



# WELCOME

iPhone/iPad 101.

A basic overview of the iPhone/iPad with demos and hands on support. For beginners and refresher course for others.

Staff introductions



Keep a small notebook in a secure place to store all your logins and passwords.

Make sure you update this list regularly and anytime you make changes.

With passwords use a combination of letters (some CAPS), symbols, and numbers.





# iPhone & iPad

A basic overview of iOS 11

The latest operating system for the iPhone and iPad

## Settings App

This icon we will be referring to while on the iPhone and iPad



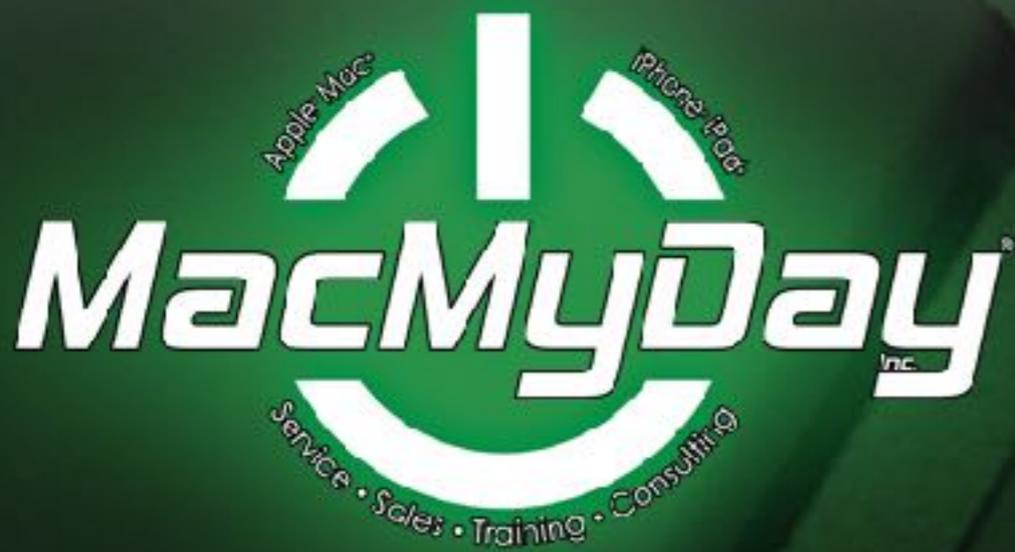


# PASSCODE & TOUCH ID

(4-digits) and **Touch ID** to read your finger print (on iPhone 5s or later and iPad Pro, iPad Air 2 or iPad mini 3 or later).

Go under Under **Settings > Touch ID & Passcode**. This will take you steps setting up a Passcode or change it. And to set up Touch ID.

