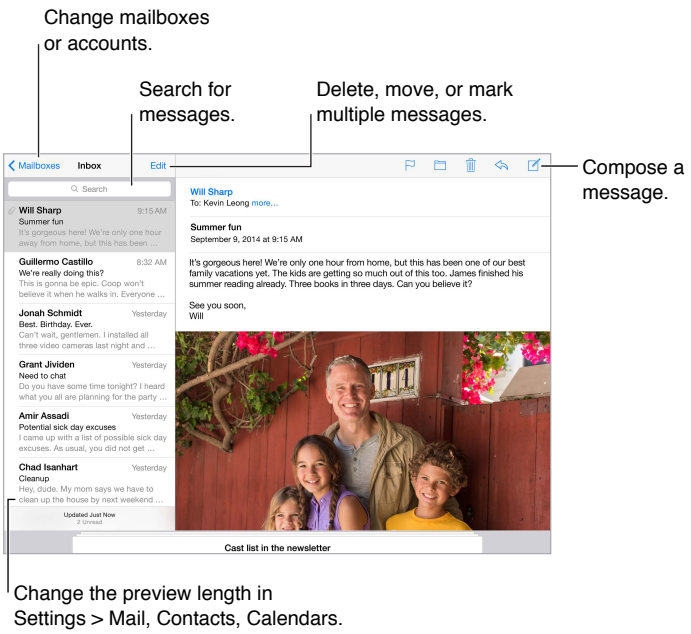
Mail

6

Write messages

Mail lets you access all of your email accounts, on the go.

> ***WARNING:*** For important information about avoiding distractions that could lead to dangerous situations, see Important safety information on page 159.



Insert a photo or video. Double-tap, then tap Insert Photo or Video. Also see Edit text on page 30.

Quote some text when you reply. Tap the insertion point, then select the text you want to include. Tap ⮌, then tap Reply. You can turn off the indentation of the quoted text in Settings > Mail, Contacts, Calendars > Increase Quote Level.

Send a message from a different account. Tap the From field to choose an account.

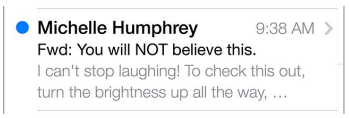
Change a recipient from Cc to Bcc. After you enter recipients, you can drag them from one field to another or change their order.

Mark addresses outside certain domains. When you're addressing a message to a recipient that's not in your organization's domain, Mail can color the recipient's name red to alert you. Go to Settings > Mail, Contacts, Calendars > Mark Addresses, then define the domains that you don't want marked. You can enter multiple domains separated by commas, such as "apple.com, example.org."

Use Siri. Say something like:

- "New email to Susan Conway"
- "Email Dr. Patrick and say I got the forms, thanks"

Get a sneak peek

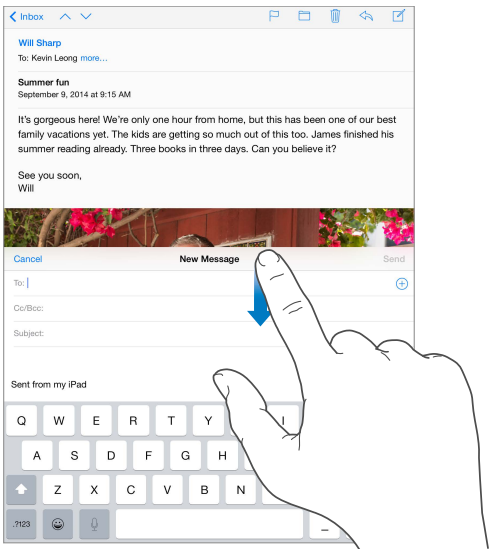


See a longer preview. Go to Settings > Mail, Contacts, Calendars > Preview. You can show up to five lines.

Is this message for me? Go to Settings > Mail, Contacts, Calendars, then turn on Show To/Cc Label. If the label says Cc instead of To, you were just copied. You can also use the To/Cc mailbox, which gathers all mail addressed to you. To show it, tap Edit while viewing the Mailboxes list.

Finish a message later

Look at another message while you're writing one. Swipe down on the title bar of a message you're writing. When you're ready to return to your message, tap its title at the bottom of the screen. If you have more than one message waiting to be finished, tap the bottom of the screen to see them all.



