

# *iPhone Basics*



# Familiarizing Yourself With Communication Apps

First, you will want to locate the “communication” applications on your iPhone. Pictured on the right are the icons and uses for the message app, the call app, and the contacts app. Often, they will be located on the bottom of your home screen once you unlock your phone.

## Messages



**Send quick text messages, photos, and documents to your contacts**

## Phone



**Make a phone call, leave a message, and access your voicemail**

## Contacts

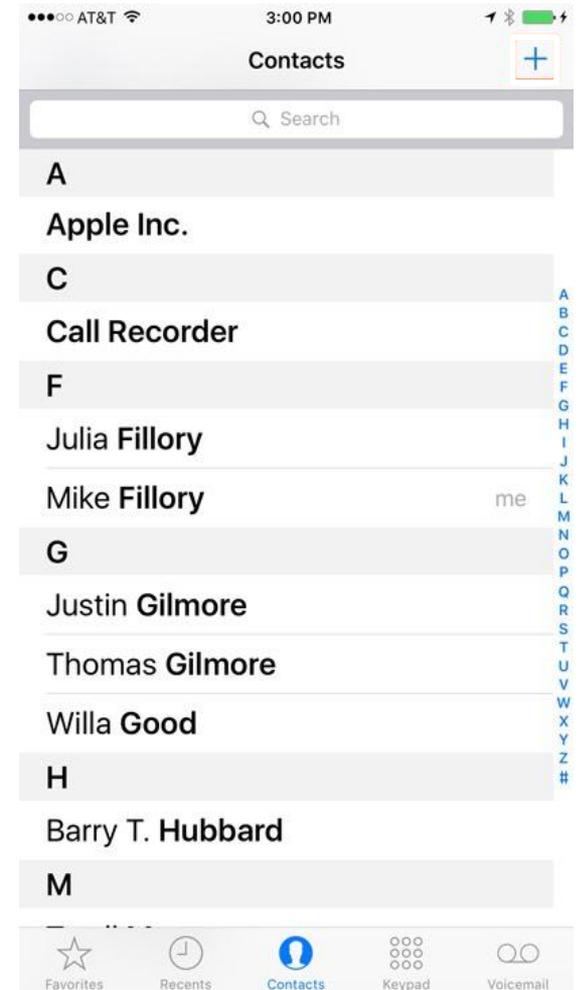
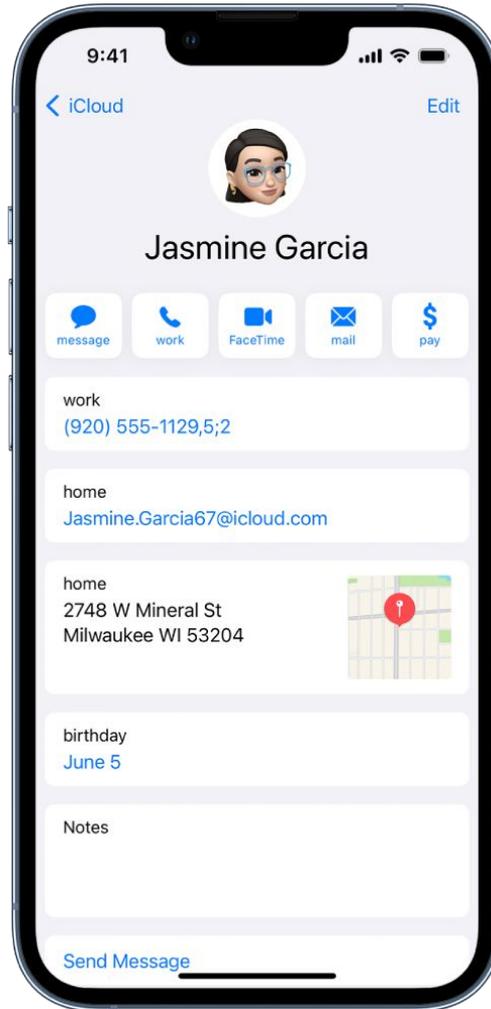