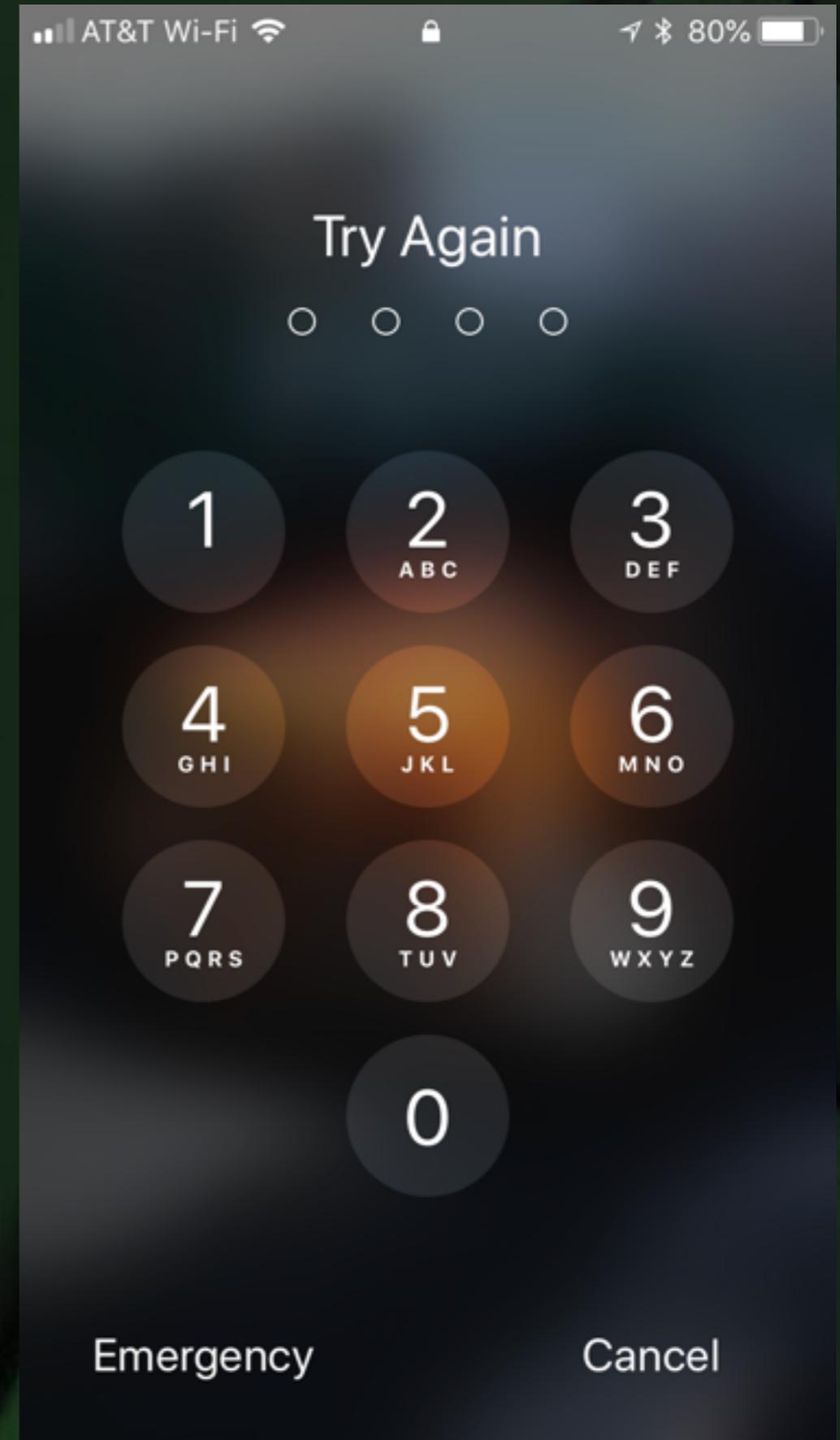
**Auto-Lock on (Settings > Display & Brightness)**. You can set your phone to lock after a certain amount of time.



