

# The iPhone

## PocketGuide

Covers  
iPhone 4,  
iPhone 4S,  
and iOS 5

Sixth Edition



Christopher **Breen**

*Ginormous knowledge, pocket-sized.*

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**Peachpit  
Press**

# The iPhone Pocket Guide, Sixth Edition

Christopher Breen

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*To Steve Jobs, without whom I'd likely still  
be working in a darkened piano lounge.*

## About the Author

Christopher Breen has been writing about Apple technology since the latter days of the Reagan administration for such publications as *MacUser*, *MacWEEK*, and *Macworld*. Currently a senior editor with *Macworld*, he pens the popular *Mac 911* blog and column, and hosts the *Macworld Podcast*. A popular speaker, he also has many training titles available from Lynda.com, including *Mac OS X Lion Essential Training*, *iPad Tips and Tricks*, and *Screencasting for the Mac*. When not engaged in writing, Mr. Breen is a professional musician in Northern California.

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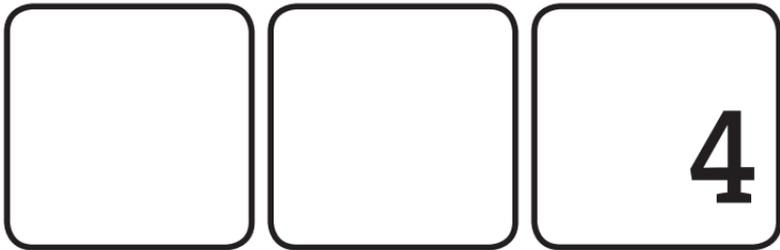
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# Mail, Calendar, and Reminders

Seeking an electronic means for staying in touch while on the go? Can't figure out how to copy the notes and photos from your iPhone or iPod touch to a computer that's not synced with your device, or how to receive documents that you can view on that device? Or is your life so tied to email that you can't stand to be away from your computer for more than a couple of hours? If so, you and the Mail application are about to become best friends.

Portable email is a real boon, and so is knowing where you're supposed to be from one minute to the next. To help with the latter, the iPhone and iPod touch include a Calendar app that lets you sync your schedule with your Mac or Windows PC, as well as create calendar events on the go. And now, thanks to iOS 5, you can create and keep track of to-do items in the new Reminders app. In this chapter, I explain the ins and outs of all three apps.

## Using Mail

Mail is a real email client, much like the one you use on your computer. With it, you can send and receive email messages, as well as send and receive a limited variety of email attachments. With Mail, you can view email from all the accounts set up on your device in a single unified inbox. If you have iCloud, Google, and Yahoo email accounts, for example, you can launch the Mail app; tap the All Inboxes entry; and see all the messages you've received, regardless of which of these three accounts they were sent to.

The Mail app also lets you send photos or videos you've taken with your device's camera, as well as receive and play such audio attachments as MP3, AAC, WAV, and AIFF. You can view received JPEG graphics, text files, and HTML files; Microsoft Word, Excel, and PowerPoint documents; iWork Pages, Keynote, and Numbers files; and Adobe PDF documents. As you can on any iOS device, you can choose to open (and, in some cases, edit) some attachments with a third-party app. You do this by tapping the attachment and then, in the sheet that appears, selecting the app from a list. The attachment opens in that app, ready for viewing and editing.

Mail is limited in some other ways:

- Unlike all other modern computer-based email clients, the iPhone and iPod touch have no spam filter and no feature for managing mailing lists.
- You can't apply rules that allow Mail to sort or copy certain messages (those from a particular sender, for example) to specific mailboxes.
- You can't clear out a mailbox by deleting all its messages in one fell swoop. You have to select individual messages and then delete them.

- With an iPod touch, you can send and receive email only over a Wi-Fi connection. Unlike the iPhone, the iPod touch has no cellular modem, so 3G and EDGE networks (which rely on such modems) aren't available.

Now that you know what Mail can and can't do, you're ready to look at how to use it.

## Creating an account

When you first configured your device, you were offered the opportunity to create an iCloud account. If you've done that, you already have an email account set up on your device—one for iCloud. Likewise, if you've already synced your iPhone or iPod touch, you had the chance to synchronize your email account to the device. If you chose to do so, your iPhone or iPod touch is nearly ready to send and receive messages. All you may have to do now is enter a password for your email account in the Mail, Contacts, Calendars screen.

But I'm getting ahead of myself. Rather than start in the middle, with a nearly configured account, I'll start at the beginning so that you can follow the device's account-setup procedure from start to finish. In the next few pages, I examine how to configure iCloud, Microsoft Exchange accounts, Web-based accounts (Gmail, Yahoo, AOL, Hotmail, and MobileMe), and IMAP and POP accounts.

## Configuring an Exchange account

Those of you who use corporate Exchange accounts can add them to your devices too, as follows:

1. Tap Settings > Mail, Contacts, Calendars.
2. Tap Add Account (located in the Accounts list).

3. In the resulting screen, tap Microsoft Exchange to open an Exchange screen.
4. Enter your email address, user name, password, and a description (perhaps along the lines of *Company Email*).  
Your IT department or manager should be able to provide this info.

5. Tap Next.

The iPhone or iPod touch attempts to connect to the Exchange server. If the connection is successful, you're pretty well set. If it isn't, another Exchange screen asks for the same information you provided in step 4, as well as the server address. Again, the Exchange server administrator should be able to give you this information. The address in question here is the address of the front-end server—the one that greets your device when it attempts to connect to the company server.

When this information is configured properly, the iPhone or iPod touch attempts to log on to the server via a Secure Sockets Layer (SSL) connection. If it can't do so, it tries a nonsecure connection.

**note** If SSL isn't configured correctly, you can change those settings by tapping the name of your Exchange account in the Mail, Contacts, Calendars screen; tapping Account Info; and flipping the SSL slider to On or Off, depending on how it should be configured.

6. When you're prompted to choose the kinds of data—Mail, Contacts, or Calendars—that you want to synchronize between your device and the Exchange server, flick the switches for those data types to On (Figure 4.1).