**Add people you know to your contacts list for quick and easy communication**

# What is a contact?

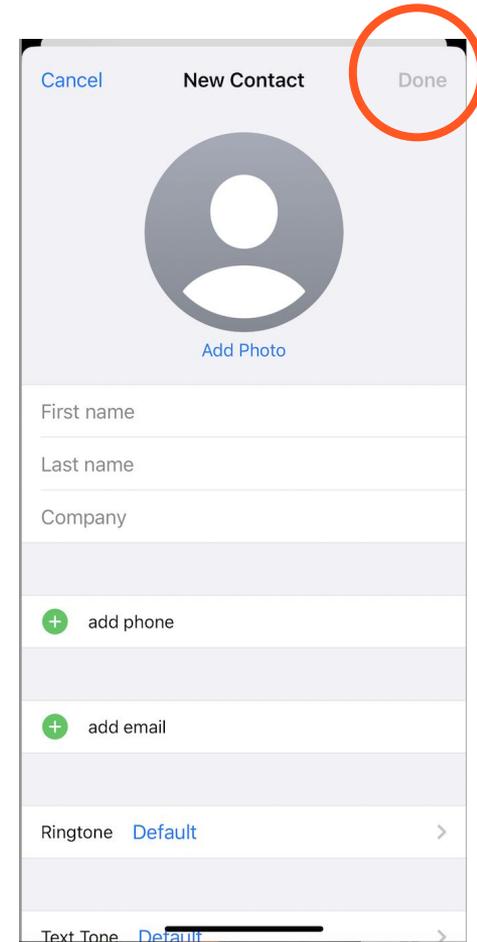
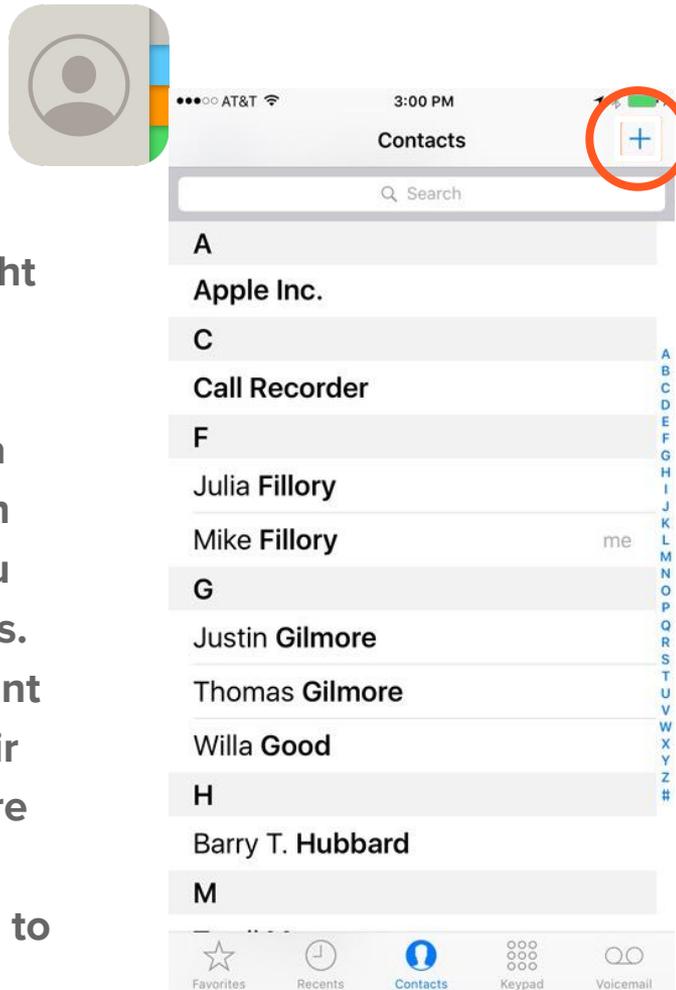


A contact stores important information about anyone you may want to contact via your iPhone. It can contain information such as the person's phone number, name, address, birthday, and email. You can access your "contact list" through either the photo app pictured on the last slide or the contact app shown below.