# PASSCODE

To access your iPhone when locked.  
Can be either a 4-digit or 6-digit code

\*Have written down in notebook



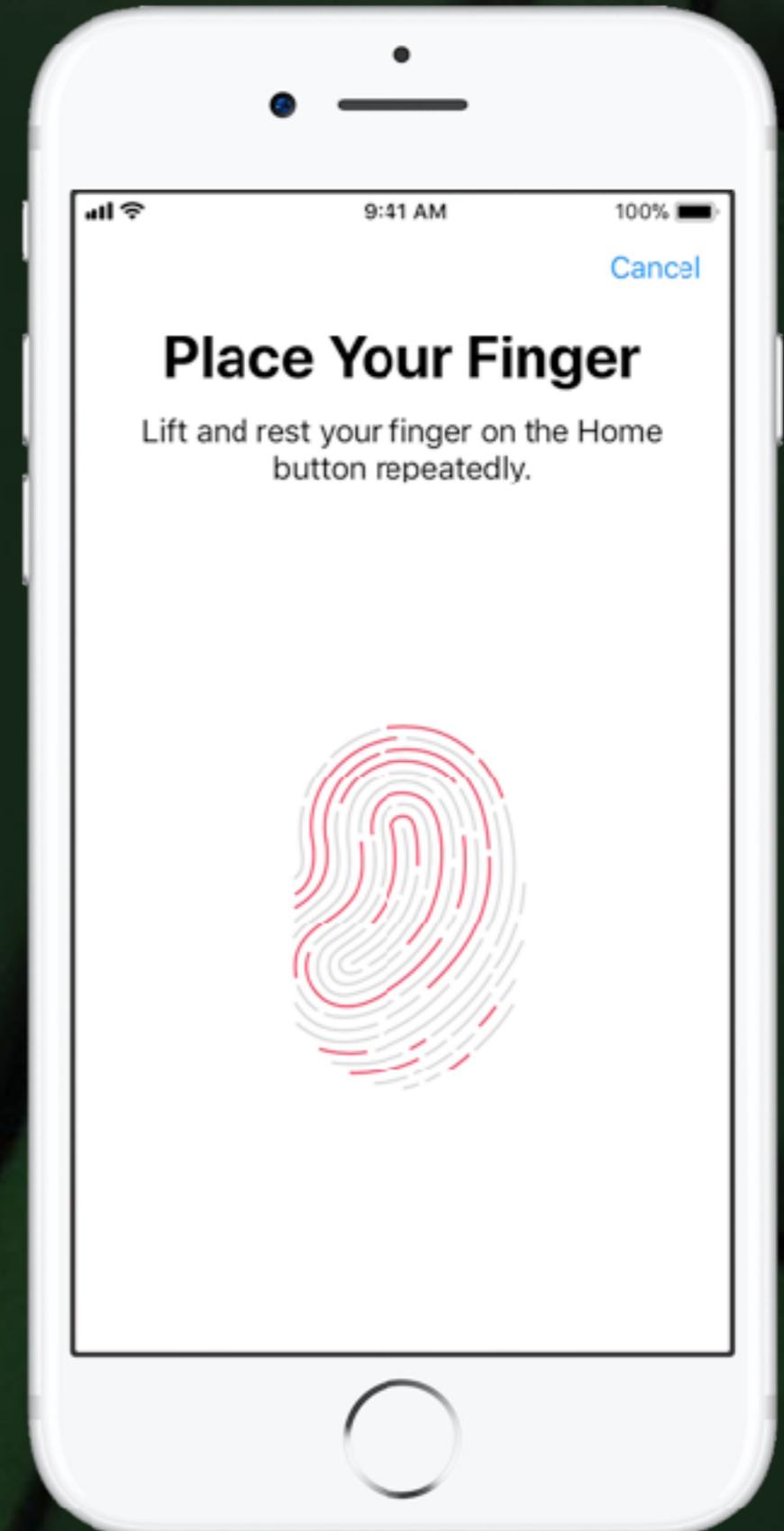


# TOUCH ID

Touch ID is a fingerprint recognition.

It allows users to unlock Apple devices, Apple Pay iTunes & Apps Store and app security.

And you can also add more than 1 finger print, including family or trusted friend.





# Wi-Fi

Go under Under **Settings** > **WiFi**.

Select known secure Wifi and password.

By connecting to a secure Wi-Fi connection, you can save charges for data usage by cell phone service providers. And you can access other devices on the same network too e.g. (Computers. Printers, TV's, Stereo, Home security and lighting).





# PHONE

## With the phone app:

Dial and receive calls.

Store contact names & numbers.

Set up favorites for one touch dialing.

And receive voicemail.

You can also Siri to dial for you too!



# CAMERA & PHOTOS



Camera



Photos



# CAMERA



## The Camera App

Settings for: Regular photo • Squared • Panoramic • Video  
• Slo-Mo • Time-Lapse

Settings for: Flash • HDR (High Dynamic Range) • Live  
Photos • Timer • Filters



# Photos



## The Photos App

**Albums:** Camera Roll (Where photos get stored) • Favorites • People • Places • Videos • Selfies • Live Photos • Portrait • Panoramas • Bursts

## Photos button:

Viewing Photos by year

## Editing:

The ability to edit your photos • Trim, Rotate • Change color • Markup



Texting

# Messages



The Messages App (secured end-to-end encryption)

Send direct text messages • Group Messages (named)

Send photos • Video and Audio

Digital Touch • Sketch & Photo • Share stickers • Emoji and games by swiping across the app drawer.



# MAIL



## The Mail App

Set up major e-mail provider accounts automatically with your email and password. (iCloud, Google, Yahoo, AOL, Outlook).

**Go to Settings > Accounts & Passwords and tap Add Account.** Tap your email provider. If you don't see your email provider, tap set up manually (instructions provided for you). Enter your email address and password.

Tap **Next** and wait for Mail to verify your account. Choose information from your email account, like Contacts or Calendars, that you want to see on your device.



# MAIL



## The Mail App

Open the Mail app, if your email is set up correctly, it will start to populate.

**To send an e-mail:** The icon at the lower right



Fill in the recipient's e-mail address, then **Subject**. In the space below, you can write your e-mail message. When finished, click on the **SEND** button on the **top right corner**.