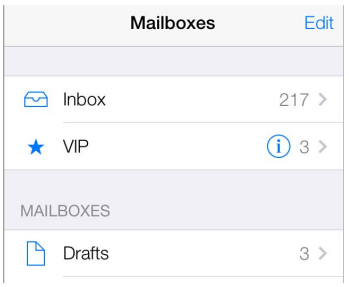
Save a draft for later. If you're writing a message and want to finish it later, tap Cancel, then tap Save Draft. To get it back, touch and hold Compose.

With OS X Yosemite, you can also hand off unfinished messages with your Mac. See About Continuity features on page 25.

See important messages

Get notified of replies to a message or thread. Tap ⚐, then tap Notify Me. While you're writing a message, you can also tap 🔔 in the Subject field. To change how notifications appear, go to Settings > Notifications > Mail > Thread Notifications.

Gather important messages. Add important people to your VIP list, so all their messages appear in the VIP mailbox. Tap the sender's name in a message, then tap Add to VIP. To change how notifications appear, go to Settings > Notifications > Mail > VIP.



Get notified of important messages. Notification Center lets you know when you receive messages in favorite mailboxes or messages from your VIPs. Go to Settings > Notifications > Mail.

Flag a message so you can find it later. Tap ⚐ while reading the message. To change the appearance of the flagged message indicator, go to Settings > Mail, Contacts, Calendars > Flag Style. To see the Flagged smart mailbox, tap Edit while viewing the Mailboxes list, then tap Flagged.

Search for a message. Scroll to or tap the top of the message list to reveal the search field. Searching looks at the address fields, the subject, and the message body. To search multiple accounts at once, search from a smart mailbox, such as All Sent.

Search by timeframe. Scroll to or tap the top of the message list to reveal the search field, then type something like "February meeting" to find all messages from February with the word "meeting."

Search by message state. To find all flagged, unread messages from people in your VIP list, type "flag unread vip." You can also search for other message attributes, such as "attachment."

Junk be gone! Tap ⚐ while you're reading a message, then tap Move to Junk to file it in the Junk folder. If you accidentally move a message, shake iPad immediately to undo.

Use Siri. Say, for example, "Any new mail from Jonah today?"

Make a favorite mailbox. Favorite mailboxes appear at the top of the Mailboxes list. To add a favorite, tap Edit while viewing the Mailboxes list. Tap Add Mailbox, then select the mailbox to add. You'll also get push notifications for your favorite mailboxes.

Show draft messages from all of your accounts. While viewing the Mailboxes list, tap Edit, tap Add Mailbox, then turn on the All Drafts mailbox.

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Attachments

Save a photo or video to Photos. Touch and hold the photo or video until a menu appears, then tap Save Image.

Open an attachment with another app. Touch and hold the attachment until a menu appears, then tap the app you want to use to open the attachment. Some attachments automatically show a banner with buttons you can use to open other apps.

See messages with attachments. The Attachments mailbox shows messages with attachments from all accounts. To add it, tap Edit while viewing the Mailboxes list.

Work with multiple messages

Delete, move, or mark a message. While viewing a list of messages, swipe a message to the left to reveal a menu of actions. Swipe all the way to the left to select the first action. You can also swipe a message to the right to reveal another action. Choose the actions you want to appear in Settings > Mail, Contacts, Calendars > Swipe Options.

Delete, move, or mark multiple messages. While viewing a list of messages, tap Edit. Select some messages, then choose an action. If you make a mistake, shake iPad immediately to undo.

Organize your mail with mailboxes. Tap Edit in the mailboxes list to create a new one, or rename or delete one. (Some built-in mailboxes can't be changed.) There are several smart mailboxes, such as Unread, that show messages from all your accounts. Tap the ones you want to use.

Recover a deleted message. Go to the account's Trash mailbox, open the message, then tap and move the message. Or, if you just deleted it, shake iPad to undo. To see deleted messages across all your accounts, add the Trash mailbox. To add it, tap Edit in the mailboxes list, then select it in the list.

Archive instead of delete. Instead of deleting messages, you can archive them so they're still around if you need them. Select Archive Mailbox in Settings > Mail, Contacts, Calendars > *account name* > Account > Advanced. To delete a message instead of archiving it, touch and hold , then tap Delete.