# How to Add a Contact

First, locate your contacts app (pictured above). In the upper right corner of the screen that you are presented with, you should see a blue plus sign. You will now see a template that you can fill out with the information of the person you would like to add to your contacts. After you have filled in the relevant information (at the very least their name and phone number), be sure to click the word “done” in the upper right corner of your screen to save the contact.

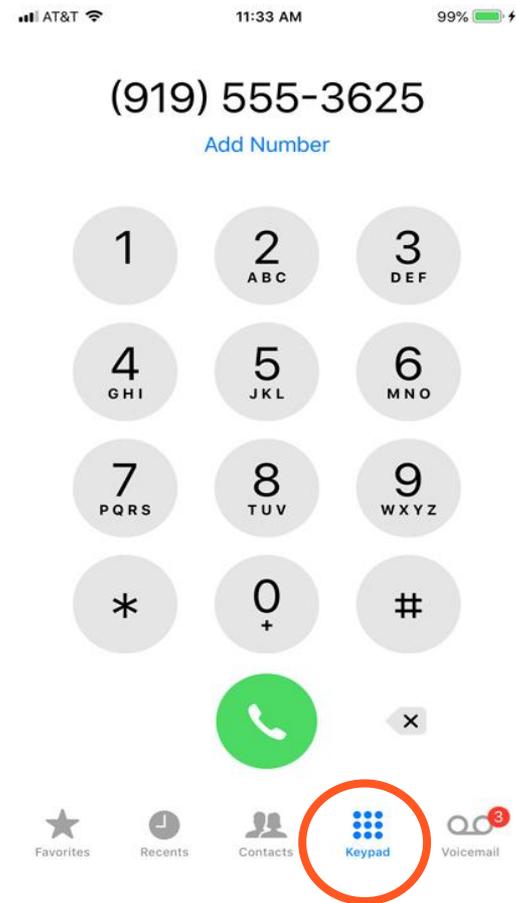
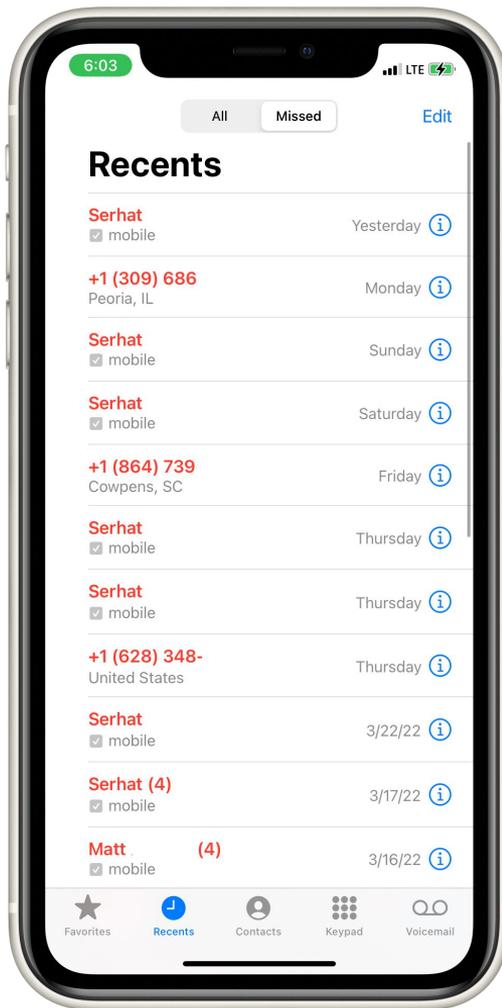


# Making a Phone Call

To make a call, press on the “Phone” icon. Your recent calls will appear. To type in a number you don’t already have in your contacts, press the “keypad” icon at the bottom of your screen. Once you type the number, press the green button to start the call.