**Replying:** When reading an email, and you want to reply. Click on the bottom right **ARROW** icon (then click the **blue arrow** icon). Click the word **REPLY**, and you can start writing. Click **SEND** when finished.



# APP STORE



2.2 million available apps.  
Downloaded a cumulative  
140 billion times!  
Yeah, there's an app for  
that.

**Today Tab**  
Updated daily, to keep you informed and inspired by the ever-evolving world of apps and games. It's also a great place to find helpful tips and tricks.

**Games Tab**  
Curated by expert gamers to take your love of gaming to a whole new level.

**Apps Tab**  
Organized and brimming with recommendations to help you find the right app for whatever you want to do.



# Siri

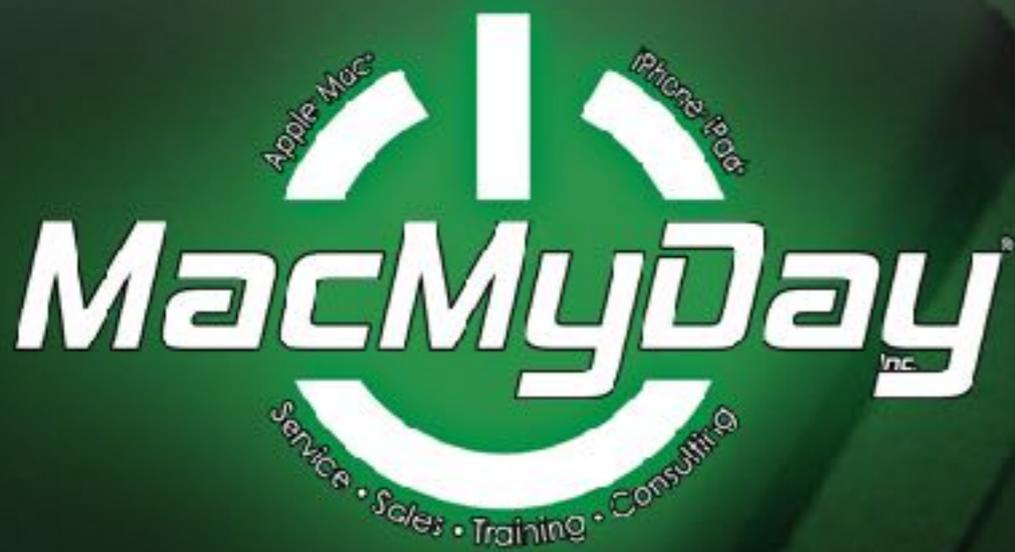


**Siri** lets you speak to your **iPhone/iPad** to send messages, schedule meetings, place phone calls, and much more.

Ask **Siri** “What can you do” and you will be given a complete up to date list of tasks she can do.

Press and hold the Home button, then release the button, at the prompt, make your request. **b.** You can also say “Hey Siri”, and then ask your question.

**Settings > Siri & Search**, Make sure options are on, including Listen for “**Hey Siri**”.

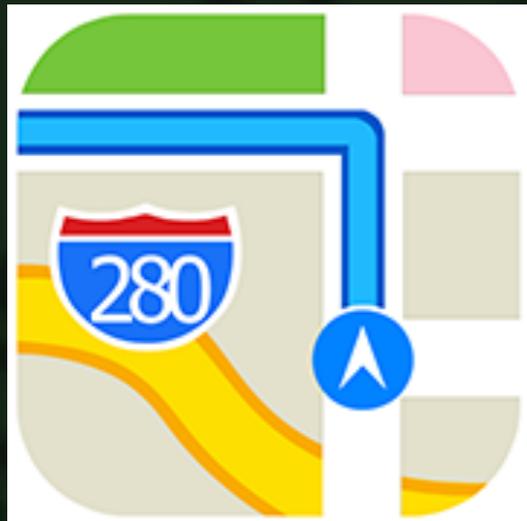


# TAKE CONTROL OF YOUR IPHONE

More advanced features of the iPhone/iPad.  
Including: Maps, Health & Medical ID, Emergency SOS  
and more.



# NAVIGATION Maps & Waze



Both apps have turn-by-turn spoken and visual directions. Along with interactive 3D views and proactive suggestions. They also show you current traffic and time and distance to your destination. You can also search in both for POI's (Points of Interest). Each has its own technologies.