Stash your trash. You can set how long deleted messages stay in the Trash mailbox. Go to Settings > Mail, Contacts, Calendars > *account name* > Account > Advanced.

See and save addresses

See who received a message. While viewing the message, tap More in the To field.

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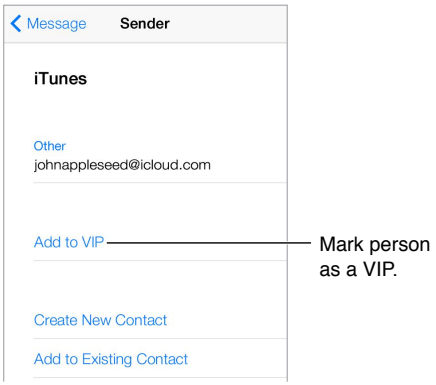
Add someone to Contacts or make them a VIP. Tap the person's name or email address, then tap Add to VIP. You can also add their address to a new or existing contact.



Print messages

Print a message. Tap ⇦, then tap Print.

Print an attachment or picture. Tap to view it, tap ⇦, then choose Print.

See AirPrint on page 40.

Mail settings

Go to Settings > Mail, Contacts, Calendars, where you can:

- Create a different mail signature for each account
- Add mail accounts
- Set Out of Office replies for Exchange email accounts
- Bcc yourself on every message you send
- Turn on Organize by Thread to group related messages together
- Turn off confirmation for deleting a message
- Turn off Push delivery of new messages, to save on battery power
- Temporarily turn off an account

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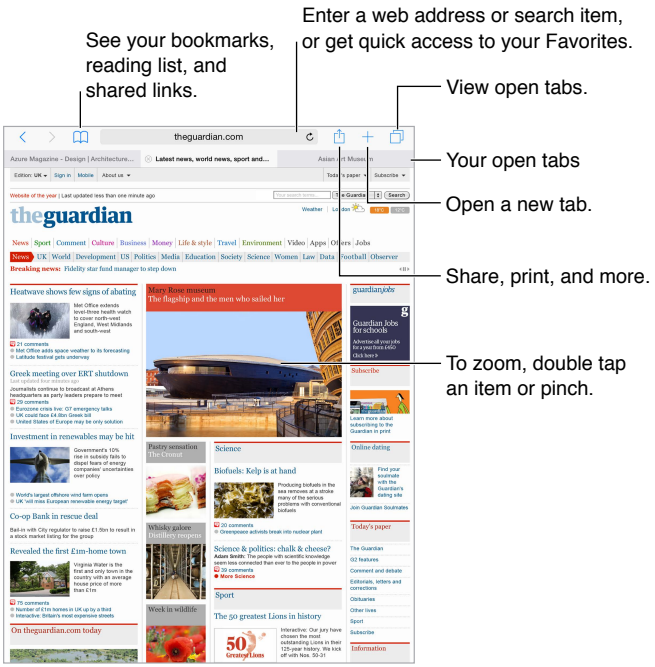
Safari

7

Safari at a glance

Use Safari on iPad to browse the web, use Reading List to collect webpages to read later, and add page icons to the Home screen for quick access. Use iCloud to see pages you have open on other devices, and to keep your bookmarks, history, and reading list up to date on your other devices.



Search the web

Search the web. Enter a URL or search term in the search field at the top of the page, then tap a search suggestion, or tap Go on the keyboard to search for exactly what you typed. If you don't want to see suggested search terms, go to Settings > Safari, then (under Search) turn off Search Engine Suggestions.

Quickly search a site you've visited before. Enter the name of the site, followed by your search term. For example, enter "wiki einstein" to search Wikipedia for "einstein." Go to Settings > Safari > Quick Website Search to turn this feature on or off.

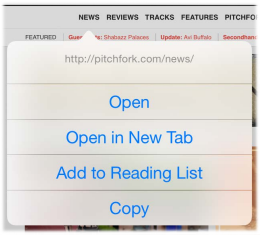
Have your favorites top the list. Select them at Settings > Safari > Favorites.

Search the page. Scroll to the bottom of the suggested results list, then tap the entry under On This Page. Tap > in the bottom left to see the next occurrence on the page. To search the page for a different term, enter it in the field at the bottom of the page. To continue browsing, tap Done.

Choose your search tool. Go to Settings > Safari > Search Engine.

