of selected Stream
   (3) Tap People button at bottom of screen
   (4) Type in email addresses of those you want to invite to share photos, then tap Add

(5) Turn On or Off Permissions
   (a) Subscribers Can Post
   (b) Public Website
   (c) Notifications
3) Email and Messaging
   a) ACCESS
      i) Go to Settings > Mail, Contacts, Calendars
      ii) Set up and Manage email accounts
   b) MAIL MANAGEMENT FEATURES
      i) iPhone User Guide explains how to customize and manage Email accounts, including
         (1) Searches
         (2) VIP List
         (3) Flag Styles
         (4) Signature
         (5) Fetch (schedule mail delivery) vs. Push (real time mail delivery)
         (6) Preview (set number of lines of mail to review before opening mail)
   c) COMPOSE MAIL
      i) Add Recipients
         (1) Tap +
         (2) Contacts will open’
         (3) Select contact/s/ to add or
         (4) Type in email if recipient is not in Contacts
      ii) Edit Mail
         (1) Double tap on word (blue highlight will appear) and tap the action you want, e.g., cut, copy, paste
      iii) Save Draft
         (1) Tap Cancel
         (2) Tap Save Draft
         (3) To retrieve, go to your Drafts folder in Mailboxes
   d) MAILBOXES
      i) Managing Mailboxes
         (1) Tap Mailboxes in top banner to change mailboxes or accounts
         (2) Tap Edit to add or delete mailboxes (some mailboxes cannot be deleted)
         (3) Deleted mail stays in the Trash folder until you delete them
      ii) Managing Mail
         (1) Tap Edit in top banner to Delete, move, or mark multiple messages
         (2) Swipe to the left to Delete, Forward, Reply or File
         (3) Tap Search box and type in name to search for messages
         (4) Tap box with pen in bottom right corner to write a message
         (5) Blue dots to the left of a message indicates that it is Unread
         (6) Paper clips to the left of a message indicate an attachment
         (7) Star next to a message indicates it is from a VIP that you have identified
iii) **Add Sender to VIP List** (special mailbox)
   (1) Tape in sender’s name
   (2) Contact information will appear
   (3) Scroll down until you reach Add to VIP List and tap Add to VIP List

iv) **Mail Tool Bar** (bottom of screen)
   (1) Icons indicate a specific action
      (a) Flag for future reading
      (b) File
      (c) Trash
      (d) Respond
      (e) Compose New Mail
   (2) If you make a mistake, shake your phone to return to original mail

**e) iMESSAGING**
   i) **iMESSAGE:** iMessage is free for anyone using WiFi to text to another iOS device or Mac with iMessage

ii) **ACCESS**
   (1) Tap Messages icon on Home Screen or
   (2) From Contacts, tap the icon for message next to the name of the recipient

iii) **MESSAGES**
   (1) Tap box with a pen to compose message
   (2) Your messages appear in one color; recipients response appears in another color
   (3) You can insert photos into messages

iv) **ADD RECIPIENT**
   (1) Tap +
   (2) Contacts opens
   (3) Select contact/s/

v) **ADD PHOTOS AND VIDEOS**
   (1) Tap Camera icon
   (2) Choose from existing photos and videos or
   (3) Take a photo or video and Select it
   (4) Insert Text – Tap screen next to photo/video to type in message