**MAPS:** Built in with your iPhone/iPad, new Indoor maps and lane guidance. Public transits. Apps within Maps (**Uber, Lyft** and more). Also works with **Siri** and **Apple CarPlay** (equipped vehicles).



**WAZE:** Based upon real drivers and conditions. Not only traffic jams, but accidents on your route. And Any spotted law enforcement.



# HEALTH

## HEALTH & EMERGENCY CONTACT INFO



1. Use **Health** app to keep track of your health and fitness information. You can manually enter information or let the **Health** app collect data from other apps and devices e.g. **Fooducate** and **Pedometer**.

- a. Can also collect data from **Apple Watch**.
- b. Share health data with you doctor.

The **iPhone/iPad** can display emergency information on the device **Lock Screen** (in the **Lock Screen**, slide the passcode screen, then tap **Emergency**), where its available for someone attending to you in an emergency.



Create an **Emergency Medical ID**. **HEALTH** app > **Medical ID** (bottom right) (Click Edit on the top right). In this area you can enter Medical Conditions, Medications, Emergency contact & Doctor information.



# Low Battery Mode

Here are some tips to help conserve battery life.

- a. Reduce screen brightness.
- b. Auto-lock the phone after 30-seconds.
- c. Turn off all unused apps.

d. **Low Power Mode** (good to turn on if battery is under 50%): **Settings > Battery**, Turn on **Low Battery Mode**. This temporarily reduces power consumption until you can fully charge your phone. Mail fetch, Hey Siri, background app refresh, auto downloads and some effects are reduced or turned off. Your iPhone will also charge faster when in Low Power Mode