Browse the web

Look before you leap. To see the URL of a link before you go there, touch and hold the link.



Touch and hold a link to see these options.

Open a link in a new tab. Touch and hold the link, then tap Open in New Tab. If you'd like to switch to a new tab when you open it, go to Settings > Safari, then turn off Open New Tabs in Background.

Browse open tabs. Tap ⧉, or pinch with three fingers to view all your open tabs. If you have several open tabs, tabs for the same site are stacked. To close a tab, tap ✕ in the upper-left corner, or swipe the tab to the left. To return to a single tab, tap a tab, tap Done, or spread three fingers.

View tabs open on your other devices. If you turn on Safari in Settings > iCloud, you can view tabs that you have open on your other devices. Tap ⧉, then scroll to the lists at the bottom of the page.

Note: If you close the tab on iPad, the tab also closes on your other devices.

View recently closed tabs. Touch and hold +.

Get back to the top. Tap the top edge of the screen to quickly return to the top of a long page.

See more. Turn iPad to landscape orientation.

See the latest. Tap ↻ next to the address in the search field to update the page.

See a tab's history. Touch and hold < or >.

View the desktop version of a site. If you want to see the full desktop version of a site instead of the mobile version, tap the search field, pull down the display of your favorites, then tap Request Desktop Site.

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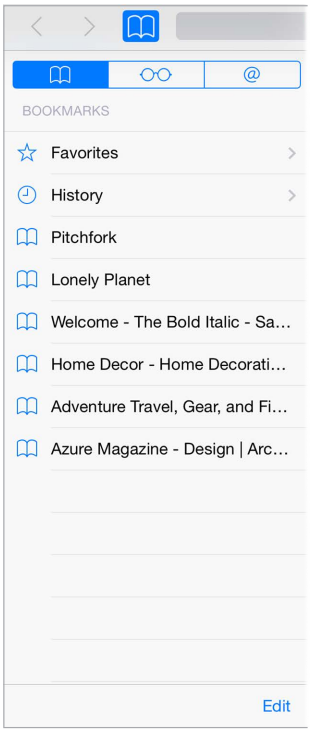
Keep bookmarks



Bookmark the current page. Tap (or touch and hold), then tap Add Bookmark.

View your bookmarks. Tap , then tap .

Get organized. To create a folder for bookmarks, tap , then tap Edit.

Add a webpage to your favorites. Open the page, tap the search field, drag down, then tap Add to Favorites.

Quickly see your favorite and frequently visited sites. Tap the search field to see your favorites. Scroll down to see frequently visited sites.

Edit your favorites. Tap the search field, then touch and hold a page or folder until the icon gets larger. Then you can delete the item, or tap edit to rename or move it.

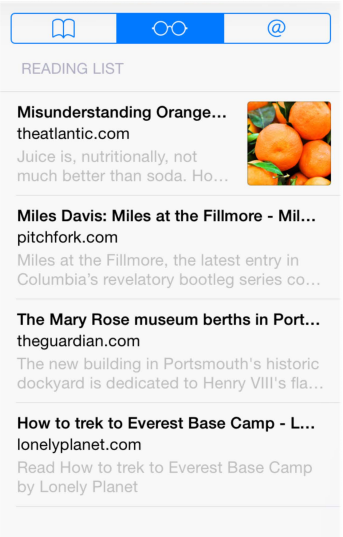
Choose which favorites appear when you tap the search field. Go to Settings > Safari > Favorites.

Bookmarks bar on your Mac? Go to Settings > iCloud, then turn on Safari if you want items from the bookmarks bar in Safari on your Mac to appear in Favorites on iPad.

Save an icon for the current page on your Home screen. Tap , then tap Add to Home Screen. The icon appears only on the device where you create it.

Save a reading list for later

Save interesting items in your reading list so you can revisit them later. You can read pages in your reading list even when you're not connected to the Internet.



Add the current page to your reading list. Tap ⬆, then tap Add to Reading List.

Add a linked page without opening it. Touch and hold the link, then tap Add to Reading List.

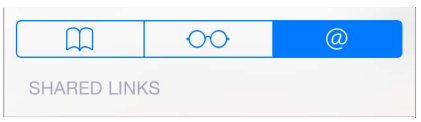
View your reading list. Tap 📖, then tap 👓.