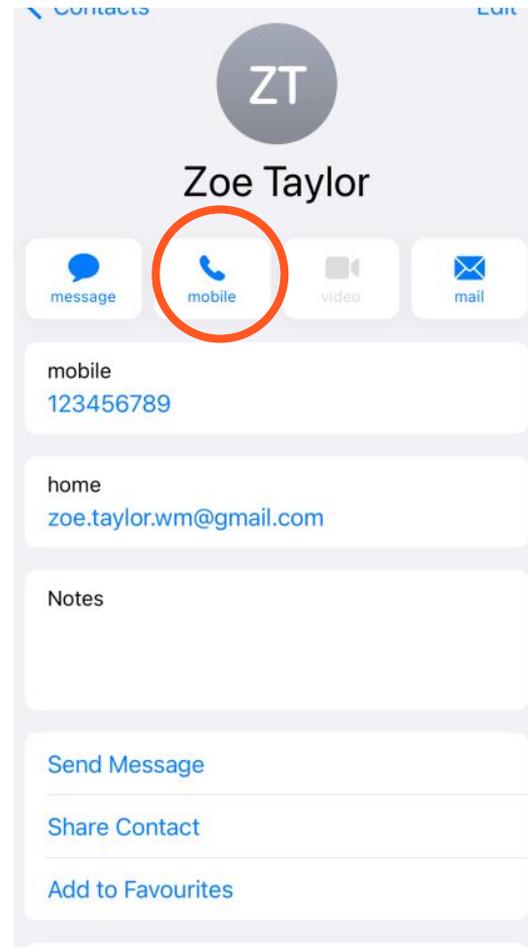
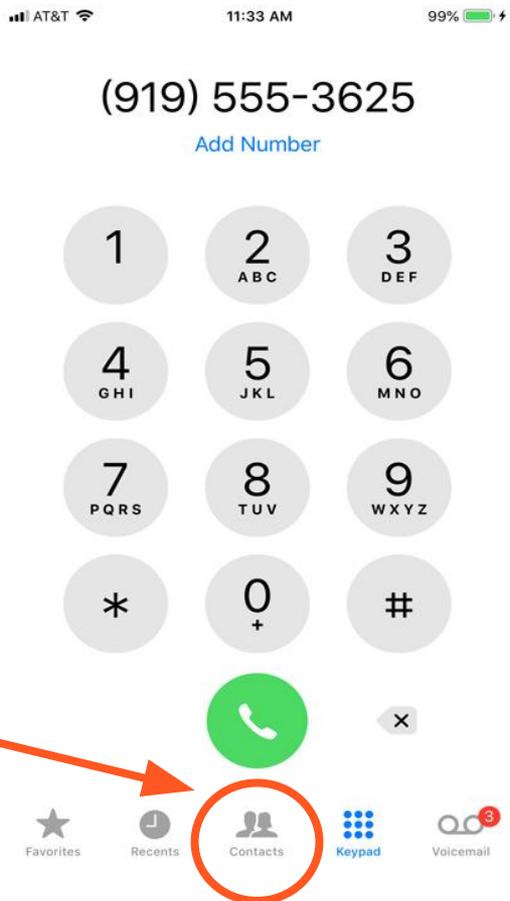
Phone icon



# Making a Phone Call

If you want to call someone you already have a contact for, press the contacts icon also located on the bottom of your screen. Scroll to find your contact and press on their name to bring up their contact page. Press the phone icon below their name to start a call.