**Figure 4.1**

*Choose the kinds of data you want to sync with the Exchange server.*



By default, the iPhone and iPod touch synchronize just three days' worth of email. If you need to store more email on your device, select your Exchange account in the Mail, Contacts, Calendars screen; tap Mail Days to Sync; and choose a new number of days' worth of email to synchronize. Your options are No Limit, 1 Day, 3 Days, 1 Week, 2 Weeks, and 1 Month.

**note**

When you create an Exchange account on your iPhone or iPod touch and choose to sync contacts and calendars, any existing contact and calendar information on the device is wiped out, replaced by contacts and events from the Exchange server. Also, you can't synchronize this kind of data with your computer via iTunes.

## Configuring Web-based accounts

The iPhone's and iPod touch's designers made configuring one of these accounts really easy. Just follow these steps:

1. Tap Settings > Mail, Contacts, Calendars.
2. Tap Add Account.

3. In the Add Account screen, choose your account type (Gmail, Yahoo, AOL, Hotmail, or MobileMe).
4. In the screen that appears next, enter your name, the email address for this account, your account's password, and a descriptive name for the account (*My Mighty MobileMe Account*, for example).
5. Tap Next.  
Your account is verified, and then you're taken to a screen where you choose the information you'd like to sync with your device.
6. Set your sync options.  
These options vary, depending on the features that each specific service offers. For a Yahoo account, for example, you can sync mail, contacts, calendars, reminders, and notes. For a regular Gmail account, you can sync only mail, calendars, and notes.
7. Tap Save.  
Unlike its practice with other kinds of accounts, an iPhone or iPod touch doesn't demand settings for incoming and outgoing mail servers. It's intimately familiar with these services and does all that configuration for you. But you're welcome to muck with these more-arcaic settings after you create the account, if you like (and I tell you how in the "Configuring further" section later in this chapter).

## Configuring IMAP and POP accounts

Email accounts generally come in one of two flavors: IMAP (Internet Message Access Protocol) or POP (Post Office Protocol). Very loosely defined, with an IMAP account, your messages are stored on a server in the cloud. By contrast, although a POP account transfers messages from a server, those messages are stored locally on your computer. The iPhone and iPod touch support both kinds of accounts.

If you're like a lot of people and have an email account through a regular Internet service provider (ISP), such as one that provides email via a DSL or cable broadband connection, you'll configure your device this way:

1. Tap Settings > Mail, Contacts, Calendars.
2. Tap Add Account.
3. In the next screen, tap Other.  
I ask you to tap Other because this option lets you set up email accounts for ISPs other than those listed above the Other entry. In the resulting screen, you have the option to add mail accounts (as well as server-based contacts and calendars, which I deal with later in this chapter).
4. Tap Add Mail Account.
5. In the resulting New Account screen, enter the information for setting up a POP or IMAP account.
6. Tap Name, and enter your real name (as opposed to your user name).
7. Tap Address, and enter your email address (such as *example@examplemail.com*).
8. Tap Password, and enter the account's password.
9. Tap Description, and enter a description of your account.  
I often use the name of my account for this entry—*Macworld*, for example.
10. Tap Next to verify your settings.  
The iPhone or iPod touch looks up the account settings you've entered. If you've set up an account for a common email carrier, such as Comcast or AT&T, it checks your account and configures the server settings for you.

If the device can't configure your account, or if the ISP offers IMAP and POP accounts and doesn't know which kind you have, the New Account screen displays new options.

**11.** Choose IMAP or POP.

At the top of the screen, you see IMAP and POP buttons. Tap the button for the kind of account you have.

**12.** Enter the host name in the Incoming Mail Server area.

This information, provided by your ISP, is in the format *mail.examplemail.com*.

**13.** Tap User Name, and enter the name that precedes the at (@) symbol in your email address.

If the address is *bruno@examplemail.com*, for example, type **bruno**.

**tip**

On rare occasions, you need to enter the entire address in this field—*bruno@examplemail.com*, for example. If you receive an error message about the username or password, and everything else seems fine, try entering the entire address.

**14.** Tap Password, and enter the password for your email account.

**15.** Below Outgoing Mail Server, tap Host Name; then enter the appropriate text.

Once again, this text is provided by your ISP—typically in the format *smtp.examplemail.com*, though some services repeat the *mail.examplemail.com* format.

**16.** Enter your user name and password again, if required.

If these fields aren't filled in for you, copy this information from the Incoming Mail Server fields, and paste it here.

17. When you've double-checked to make sure everything's correct, tap Next in the top-right corner of the screen.

Your iPhone or iPod touch attempts to make a connection to your ISP, using the settings you entered. If it can't make a successful connection, it tells you so via a dialog box or two. To continue, you must enter settings that the device *will* accept. When you do, the device returns to the Mail, Contacts, Calendars screen, where the configured account appears in the list of accounts (**Figure 4.2**).

**Figure 4.2**  
*Configured POP  
email account.*



## Configuring further

Most people can stop right here and get on with mucking with Mail, but your email account may require a little extra tweaking for it to work. Here's how to do just that:

1. Tap Settings > Mail, Contacts, Calendars.
2. Tap your account name in the resulting screen, and if you'd like that account to appear in Mail's Accounts list, be sure that the Mail or Account slider is set to On.

**tip**

Why turn it off instead? Perhaps you've got a load of messages sitting on the server that you'd rather not download on your iPhone or iPod touch. Download those messages on your computer instead, delete them from the server, and then enable the account on your device.

3. If the screen includes an Account field with your email address filled in, tap that account, and verify that the information in the account's settings fields is correct; if not, tap the field you want to edit, and start typing.
4. Tap the SMTP button to configure the outgoing server for your email account.  
For details, see the sidebar "Out and About" later in this chapter.
5. Tap the Advanced button at the bottom of the screen.
6. In the resulting Advanced screen for POP accounts (**Figure 4.3**), choose the settings you want.

