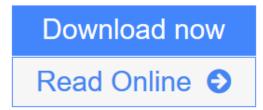# iOS 9 Mail, Contacts & Calendar Quick Reference Guide for iPad, iPhone, and iPod touch (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)

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iOS 9 Mail, Contacts & Calendar Quick Reference Guide for iPad, iPhone, and iPod touch (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)

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4-pg laminated quick reference guide in a compact iPad-friendly format (8.5 inches x 5.5 inches) showing step-by-step instructions and shortcuts for how to use the Mail, Contacts and Calendar features of the iOS 9 operating system for the iPad, iPhone, or iPod touch. Includes links to expanded content on our web site. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using iOS 9. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

The following topics are covered:

Mail: Viewing the Email List; Getting New Mail; Creating a New Email; Adding an Attachment; Using Mail Drop; Inserting a Photo or Video in an Email; Saving a Draft of an Email; Hiding an Email Draft; Printing, Forwarding, Replying; Opening and Saving Attachments; Deleting Emails; Adding an Email Signature; Marking Emails Unread, Read, or Flagged; Creating, Deleting or Renaming Folders; Moving an Email to a Folder; Adding Special Email Lists; Notifications for Email Chains; Accessing Folders or Other Email Accounts; Using the VIP Inbox; Searching Emails; Using Links and Detected Data.

Contacts: Viewing Contact Details; Editing an Existing Contact; Searching Contacts; Adding a New Contact; Adding Contacts from an Email; Blocking a Contact; Accessing Groups or Contacts from Individual Accounts; Using Direct Links from Contacts.

Calendar: Changing the Calendar View; Viewing Event Details; Creating a Calendar Event; Editing or Deleting an Event; Searching Events; Handling Event Invitations; Managing Multiple Calendars.

Also includes a List of Keyboard and Email Tips.

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