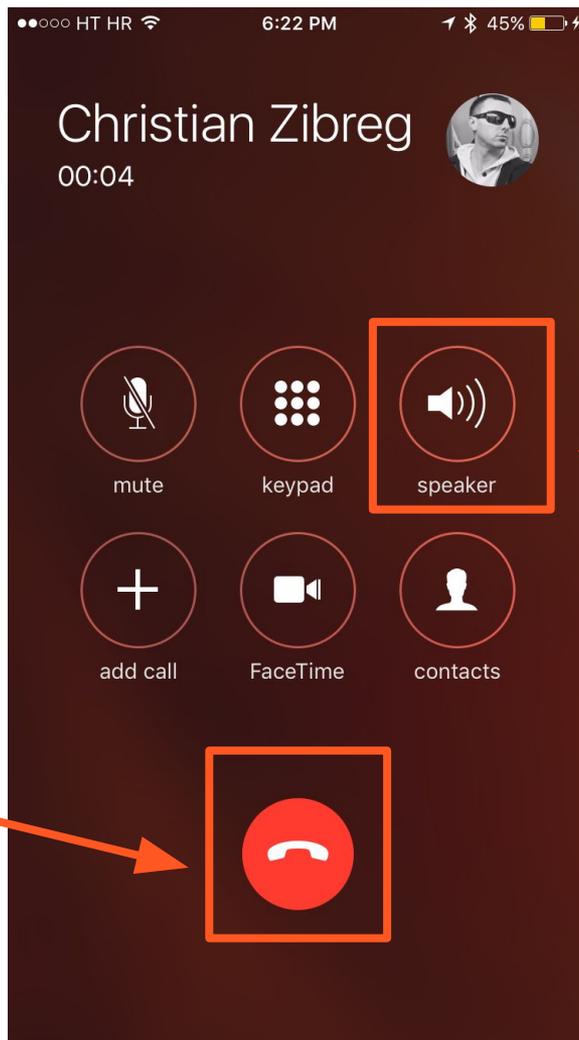
Contacts icon



## How to use speaker and end the call

To put a call on speaker phone, press the speaker icon. To turn the speaker off press the icon again. To hang up press the big red button on the bottom of the screen. press the speaker icon. To turn speaker off, press it again.

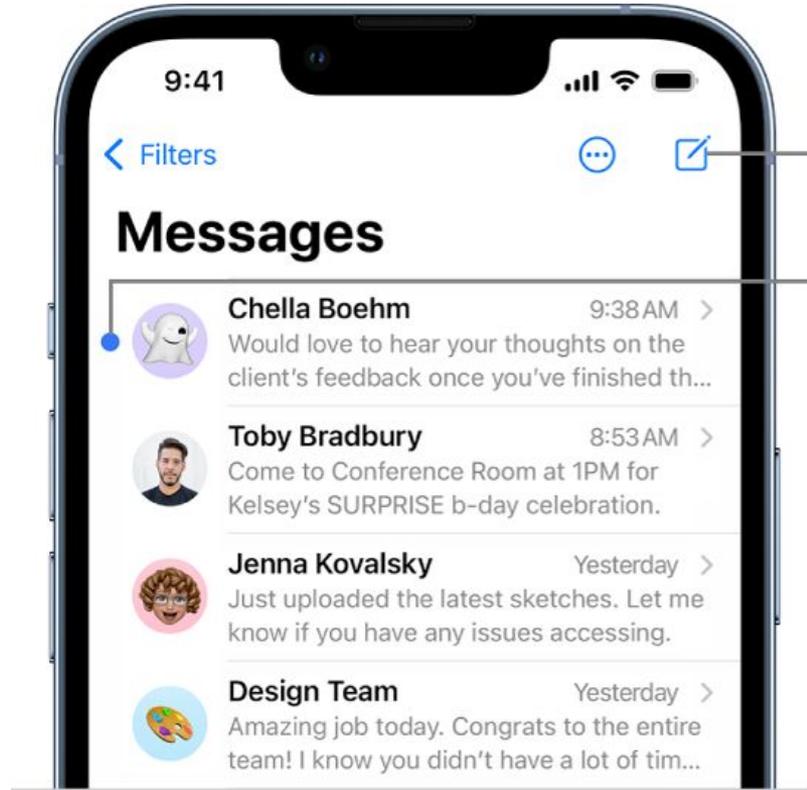
The hang-up button



Speaker icon

# How to Open Messages

To send a message, open the app by clicking on the messages icon. To start a conversation, click the blue square in the top right hand corner of the screen.



Start a conversation.

A blue dot indicates unread messages.