**Figure 4.3**  
*A POP account's  
Advanced  
settings.*



Use these settings to specify the following:

- The interval that the device will wait before it removes deleted messages from the Trash (Never, After One Day, After One Week, or After One Month)
- Whether your account will use SSL protection to transmit and receive email
- The kind of authentication your account requires (Password, MD5 Challenge-Response, NTLM, or HTTP MD5 Digest)
- When you want email to be deleted from the server (Never, Seven Days, or When Removed from Inbox)
- The incoming server port for your account
- S/MIME setting (On or Off)

**note**

**S/MIME is a security scheme for dealing with encrypted email that's new with iOS 5. If you intend to work with encrypted email, turn this setting on.**

This information is individual enough that I'll leave it to your IT or ISP representative to tell you how to configure these options. Worth noting, however, is that you may be able to suss out these settings by looking at how the email client on your computer is configured.

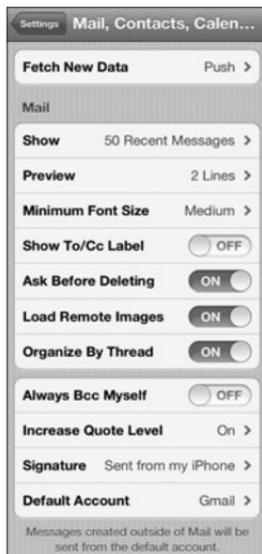
For IMAP accounts, you have some different options in the Advanced window. You can choose which mailboxes will hold drafts, sent email, and deleted messages. You can choose when to remove deleted messages. You can also turn SSL on or off (except for Yahoo Mail, which doesn't offer an SSL option). You can choose the same authentication schemes as your POP-using sisters and brothers. You can enter an IMAP path prefix—a path name required by some IMAP servers so that they can show folders properly. As with POP accounts, you can also change the incoming server port.

## Understanding Mail, Contacts, Calendars behavior

Before leaving the Mail, Contacts, Calendars screen, I'll cover the options that tell the Mail, Contacts, and Calendar applications how to behave.

View the bottom part of the screen, and you find these options (**Figure 4.4**):

**Figure 4.4**  
*Additional Mail settings.*



**Fetch New Data.** New data such as events, contacts, notes, reminders, and email can be transferred (or *pushed*) to your iPhone or iPod touch automatically. You don't have to tell the device to retrieve this data; retrieval just happens. When you tap Fetch New Data, you're taken to the screen of the same name, where you can switch push off (**Figure 4.5**).

Additionally, you find Fetch settings here. Fetch is essentially a scheduler for your device; it tells the iPhone or iPod touch how often to go out and get information such as email messages from an account that can't

push email, such as a POP account. (Fetch can also retrieve data from services such as iCloud and Yahoo that push data but for which you've turned push off.) You can configure the device to fetch data every 15 or 30 minutes, hourly, or manually.

**Figure 4.5**  
*The Fetch New Data screen.*



If you tap the **Advanced** button at the bottom of the screen, you're taken to an **Advanced** screen, where you can determine how your various email accounts behave with regard to pushing and fetching. You can configure an iCloud or Yahoo account with a **Push**, **Fetch**, or **Manual** option, for example. Accounts such as Gmail that don't support push can be configured only for **Fetch** or **Manual**.

**Show.** How many messages would you like Mail to display? Options include 50, 100, 200, 500, and 1,000 recent messages.

**Preview.** When you view message subjects within a mailbox in one of your Mail accounts, you see the first bit of text in each message. The **Preview** entry determines how many lines of this text you see: none, 1, 2, 3, 4, or 5 lines.

**Minimum Font Size.** This setting determines the size of the text in your email messages: **Small**, **Medium**, **Large**, **Extra Large**, or **Giant**. (Medium is good for most eyes, and it saves a lot of scrolling.)

**Show To/Cc Label.** When this option is set to on, Mail plasters *To* next to messages that were sent directly to you and *Cc* next to messages on which you were copied.

**Ask Before Deleting.** When you switch this option on, if you tap the Trash icon to delete the message you're reading, you'll be asked to confirm your decision. If you swipe a message and then tap the red Delete button that appears or use the iPod touch's or iPhone's bulk-delete option, however, you won't be asked for confirmation.

**Load Remote Images.** Like the email client on your computer, the iPhone and iPod touch are capable of automatically showing you images embedded in messages. By default, this option is on. If you routinely retrieve mail over a slow Wi-Fi connection, however, consider turning this option off so that your device won't have to work to download the extra data.

**Organize By Thread.** The iPhone and iPod touch can organize email messages by thread. If you (or a group of people) engage in a back-and-forth email conversation with the local taxidermist, with all emails using the same Subject heading, and this option is switched on, you'll see a single entry for that conversation in your inbox. A number on the right side of that entry indicates how many messages are part of the thread.

**Always Bcc Myself.** If you're the kind of person who wants a copy of every message you send (but don't want the recipients of those messages to know), switch this option on. You'll get your copies.

**Increase Quote Level.** Increase Quote Level is another new feature introduced with iOS 5. When this option is switched on, any copied text in a message that you forward or reply to is indented, with a small vertical line placed before it.

**Signature.** Ever wonder where that proud *Sent from My iPhone/iPod* message comes from—the one that appears at the bottom of every

message you send from your device? Right here. As a new iPhone or iPod touch owner, you'll want to stick with this default message for a while, simply for the bragging rights. When the novelty has worn off, feel free to tap this option and enter some pithy signoff of your own.

**Default Account.** If you have more than one email account set up, this setting determines which account will send photos, videos, notes, and YouTube links. When you send one of these items, you can't choose which account sends it, so give this option some thought. You may discover that Wi-Fi hotspots are reluctant to send mail through your regular ISP's SMTP server, whereas Gmail accounts rarely have this problem. For this reason, you may want to make your Gmail account the default.

The Contacts settings shown in **Figure 4.6** appear next:

**Figure 4.6**  
*Additional  
Contacts and  
Calendar settings.*



**Sort Order.** Tap this option to choose between sorting contacts by First, Last name or by Last, First name.

**Display Order.** Similar to Sort Order, this option lets you display your contacts as either First, Last or Last, First.

**My Info.** This is your contact information, selected from the Contacts app. When an app wants to access or send this information, this contact is the one it goes to.

**Default Account (iPhone only).** If you create a new contact that's not specifically tied to a particular account, that contact is added to the account listed here—your Gmail account, for example.

**Import SIM Contacts (iPhone only).** If you've inserted a SIM card from another iPhone that contains contacts, you can use this command to import them. Tap this button, and you see a list of accounts that support importing contacts.