**Settings > Battery** on your iPhone and iPads, Low Battery Mode. (you can also show battery percentage).

**Also accessible via Control Center**

**Settings > Control Center:** Customize Controls. Add Low Battery Mode. Then swipe up.



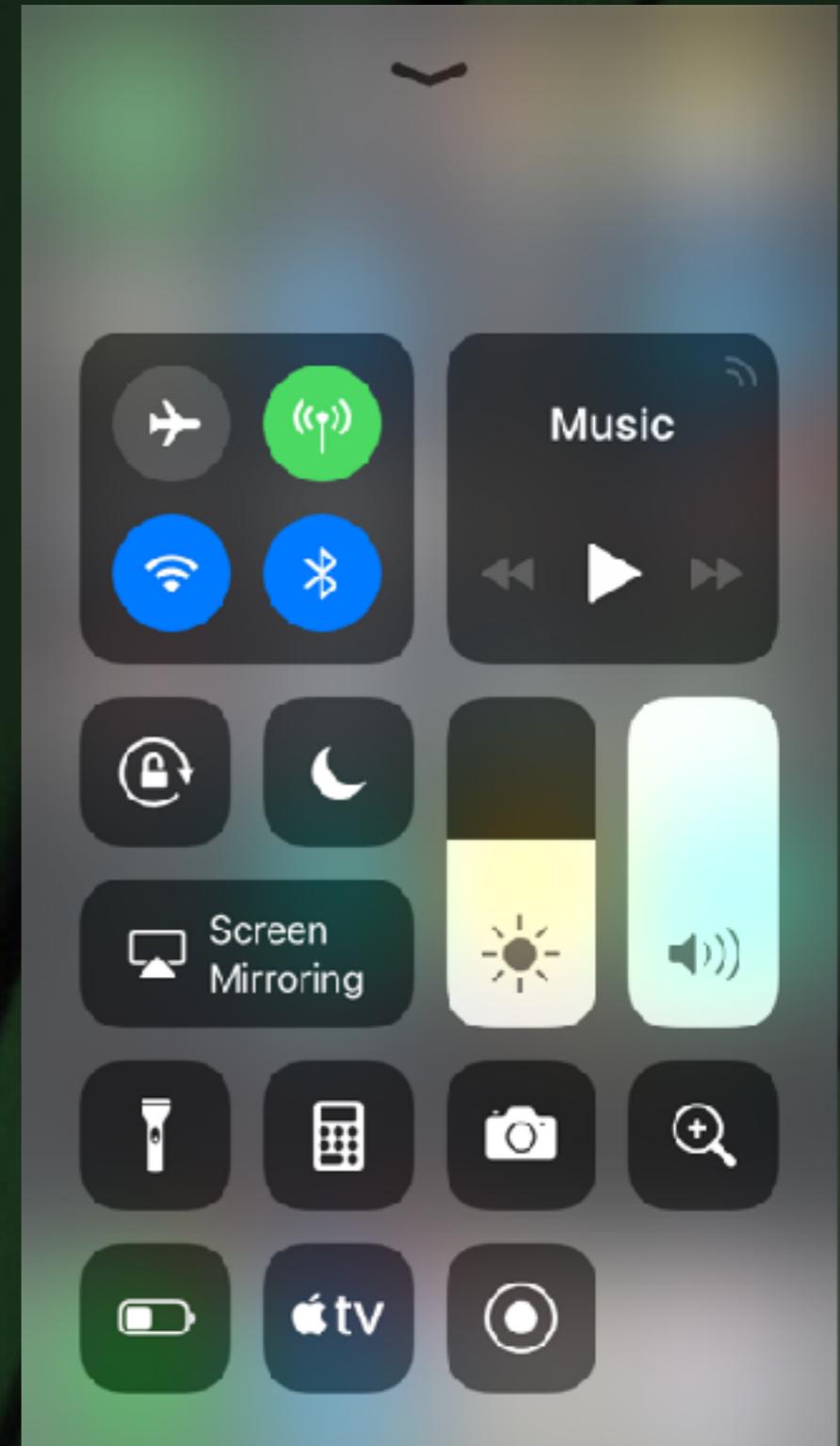


# CONTROL CENTER

**Swiping Up** on your iPhone and iPads give you access to the Control Center

Some of the apps available:  
Airplane Mode, Wi-Fi, Bluetooth, Brightness, Flashlight, low battery mode

**Settings > Control Center:** Customize Controls. Add and subtract what controls you want to appear.





# iCloud



## iCLOUD SYNC & BACK-UP & OTHER SETTINGS

**SETTINGS > (Click on your name at the top), > iCloud: Turn on Find My iPhone and iCloud Back-up (RECOMMENDED).**

**Use the same iCloud ID on all Apple devices (iPhone, iPad Mac's).**

You can store Photos in the iCloud and sync across all devices with the same iCloud ID as well as sync Contacts, Calendars, Reminders, Safari, Notes, and more.

**Most Importantly you can back-up your iOS devices into the iCloud.** You get 5GB free, but probably need to pay for more storage, but when turned on, your data is being backed up to the iCloud.



# EMERGENCY SOS

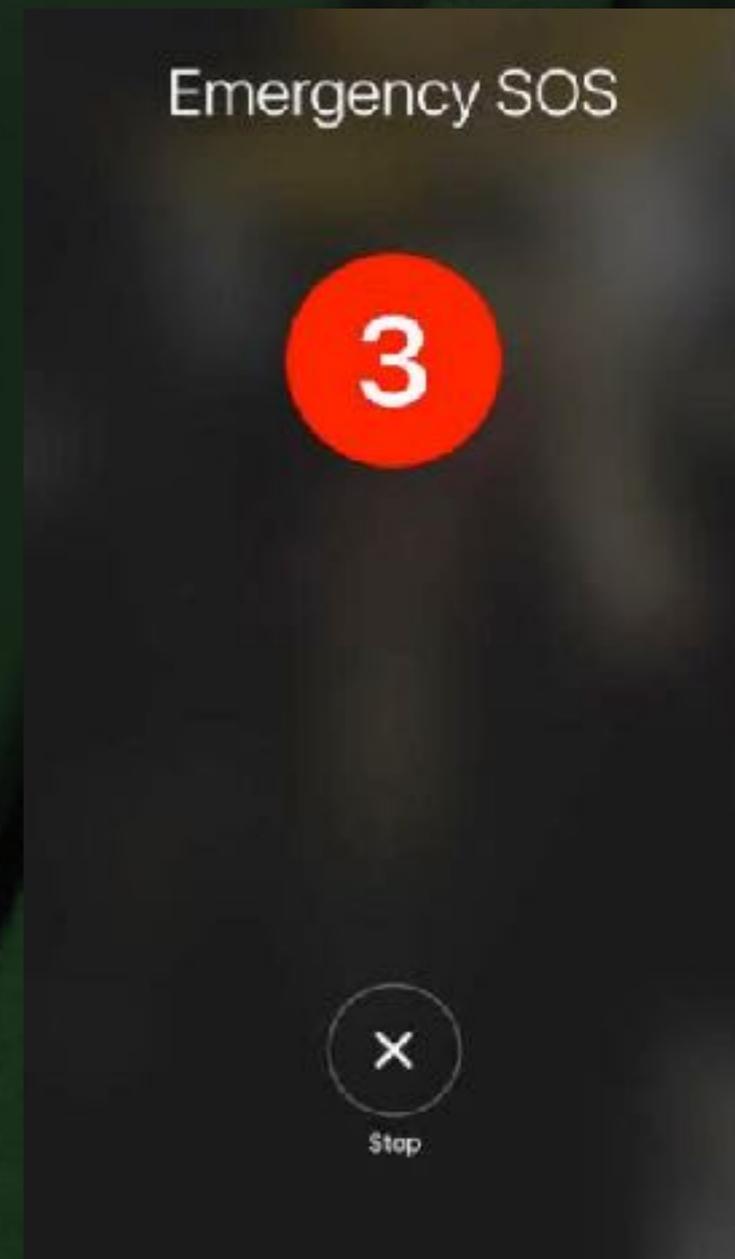
With **Emergency SOS** in **iOS 11** you can quickly and easily call for help and alert your emergency contacts.