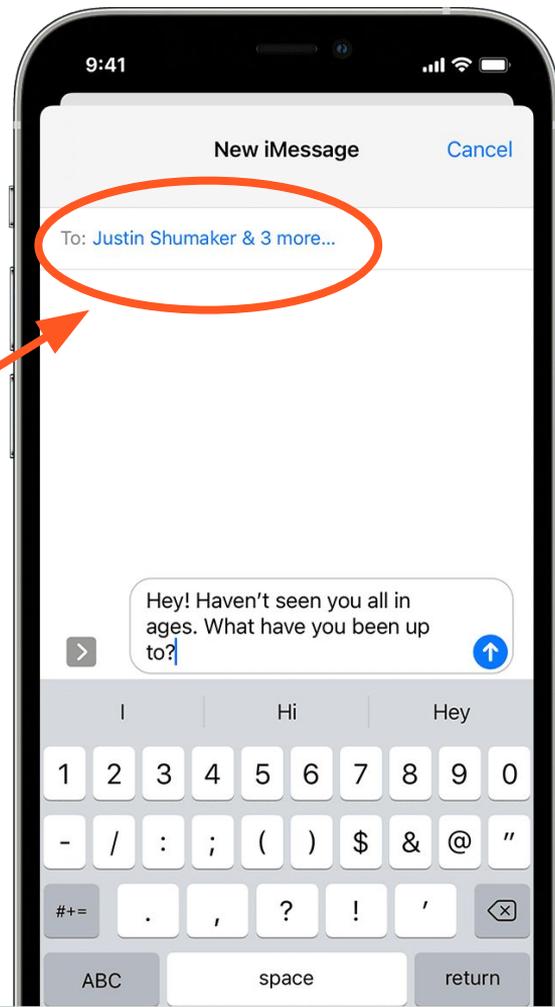
Messages icon



# Addressing a Message

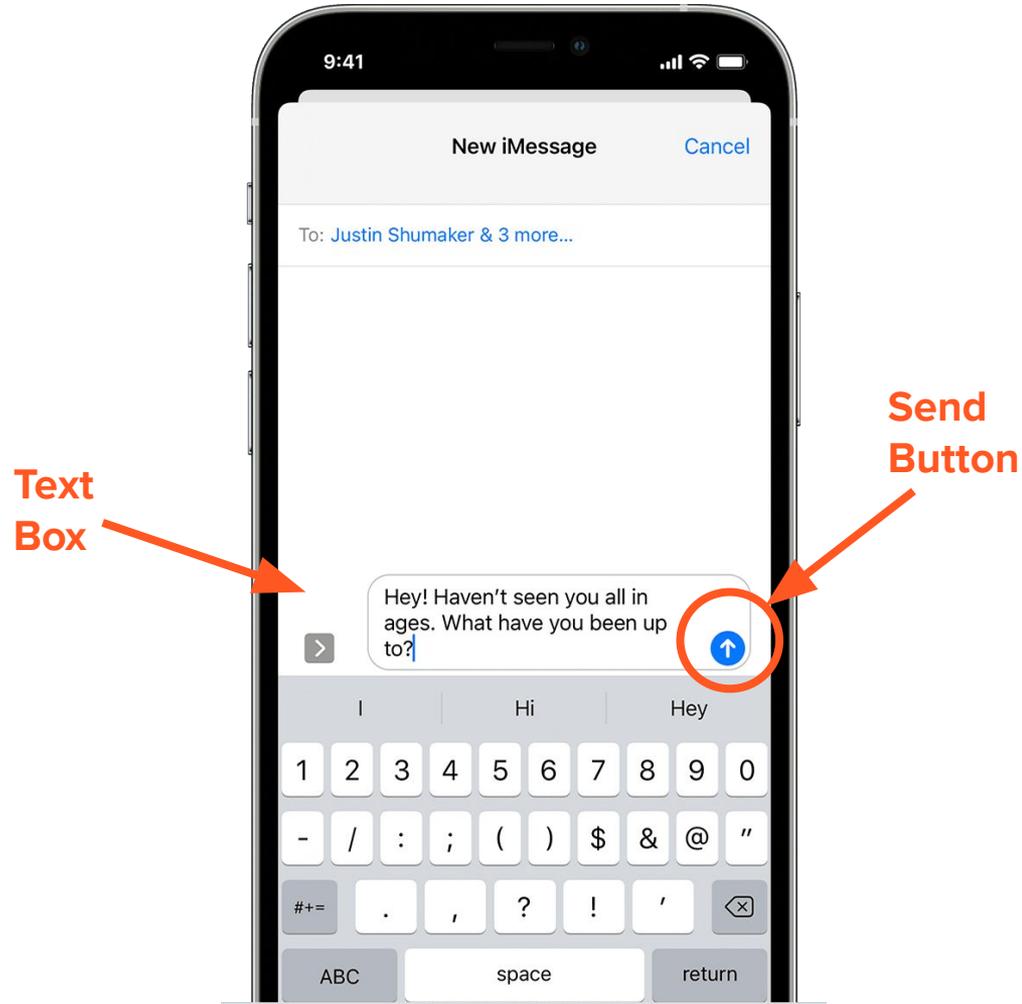
Once you click on the blue square in the top right hand corner of your screen, you will see this screen. In the “To:” line at the top of the screen, enter either your contact’s name or their phone number. You can add multiple numbers or contacts to make a group message. The message you send will go to everyone in the group.