Delete something from your reading list. Swipe left on the item in your reading list.

Don't want to use cellular data to download reading list items? Go to Settings > Safari, then turn off Use Cellular Data.

Shared links and subscriptions

You can view links shared from social media, such as Twitter, or feeds from your subscriptions.

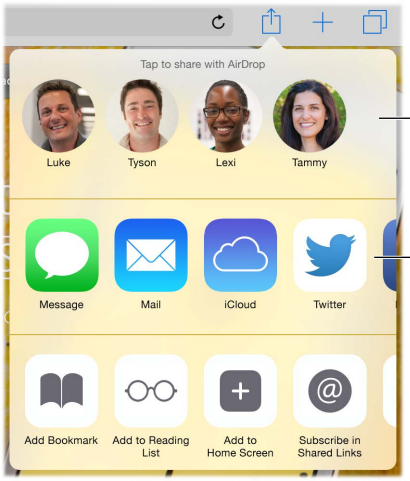


View shared links and subscriptions. Tap 📖, then tap @.

Subscribe to a feed. Go to a site that provides a subscription feed, tap ⬆, tap Add to Shared Links, then confirm by tapping Add to Shared Links.

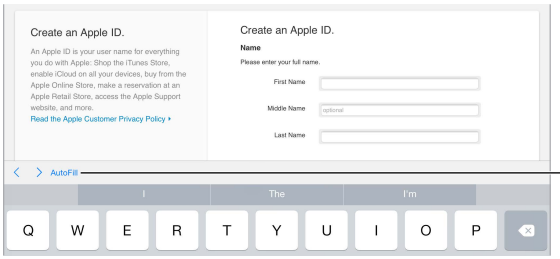
Delete a subscription. Tap 📖, tap @, tap Subscriptions below the list of your shared links, then tap ⊖ next to the subscription you want to delete.

Spread the news. Tap ⎙.



Fill in forms

Whether you're logging in to a website, signing up for a service, or making a purchase, you can fill in a web form using the onscreen keyboard or have Safari fill it in for you using AutoFill.



Tired of always having to log in? When you're asked if you want to save the password for the site, tap Yes. The next time you visit, your user name and password will be filled in for you.

Fill in a form. Tap any field to bring up the onscreen keyboard. Tap 〈 or 〉 above the keyboard to move from field to field.

Fill it in automatically. Go to Settings > Safari > Passwords & AutoFill, then turn on Use Contact Info. Then, tap AutoFill above the onscreen keyboard when you're filling in the form. Not all websites support AutoFill.

Add a credit card for purchases. Go to Settings > Safari > Passwords & AutoFill > Saved Credit Cards > Add Credit Card. To enter the information without typing it, tap Use Camera, then hold iPad above the card so that the image of the card fits in the frame. You can also add a credit card by accepting when Safari offers to save it when you make an online purchase. See iCloud Keychain on page 44.

Use your credit card information. Look for the AutoFill Credit Card button above the onscreen keyboard whenever you're in a credit card field. Your card's security code isn't stored, so you still enter that yourself. If you're not using a passcode for iPad, you might want to start; see Use a passcode with data protection on page 43.

Submit a form. Tap Go, Search, or the link on the webpage.

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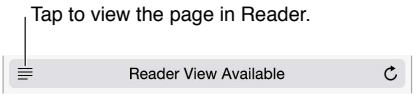
Avoid clutter with Reader

Use Safari Reader to focus on a page's primary content.



Focus on content. Tap ≡ at the left end of the address field. If you don't see the icon, Reader isn't available for the page you're looking at.

Share just the good stuff. To share just the article text and a link to it, tap ⬆ while viewing the page in Reader.

Return to the full page. Tap the Reader icon in the address field again.

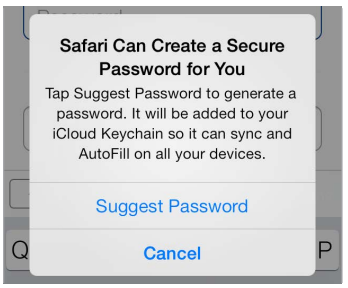
Privacy and security

You can adjust Safari settings to keep your browsing activities to yourself and protect yourself from malicious websites.