a. To turn on: **Settings > Emergency SOS, Auto Call on.**  
(Emergency contacts from the **Health** app).

b. When you use **Emergency SOS** to call, the contacts will be notified and sent your current location.

c. To activate **Emergency SOS: Phone X, iPhone 8, or iPhone 8 Plus:** Press and hold the side button and one of the Volume buttons until the Emergency SOS slider appears.

**iPhone 7 or earlier:** Rapidly press the side button five times. The Emergency SOS slider will appear.





# UBER & LYFT

**Why drive when you can have someone else drive for you.**



Both **Uber** and **Lyft** are a both personal taxi apps. Drivers are individuals using their own personal cars as taxis. Bringing you to and from your destinations.



They both work on the same principle, based upon your phones GPS. You can share rides with others (less expensive), to private rides (more money). You can also decide on the type of vehicle you might want to pick you up. From economy cars to high end Luxury cars to SUV's (if you need to carry luggage, etc).

Live iPhone Demo.



# FACETIME

## Audio & Video calls

**Use FaceTime with your iPhone and iPad.**

### **Turn on FaceTime**

Open the FaceTime app and sign in with your Apple ID. You can also do this from **Settings > FaceTime.**

### **Make a FaceTime call (Audio or Video)**

To make a **FaceTime** call, you need the person's phone number or registered email address.

In the **FaceTime** app, enter the person's phone number or email address then tap the **FaceTime video or audio** icon at the top. If you have the person's phone number or email address saved in your Contacts, you can enter their name, then tap the video or audio icon.



**LUNCH**



# SOCIAL MEDIA & SECURITY

Protecting your iPhone/iPad, Find Friends, Apple Pay,  
Facebook Yelp and more.



# A protective case

A good case can protect your iPhone & iPad, they are an investment.





# Find My iPhone



**Find your iPhone and iPad with this helpful app.**

**Find My iPhone:** can help find your iPhone or iPad if missing, lost or Stolen. Also can **Send Last Location**.

**Review, because this is something we deal with a lot.**

**SETTINGS > (Click on your name at the top), > iCloud: Turn on Find My iPhone and iCloud Back-up (RECOMMENDED).**

**Find My iPhone, can help find your iPhone or iPad if missing, stolen or lost. It can also send Last Location, and can track it via GPS.**