Next are the Calendar settings (refer to Figure 4.6):

**New Invitation Alerts.** This On/Off switch lets you view—or not—meeting invitations you've received (those pushed to you from an Exchange server, for example).

**Sync.** This option lets you choose a range of past events to sync with your device. Choices include Events 2 Weeks Back, 1 Month Back, 3 Months Back, 6 Months Back, and All Events.

**Time Zone Support.** Tap this command, and you're taken to the Time Zone Support screen, where you can turn Time Zone Support on or off. Below that setting, choose the time zone of a major city.

When Time Zone Support is on, Calendar's events are shown in the time of the selected city. So, for example, you could choose London even if

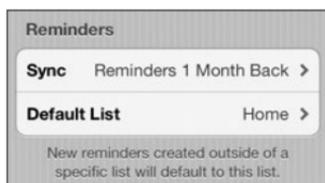
you're in San Francisco and see events in London time. Switch this option off, and events are shown in the device's current location (which is configured in the Date & Time setting).

**Default Alert Times.** Using this setting, you can create a default time for alerts to go off before a birthday event, single event, or all-day event. You might tap Events and choose 1 Hour Before from the resulting Events screen. Now, whenever you create a new event, by default an alert goes off an hour before the event takes place. This setting is simply a global shortcut; you're welcome to change it whenever you create a new event. (I talk about creating events later in this chapter.)

**Default Calendar.** Tap this command to choose a calendar where the iPhone or iPod touch will add events created outside the Calendar app.

Finally, at the bottom of the screen is the Reminders section (**Figure 4.7**). The options in this section, like the Reminders app itself, are new to iOS 5:

**Figure 4.7**  
*You'll find Reminders' settings at the bottom of the Mail, Contacts, Calendars screen.*



**Sync.** This simple setting allows you to choose how far back reminders will be synced. Your options include 2 weeks, 1 month, 3 months, 6 months, and all reminders.

**Default List.** Similar to Default Account and Default Calendar, Default List is where you select the account that will receive events created outside the Reminders app.

## Out and About

iOS is very smart about sending email. It works like this:

In the old days, you configured your email account with a particular SMTP server. If you took your iPhone or iPod touch on the road, and that SMTP server didn't work, you were stuck with an email message in the outbox that wouldn't send. This problem usually happened because of an antispam measure: The network you were connected to (in a coffee shop or hotel, for example) didn't allow messages to be relayed from one ISP's SMTP server through another's SMTP server.

You can work around this situation with your iPhone and iPod touch. Just select an account in the Mail, Contacts, Calendars screen; tap the account name in the resulting screen if necessary; and tap the SMTP button. You see a list of all the SMTP servers your device has settings for. At the top of the list is the primary server—the server address you entered (or that was entered for you) when you created the account. Next to this server's name is the word **On**.

Below the primary server is the Other SMTP Servers entry, listing all other SMTP servers your device believes that it can access. By default, these entries have the word **Off** after their names. Tap one (a Gmail server, for example), and in the resulting screen, you have the option to turn that server on. When you do, if the iPhone or iPod touch is prevented from sending messages from the primary server, it tries to send from one of the other servers that you've enabled.

This feature alone justifies getting a free iCloud, Gmail, or Yahoo account, as public Wi-Fi hotspots rarely block mail sent through these services' SMTP servers.

(Continues on next page)

### Out and About (continued)

I'll mention one other SMTP option while I'm here: If you need to change the SMTP server port from the default setting, you do it by tapping an SMTP server in the SMTP screen, tapping the Server Port entry at the bottom of the screen, and then typing a new value on the onscreen numeric keyboard that appears. Why do it? Many ISPs provide an SMTP server port (usually, 587) that can be relayed through other SMTP servers. If you find that your device can't send a message, try changing your email account's SMTP port to 587 or to the public port number provided by your ISP.

## Sending and Receiving Mail

Now that your accounts are *finally* set up properly, you can send and receive messages. The process works this way.

### Receiving email

Receiving email is dead simple. Just follow these steps:

1. Tap the Mail icon in the iPhone's or iPod touch's Home screen.

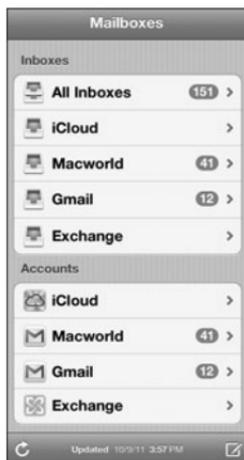
Mail checks for new messages when you first launch the application. If you have new messages, the device downloads them.

When you launch the Mail app, by default you see the Mailboxes screen (**Figure 4.8**), which contains two sections: Inboxes and Accounts. In the Inboxes section, you see all the email accounts set up on your iPhone or iPod touch, plus the All Inboxes entry, which lets you view all received messages regardless of the accounts they were received from. The Accounts section also lists all email accounts on your device. Next to

each entry in both areas is a number that indicates the number of unread messages—*Gmail 18*, for example.

**Figure 4.8**

*The Mail app's Mailboxes screen.*



**2.** Tap All Inboxes or an account name in the Inboxes section.

If you tap one of the items in the Inboxes section, you'll be taken to an Inbox screen that displays all the messages in that account's inbox. Messages appear in a list, with the most recently received messages at the top. Unread messages have a blue dot next to them. Messages with attachments bear a paper-clip icon. Threaded messages display a number indicating the number of messages that make up the thread. Finally, the Inbox heading has a number in parentheses next to it—*Inbox (22)*, for example. That (22) means that you have 22 unread messages.

This screen also bears a Compose icon in the bottom-right corner and a Retrieve icon in the bottom-left corner. Tap Retrieve to check for new mail.

An Edit button in the top-right corner of the All Inboxes screen lets you delete, move, or mark messages. Tap it, and all the messages in the list acquire a dim gray circle, which marks messages that you want to

delete, move, or mark. Tap one of these circles, and a red check icon appears within it. Continue tapping messages until you've selected all the messages you'd like to delete, move, or mark; then tap the Delete button at the bottom of the screen. All the messages you selected move to the Trash.