Type in the person’s name or number



# Typing Messages

Once you have addressed your message, press on the oval bar labeled “iMessage” at the bottom of your screen to bring up the keyboard. Once you start typing your message, a blue or green circle with an arrow will appear on the right side of the oval text box that you can use to send your message after you are done writing it.



# What are Emojis

One option is to send “emojis” or little face icons in your message. These faces or pictures can convey different emotions or moods that you’d like to associate with your message. For example, when texting something you find funny, you may want to attach a laughing emoji (😂) to your message, or when sending a message to a loved one, you may want to add a heart emoji (❤️) to your message. Emojis can help the reader of a message interpret how it is meant to be read.



# Using Emojis

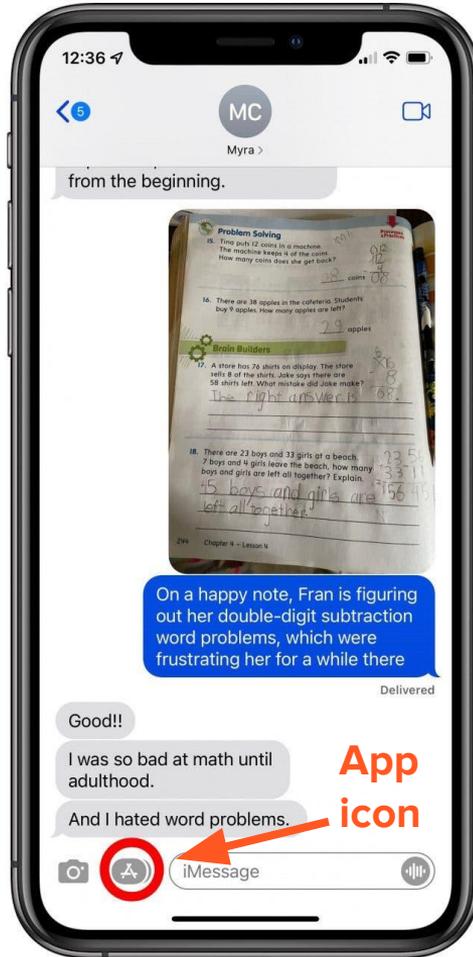
To find the emojis, press the smiley face icon in the bottom left of your keyboard. There are many emojis, so to find a specific one, use the “search emoji” bar to find what you are looking for. Press on the emoji to add it to your message. To return to the normal keyboard, press on the emoji button on the right and then press “ABC” in the bottom left of your screen.



Returning to the keyboard

# Sending a Picture in Messages

To send a picture from your phone in a message, click on the app icon which will appear as a grey oval with an “A” to the left of the text bar. Then select the rainbow colored icon on the far left of your screen. This will show you the pictures and videos you have already taken on your phone. To choose one, click on it, and it will appear in your text box. The text box should read “Add comment or Send.”



Images app