Want to keep a low profile? Go to Settings > Safari, then turn on Do Not Track. Safari will ask websites you visit not to track your browsing, but beware—a website can choose not to honor the request.

Control cookies. Go to Settings > Safari > Block Cookies. To remove cookies already on iPad, go to Settings > Safari > Clear History and Website Data.

Let Safari create secure passwords and store them for you. Tap the password field when creating a new account and Safari will offer to create a password for you.



Erase your browsing history and data from iPad. Go to Settings > Safari > Clear History, and Settings > Safari > Clear History and Website Data.

Visit sites without making history. Tap ⧉, then tap Private. Sites you visit won't appear in iCloud Tabs or be added to History on your iPad. To put away your private sites, tap ⧉, then tap Private again. You can close the pages, or keep them for viewing the next time you use Private Browsing Mode.

Watch for suspicious websites. Go to Settings > Safari, then turn on Fraudulent Website Warning.

Safari settings

Go to Settings > Safari, where you can:

- Choose your search engine and configure search results
- Provide AutoFill information
- Choose which favorites are displayed when you search

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- Have new tabs open in the background
- Display your Favorites at the top of the page
- Block pop-ups
- Tighten privacy and security
- Clear your history and website data
- Choose whether to use cellular data for Reading List items (Wi-Fi + Cellular models)
- Configure advanced settings and more

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Music

8

Music at a glance

Use Music on iPad to enjoy music on your device as well as streamed over the Internet via iCloud and Radio. With an optional Apple Music subscription, listen to and download millions of tracks and connect with your favorite artists.

Note: You need a Wi-Fi connection and an Apple ID to use Radio, iCloud, and Apple Music. These services are not available in all areas.

Get music

Get music and other audio content on to iPad in the following ways:

- *Subscribe to Apple Music:* With a subscription and Wi-Fi connection, stream unlimited amounts of music and download tracks to your device. See Apple Music on page 67.
- *Purchase music from the iTunes Store:* Go to iTunes Store. See iTunes Store at a glance on page 115.
- *iCloud:* Get access to all your iTunes songs, no matter which device you used to purchase them. Use iTunes Match to include CDs and other music you import. See iCloud and iTunes Match on page 72.
- *Family Sharing:* To download songs purchased by other members of your family, go to iTunes Store, tap More, tap Purchased, then choose a family member. See Family Sharing on page 37.
- *Sync content with iTunes on your computer:* See Sync with iTunes on page 20.

WARNING: For important information about avoiding hearing loss, see Important safety information on page 159.

Apple Music

Apple Music lets you stream and download music-related audio and video content. This subscription service is not available in all areas.

Apple Music subscribers can listen to music downloaded to iPad, shared from family members, and streamed through iCloud, iTunes Match, and Radio, just like non-subscribers. They can additionally access millions of songs for streaming and download, view and play songs recommended by music professionals and artists, share playlists among friends, and enjoy ad-free radio.

You can subscribe to Apple Music when you first launch Music. Or go to Settings > Music > Subscribe to Apple Music.

Tune your tastes

Apple Music can deliver the songs you most enjoy if you tell it about your musical preferences.

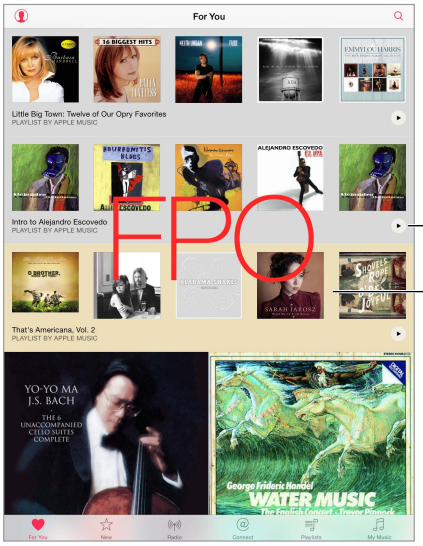
Select your favorite genres. During setup, tap genres you prefer.

Choose your favorite artists. Select artists you enjoy by tapping on them.

Revisit genre and artist preferences. Tap [Person icon], tap [Tune Your Tastes TK].

For you

Music recommendations based on your genre and artist preferences are found in For You.



View music tweaked to your taste. Tap ▶ to play an album or playlist. To view an album's contents, tap the album art.