**tip** Alternatively, with regard to deleting messages, you can do without the Edit button. Swipe your finger across a message entry to force a Delete button to appear, and tap Delete. The message moves to the Trash.

**note** You say you see the word *Archive* instead of *Delete*? That's because you're doing this with a Gmail account. With Gmail accounts, you send "deleted" items to your Gmail archive rather than to the Trash.

Tap Move, and a Mailboxes sheet scrolls up from the bottom, listing all available mailboxes for that account. Choose a mailbox, and the selected messages move to it. This move feature is really useful only if you're using an IMAP account, as unlike POP accounts, IMAP accounts can have additional folders for filing email messages.

Finally, when you select messages and tap Mark, you're offered the option to flag the messages or mark them as read. When you flag messages, a small orange flag appears next to the messages' text preview, indicating that the message is marked. Tapping Mark As Read does exactly that. To unflag a message, just tap Edit, tap the gray circle next to it, and tap Mark again; then tap Unflag in the resulting sheet.

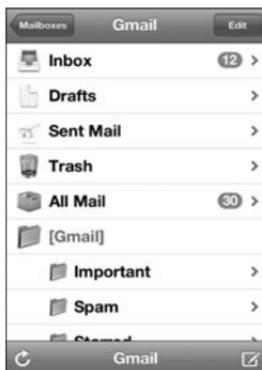
### 3. Tap an account name in the Accounts area.

You see all the mailboxes that make up that account. For POP accounts, those mailboxes include Inbox, Drafts (if you've saved any composed messages without sending them), Sent (if you've sent any messages from that account), and Trash (if you've deleted any messages from that account). For IMAP accounts, you'll most likely see Inbox, Drafts,

Sent, Trash, and any folders associated with the account—folders that you’ve added to an iCloud or Gmail account, for example.

These folder names, however, depend entirely on what the host service calls them. Gmail, for example, gathers the messages you’ve sent in the Sent Mail folder (**Figure 4.9**).

**Figure 4.9**  
A Gmail account  
screen.



## Really Deleting a Message

When you delete or archive a message, it’s not really gone; it’s simply moved to the Trash or Archive mailbox. To delete the message for real, you can either wait out the remove interval listed in the account’s Mail setting (see “Configuring further” earlier in this chapter) or tap Trash. Then you can swipe a message and tap the Delete button that appears next to the message; tap Edit and then tap Delete All at the bottom of the screen; or cherry-pick the messages you want to delete by tapping the gray circles next to them and then tapping the Delete (#) button (where # equals the number of messages you’ve selected). Then—and only then—is a message truly gone. As for archived messages, select the archive mailbox, tap Edit, select the messages you want to delete, and tap Delete (#) at the bottom of the screen.

New with iOS 5 is the ability to create new mailboxes on an iOS device. To do that, just tap an IMAP account in the Accounts list (such as a Gmail account); tap the Edit button in the top-right corner of the device's screen; and then tap the New Mailbox button in the bottom-right corner of the screen. In the Edit Mailbox screen that appears, name your new mailbox, and choose a location for it by tapping the Mailbox Location field. Tap Save when you're done.

In the bottom-right corner of an account screen, you see a Compose icon. Tap it, and a New Message screen appears, along with the iPhone's or iPod touch's keyboard. I talk about creating new messages in "Creating and sending email" later in this chapter.

### Spam and iOS Devices

As I write these words, the Mail application lacks a spam filter—a utility that looks through your incoming email for junk mail and quarantines it in a special mailbox. This lack is a drag if you're using an account that attracts a lot of spam.

My solution? Don't use such an account on your device. Google offers its free Gmail email service at [www.gmail.com](http://www.gmail.com). Gmail provides loads of email storage (probably more than your current ISP does), and you can access it from the Web, your iOS device, and your computer's email client. Best of all, it offers excellent spam filtering.

Additionally, you can set up Gmail so that your other POP mail accounts are forwarded to it. This setup allows Gmail to filter out spam from these accounts, too, before the mail is delivered to your inbox.

Like I said, Gmail is free. Give it a try.

## Navigating the Message screen

Simple though it may be, the Message screen packs a punch. In it, you find not only standard email elements such as From and To fields, Subject, and message body, but also icons for adding contacts and for filing, trashing, replying to, and forwarding messages. The screen breaks down this way.

### *Before the body*

The top of the Message screen displays the number of messages in the mailbox as well as the number of the displayed message—*2 of 25*, for example. Tap the up or down arrow to the right to move quickly to the previous or next message in the mailbox (**Figure 4.10**).

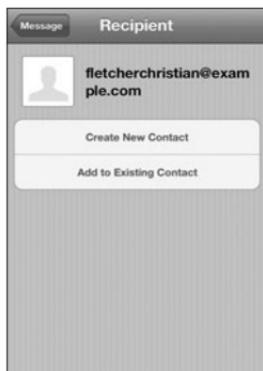
**Figure 4.10**  
*Message body with document attached.*



Below that, you see From and To fields. Each field displays at least one contact name or email address (one of which could be your own) in a blue bubble. Tap one of these bubbles, and if the name or address is in your device's Contacts directory, you're taken to its owner's Info screen. If the name or address isn't among your contacts, a new screen appears, offering you the option of emailing the person, creating a new contact,

or adding the address to an existing Contacts entry (**Figure 4.11**). By now, if you've been following along, you understand how to create a new contact as well as edit an existing contact.

**Figure 4.11**  
*An unknown contact's Info screen.*



You can hide the To field by tapping the Hide entry near it. This action hides all the To fields in all the messages in all your accounts, and it changes the Hide entry to Details. To expose the To fields again, just tap Details.

Below the From and To fields is the message subject, followed by the date. If you have details showing, you also see a Mark entry. Tap this entry, and you can choose to flag it or mark it as unread.

### ***Body talk***

Finally, in the body area of the message, are the pithy words you've been waiting for. Just as in your computer's email client, you see the text of the message in this area. Quoted text appears with a vertical line to its left—or more than one line, depending on how many quote layers the message has. If a message has several quote layers, each layer is a different color.

If the message has attachments, they appear below the message text (Figure 4.12). When Cousin Bill sends you a photo from his latest vacation, for example, it appears here.