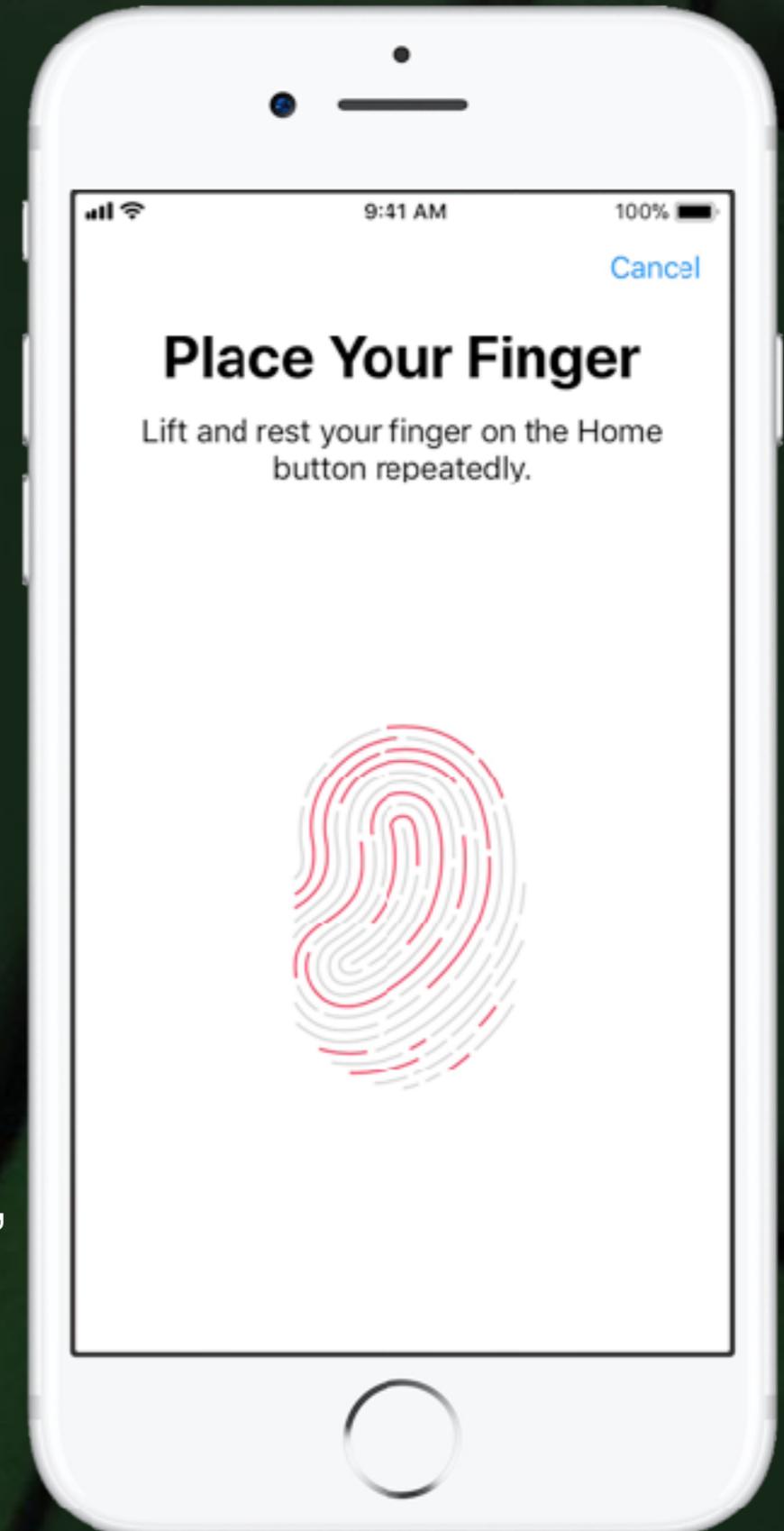
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Live iPhone Demo





# FIND FRIENDS

With **Find My Friends**, you can locate your friends and family from your iPhone/iPad

To use Find My Friends, your friends need it on their device too.

Open **Find My Friends**.

**Tap Add.**

Choose a friend or enter your friend's email address,  
then tap **Send or Done to send the request.**

After your friend agrees to share their location, you can see where they are in a list or on a map in the **Find My Friends app**, or on [iCloud.com](https://www.icloud.com).



# APPLE PAY



**Apple Pay** is easy and works with the **iPhone and iPad**. You can make secure purchases in stores (where ever you see the Apple Pay symbol), in apps, and on the web.

**Apple Pay** is even simpler than using your physical card, and safer too. When you make a purchase, Apple Pay uses a device-specific number and unique transaction code. So your card number is never stored on your device or on Apple servers, and when you pay, your card numbers are **never shared by Apple with merchants**.

**Settings > Wallet & Apple Pay**. You can turn on Apple Pay, and set up what credit cards you want to use.



# SOCIAL NETWORKS



Facebook



Twitter



Instagram



YouTube



Yelp



Safari



# THANK-YOU!

Go to: [MacMyDay.com](http://MacMyDay.com) and click the LACERS Well icon at the bottom of the page.

We will be posting more information, How-to-links and Q&A's.