Mark your favorites. Tap ♡ when viewing an album's contents, artist's screen, or in Now Playing to create a favorite. Favorites influence future For You recommendations.

Edit a For You playlist. Play the playlist, tap the Miniplayer to show the Now Playing screen, then tap ☰. Drag ☰ to rearrange the song order. To remove songs, swipe left, then tap Delete.

Do more with your music. When viewing an album's content tap More to add music to the Up Next queue, create a Radio station based on the currently selected music, or share music with a friend.

Search for music

Search through your music. Tap 🔍, tap My Music, enter a song, album, playlist, artist, compilation, or genre. Results include music on iPad as well as iCloud music and previous iTunes purchases.

Search Apple Music. Tap 🔍, tap Apple Music, select a trending search or enter a song, album, playlist, artist, compilation, or genre. Results are taken from Apple Music's catalog.

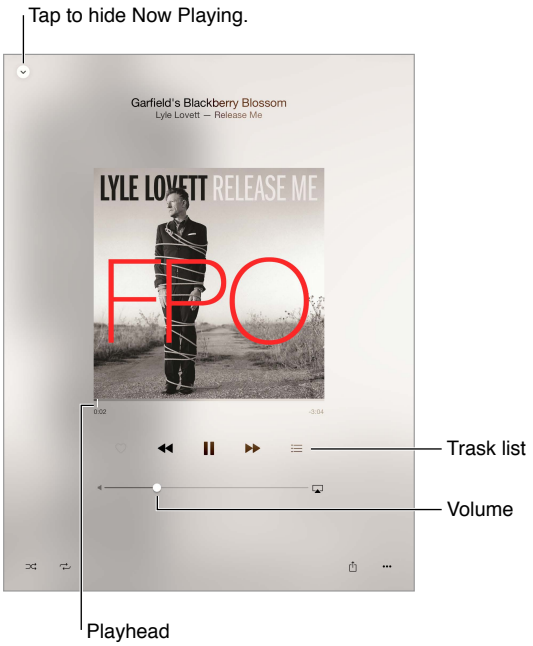
Add Apple Music

Add Apple Music from search results. Tap More next to any result, tap Add to My Music.

Note: Add to My Music does not download music to iPad. Instead, it provides a link to it from My Music. Tap that link to stream it to iPad.

Download Apple Music. Tap More next to an Apple Music entry, tap Keep on Device.

Play music



Control playback. Tap a song, then tap ▶ in the Miniplayer. Tap the Miniplayer to show the Now Playing screen. Tap ▶ to play the song. Tap ▶▶ to skip to the next song. Tap ⏮ to return to the song's beginning. Double-tap ⏮ to play an album or playlist's previous song.

Skip to any point in a song. Drag the playhead. Slow down the scrub rate by sliding your finger down the screen.

Share music. Tap ⬆,then choose a sharing option.

Shuffle. Tap [Shuffle icon] to play your songs in random order.

Repeat. Tap [Repeat icon] to repeat an album or playlist. Double-tap [Repeat icon] to repeat a single song.

See what's up next. Tap ☰. Tap a song to play it and the songs that follow. Drag ≡ to reorder the list. Swipe a song to the left, then tap Delete to remove it from Up Next.

Play music on AirPlay speakers or Apple TV. Tap ⊡ in Now Playing, then choose an AirPlay device. See AirPlay on page 40.

New

Music curators across the globe pick today's best music. Browse these recommendations by tapping New.

Play a new featured album.

Play other songs and albums recommended by Apple's experts.

Browse the best. Tap New, then tap a featured album, song, artist, or playlist.

Browse your favorite genres. Tap All Genres, choose a genre, then tap an album, song, or playlist to hear music handpicked by Apple's music experts.

Fit the music to the task. Tap Activities to play music appropriate for what you're doing.

Get expert advice. Tap Apple Editors or Curators to play music recommended by music authorities.

Keep up with your favorite editors and curators. Tap an editor or curator to view their recommendations, then tap Follow.

See what's hot. Tap Top Charts to access Apple Music sorted by Top Songs, Top Albums, and Top Music Videos.

Radio

Radio offers the always-on Beats One radio broadcast featuring top hosts spinning today's best music. Featured stations provide a great way to explore and enjoy new music in a variety of genres. You can also create your own custom stations, based on your pick of artist, song, or genre.