**Figure 4.12**  
*Message with attached photo.*



URLs, email addresses, and phone numbers contained within messages appear as live blue hyperlinks. Tap a URL, and Safari launches and takes you to that Web page. Tap an email address, and a new email message opens with that address in the To field. On the iPhone, a tapped phone number fires up the Phone app so you can call that number. On the iPod touch, tapping a phone number causes a sheet to appear; in it, you see the options Create New Account and Add to Existing Contact.

### *The tools below*

The toolbar at the bottom of the screen contains five icons (refer to Figure 5.12):

**Retrieve.** Tap this circular icon, and the device checks for new messages in that account.

**Mailboxes.** When you tap the Mailboxes icon, you're presented with a list of all the mailboxes associated with that account. Tap one of these mailboxes, and the message is filed there. (This method is one way to move items out of the Trash, though the Trash screen also includes a Move button.)

**Trash/Archive.** Again, whether you see a Trash or Archive icon depends on the kind of account you're using. A POP account shows a Trash icon, whereas most IMAP accounts offer an Archive icon. Tap this icon to toss the message in the Trash or file it in an archive.

**Send.** The left-arrow icon is your pathway to the Reply, Reply All, Forward, Save Image, Print, and Cancel commands (**Figure 4.13**). It's unlikely that you'll see all these options in one sheet, because the items that appear depend on the number of recipients and on whether an image is attached.

**Figure 4.13**  
*The Reply sheet.*



When you tap the Send icon and then the Reply button in the resulting sheet, a new message appears, with the Subject heading *Re: Original Message Subject*, in which *Original Message Subject* is...well, you know. The message is addressed to the sender of the original message, and the insertion point awaits at the top of the message body. The original text is quoted below. The message is mailed from the account you're working in.

If a message you received was sent to multiple recipients, tapping Reply All lets you reply to all the recipients of the original message.

Tap Forward, and you're responsible for filling in the To field in the resulting message. You can type it yourself with the keyboard that appears or tap the plus (+) icon to add a recipient from your device's list of contacts. This message bears *Fwd:* at the beginning of the Subject heading, followed by the original heading. The original message's From and To fields appear at the top of the message as quoted text followed by the original message.

If a message has images attached to it, you see a Save *x* Images button, where *x* is the number of images. (The button reads Save Image if there's just one image.) Tap that button, and the images are added to the Camera Roll collection in the Photos application.

Devices running iOS 5 are capable of printing to compatible wireless printers (see Chapter 10 for sneakier ways). If you have such a printer, tap Print to print the message.

**Compose.** Last is your old friend the Compose icon. Tap it, and a New Message screen appears, ready for your input.

## Creating and sending email

If it truly is better to give than receive, the following instructions for composing and delivering mail from your iPhone or iPod touch should enrich your life significantly. With regard to email, these devices can give nearly as good as they get. Here's how to go about it.

As I mention earlier in the chapter, you can create new email messages by tapping the Compose icon that appears in every account and mailbox screen. To create a message, follow these steps:

1. Tap the Compose icon.

By default, Mail fills the From field with the address for this account. (If you tap the Compose icon in the Mailboxes screen, the message

is sent from the account selected as the default account in the Mail, Contacts, Calendars screen.) But you needn't use that account. Just tap From, and any other email accounts you have appear in a scrolling list. Tap the one you want.

2. In the New Message screen that appears, type the recipient's email address; tap the plus icon next to the To field; or, if you have an iPhone 4S, tap the Microphone button and say the name of the person you want to send the message to.

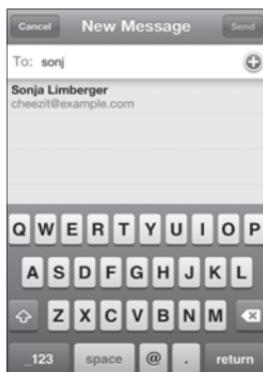
When you place the insertion point in the To or Cc/Bcc field, notice that the iPhone's or iPod touch's keyboard adds @ and period (.) characters where the spacebar usually resides. (The spacebar is still there; it's just smaller.) This feature makes typing addresses easier because you don't have to switch to the numbers-and-symbols keyboard.

**tip**

Tap and hold the period key, and .net, .edu, .org, .us, and .com pop up as part of a contextual menu. How handy is that?

When you start typing a name, the device suggests recipients based on entries in your list of contacts (**Figure 4.14**). If the recipient you want appears in the list below the To field, tap that name to add it to the field.

**Figure 4.14**  
*Begin typing to find a contact.*



When you tap the plus icon, your list of contacts appears. Navigate through your contacts, and tap the one you want to add to the To field. Some contacts may have multiple email addresses; tap the one you'd like to use. To add more names to the To field, type them or tap the plus icon to add them.

To delete a recipient, tap that person's address and then tap the Delete key on the device's keyboard.

**tip**

With iOS 5, you can rearrange the order of contacts you place in the To field. To do that, just tap a contact's name and drag it to a new position. Other contacts move out of the way to accommodate the one you've dragged.

3. If you'd like to Cc or Bcc someone, tap the appropriate field (Cc or Bcc) and then use any of the techniques in step 2 to add the recipient.
4. Tap the Subject field, and enter a subject for your message with the keyboard (or a Bluetooth keyboard, if you've configured the device to use one).

That subject replaces *New Message* at the top of the screen.

5. Tap inside the message body (or, if the insertion point is in the Subject field, tap Return on the keyboard to move to the message body), and type your message—or, if you have an iPhone 4, dictate the message by tapping the Microphone button, speaking, and then tapping Done.
6. Format your text, if you want.

Another new iOS 5 feature is the ability to format your text (lightly). Just select some text in the message body, using the technique I outline in Chapter 1, and in the bubble that appears, tap the right-pointing triangle. Then tap the BIU icon and choose Bold, Italics, or Underline to format the text exactly that way.

**tip**

While you're playing with this bubble, note that you can place your cursor in a line of text, tap the right-pointing arrow, and view a Quote Level command. Tap it and then choose Decrease or Increase to change the text's quote level.

7. Tap Send to send the message or Cancel to save or delete your message.

The Send icon, in the top-right corner, is easy enough to understand.

Tap that icon, and the message is sent from the current account. You'll know that it's been sent when you hear a swoosh sound (unless you've switched off the Sent Mail sound in the Sounds setting, of course).

Cancel is a little more confusing. If you've typed anywhere in the To field, the New Message screen's Subject field, or the message body (even if you subsequently deleted everything you typed), a sheet rolls up when you tap Cancel, displaying Delete Draft, Save Draft, and Cancel buttons. Tap Delete Draft to do just that. Tap Save Draft to store the message in the account's Drafts mailbox. (If no such mailbox exists, the iPhone or iPod touch creates one.) If you tap Cancel, the device assumes that you made a mistake when you tapped Cancel the first time, and it removes this sheet.

If the device can't send a message—when you don't have access to a Wi-Fi network, for example—it creates an outbox for the account from which you're trying to send the message. When you next use Mail and are able to send the message, the iPhone or iPod touch makes the connection and sends any messages in the outbox, at which point the outbox disappears.

## Using Calendar

In the old days, the only ways to get events on an iPhone's or iPod touch's calendar were to type them on the device or to sync the device with iTunes and ask it to copy your events from the computer to the iPhone

or iPod touch. Thanks to the cloud-based push synchronization that's common today, however, the Calendar app is a smarter application than it once was. In this section, I take a look at all the ways you can put life's events on your iPhone or iPod touch.

## Managing many calendars

When you launch the Calendar app, by default you see a page displaying the current month, with the current day highlighted. When you tap the Calendars icon in the top-left corner, you're whisked to the Calendars screen, where you can switch calendars on and off.

That's right—much like Mail's unified inbox, the Calendar app's unified calendar shows events from all those calendars you've enabled. So if you want to view just the events on your Work calendar, enable just that calendar. (A calendar is enabled when it has a check mark next to its name in the Calendars screen.) The Calendars screen also displays any calendars synced from the cloud—from Google, Yahoo, and iCloud, for example. You can turn these calendars off as well. To return to calendar view, tap Done in the top-right corner of the screen.

## Viewing events

Calendar is capable of displaying events in three views: Month, Day, and List. They're laid out like so.

### *Month*

As I mention earlier, when you launch Calendar, you see this month's calendar by default, with today's date highlighted in blue. Other days maintain a gray, businesslike appearance. Tap another day, and it adopts the blue box, while the present day gains a deeper gray hue. To return to the current day, tap it (if you're viewing the current month),

or tap the Today button in the bottom-left corner of the screen. To move to the previous or next month, tap the Previous or Next arrow beside the month heading. To scan backward and forward faster, tap and hold one of these arrows.

Any days on the calendar that have events appended to them bear a small black dot below the date. Tap a day with a dot, and the events for that day appear in a list below the calendar (**Figure 4.15**), each preceded by its start time and a colored dot indicating the calendar to which the event is attached. (Calendars are color-coded.) Tap an event in this list, and you're taken to the Event screen, which details the name and location of the event, its date, its start and end times, any alerts you've created, and any notes you've added for the event.

**Figure 4.15**  
*A day in Month view with two events.*



To edit or delete the event, tap the Edit icon in the top-right corner of the screen. Within the Edit screen, tap one of the fields to change its information. (I discuss these fields in “Creating events” later in this chapter.) To delete an event, tap the red Delete Event button at the bottom of the screen; then tap the Delete Event confirmation icon that appears.

## Day

Tap the Day view button, and as you'd expect, you see the day laid out in a list, divided into hours. The day of the week and its date appear near the top of the screen. To move to the previous or next day, tap the Previous or Next arrow. To scan backward or forward more quickly, tap and hold the appropriate arrow.

Each event appears as a colored bar (again, each calendar is color-coded, and that coding is reflected here) spanning the time that the event occupies and labeled with the name of the appointment and its location (**Figure 4.16**). All-day events appear just below the day and date near the top of the screen. Just as you do with events in Month view, tap them to reveal their details; to edit them, tap the Edit button.

**Figure 4.16**

*A day in Day view with two events.*



## List

List view shows a list of all the events on your calendar, separated by gray date bars. Each gray bar bears the day's abbreviated name (*Fri* or *Mon*, for example) and the month, date, and year of the event. The event's title

appears just below, preceded by its start time and a colored dot indicating its calendar association. Once again, tap an event to view its details. Tap Edit to edit the event or delete it via the Delete Event button (Figure 4.17).

## Creating events

Creating events on the iPhone and iPod touch is simple. Just tap the plus icon in the top-right corner of the screen to produce the Add Event screen, where you'll find a list of fields:

- **Title, Location.** The title of the event appears when you select the event's date in Month view. Both an event's title and location appear in the Day-view list, and in List view, you see just the event's title. As with any other field on the iPod touch or iPhone, just type the entries, and tap Save when you're done.
- **Starts/Ends/Time Zone.** The title is explanation enough. Just tap the Starts/Ends field, and in the resulting Start & End screen, enter a start date and time by using the spinning wheels at the bottom (Figure 4.18). Then tap the Ends field, and dial in an end date and time. If the event lasts all day, tap the All-Day switch to set it to On. Finally, tap the Time Zone field, and in the screen that appears, enter a city within the time zone you want to use (San Francisco for Pacific time, for example).



**Figure 4.17**  
*Editing an event.*

**Figure 4.18**  
*Set the duration  
of your event.*



- **Repeat.** You can create an event that occurs every day, week, 2 weeks, month, or year. This method is a convenient way to remind yourself of your kid's weekly piano lesson or your own wedding anniversary.
- **Invitees.** With iOS 5, you can associate contacts with your events. Just tap Invitees, and in the screen that appears, tap the plus icon to add contacts to your event.
- **Alert.** A fat lot of good an electronic calendar does you if you're not paying attention to the date or time. Tap Alert, and direct the device to sound an alert at a specific time before the event's start (5, 15, or 30 minutes; 1 or 2 hours; or 1 or 2 days) or on the day of the event. You can create two alerts per event—useful when you want to remind yourself of events for the day and need another mental nudge a few minutes before the event occurs. Also, as I mention earlier in the chapter, you can create a default interval for alerts to sound within the Mail, Contacts, Calendars setting.
- **Calendar.** Using this command, you can assign the new event to any calendar you have on your device.

- **Availability.** Tap this entry to choose to designate yourself as busy or free.
- **URL.** Add an associated URL here (such as the Google Maps location of your meeting).
- **Notes.** Feel free to type a bit of text to remind yourself exactly why you're allowing Bob Whosis to dominate your Thursday afternoon.

## Syncing events

Your computer and your iPhone or iPod touch have a nice sharing relationship with regard to events. When you create an event on one device, it's copied to the other, complete with title, location, start and end times, alerts (likelier called *alarms* in your computer's calendar program), and notes.

As I explain in Chapter 2, iTunes' Info tab lets you choose the computer-based calendars that you want to sync with the device. If you have an Exchange, Gmail, Yahoo, or iCloud account, calendar events associated with those accounts are pushed to your device (and the device pushes right back those events that you create on it).

## Subscribing to a calendar

You can also subscribe to Web-based calendars with your iPhone or iPod touch, which supports both CalDAV and iCal formats. To do so, follow these steps:

1. Tap Settings > Mail, Contacts, Calendars > Add Account.
2. Tap Other in the Add Account screen.
3. In the Calendars section of the Other screen, choose either Add CalDAV Account or Add Subscribed Calendar.

Which option you choose depends on the kind of calendar you want to subscribe to. iCal calendars are generally available to the public and require only that you have a server address in the form *example.com/example.ics*. CalDAV calendars are server-based; they require you to know the name of the host server and to have a user name and password for that server.

4. Enter the required information to subscribe to the calendar.

## Getting Reminders

Capable and generally feature-complete though the iPhone and iPod touch were before iOS 5, they were incapable of creating and syncing to-do items—those little nag notes you create that pop up every so often to let you know the many ways in which you’ve failed to accomplish your goals. Apple rectified this situation in iOS 5 with the Reminders app. Here’s how it works.

### Creating a reminder

To create a reminder, follow these steps:

1. Tap the Reminders icon on the iPhone’s or iPod touch’s Home screen.  
You see an empty Reminders page.
2. Tap the Lists button in the top-left corner, choose the calendar you want to associate your reminder with, and then tap Done.  
You may have just a single calendar or multiple calendars scattered across several email accounts.
3. Tap the plus icon.  
The device’s onscreen keyboard appears.

4. Enter a short reminder along the lines of “Finish the book” (Figure 4.19).

**Figure 4.19**  
*Adding a reminder.*



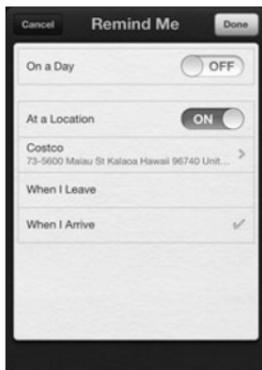
5. Tap the keyboard's Return key if you want to create another reminder.
6. Repeat steps 3–5 for all the reminders you want to create.
7. When you're finished, tap Done.
8. Tap one of the reminders you've created to open the detail screen.
9. Tap Remind Me.

The Remind Me screen that you see next depends on whether you have an iPhone or an iPod touch:

- *If you have an iPod*, you see a single On a Day entry. Flick the switch to On, and a date field appears, displaying the current date and time. Tap that field and use the scroll wheels to choose a different day and/or time. When that moment in time arrives, you receive an alert on your device.
- *If you have an iPhone*, you see both On a Day and an additional entry: At a Location (Figure 4.20). Flick the latter entry's switch to On, and you can choose to set a location by selecting one associated with a contact, such as your sister-in-law's house or the local

juke joint. Then you can choose to have an alert go off when you leave or when you arrive.

**Figure 4.20**  
*The Remind Me screen on an iPhone.*



The scenario works this way: You've created a reminder called Buy Rabbit Food and associated Judy's Pet Supply with it as the location (because you've created a contact for Judy and her shop). You've chosen to have an alert go off when you arrive. Sure enough, the following Sunday, you're at the mall to pick up a coffee, and because the café is next to Judy's, the alert goes off, reminding you to get food for the bunnies.

10. When you complete a task, simply tap the empty check box next to it.
11. To delete a task, tap it, and in the resulting screen, tap the Delete button.

## Viewing reminders

You can view reminders as a list of all reminders associated with a particular calendar, as well as by date. You do this via either the List or Date button. When you tap List, you can swipe through the various calendars

you've associated with your reminders. The first calendar is always Completed (Figure 4.21). Swipe to the left to march through calendars.

**Figure 4.21**  
*The Completed reminders screen.*



Tap the Date button, and the reminders associated with a particular date appear. Remember that reminders appear on the days when they were created, not on the days they're due. To move through dates, you can swipe to the left to move forward or to the right to travel back, or tap the arrow keys at the bottom of the screen. To view today's reminders, just tap Today.

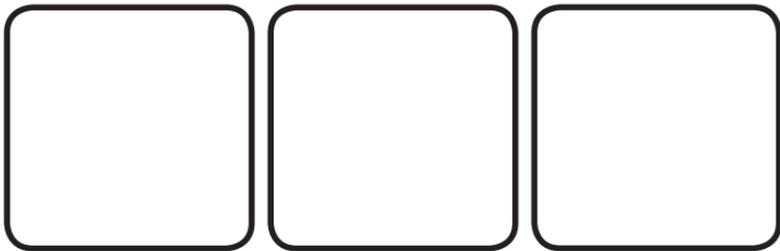
**tip**

If you find navigating this way to be slow going, tap the Calendar icon in the top-left corner to view a calendar presented in Month view.

To search for a reminder, you can tap the Calendars icon when viewing reminders in Date view or tap the Lists button when viewing them as lists. Each screen has a Search Reminders field at the top of the screen. Just tap that field and use the device's keyboard to enter a search term. As you type, any matching results appear in the Search window.

## Syncing and organizing reminders

What makes the Reminders app particularly useful is that it syncs with cloud-based services, including iCloud. This means that if you add a reminder to your iPhone or iPod touch and have configured Reminders to be synced, any tasks that you create on your device are also synced with iCal on your Mac or Outlook on your Windows PC. Likewise, create a reminder in one of these applications on your computer, and that reminder is synced to your iOS device.



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