

10 Tips to Use iPhone/iPad Mail App Like a Pro

Tips to Use Mail App on Your iPhone & iPad Like a Pro

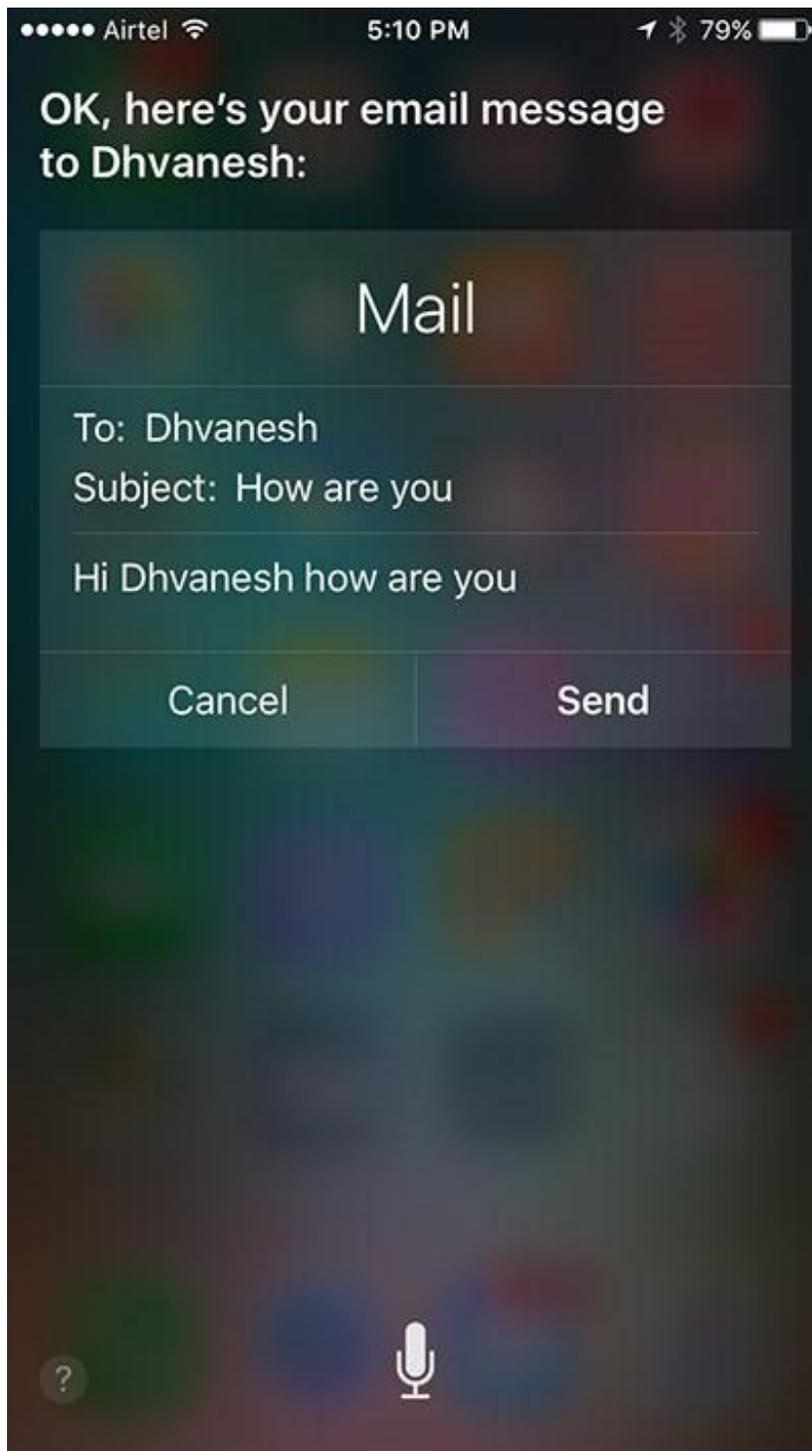
Tip #1. Compose & Send Mail

First off, compose a **mail quickly**. But how can you do that? With Apple's advanced Siri feature on your iPhone or iPad, you can compose and send a quick mail to your contacts.

Before you use Siri, we hope that you must have enabled voice ID for Hey Siri on your iOS 9 device. You can also enable Hey Siri Handsfree Mode.

Sponsored Links

Step #1. Invoke Siri → Command Siri to Write an email to "Name of Recipient" → Command Subject line → Dictate the message body.



Step #2. Finally, command Siri to send the mail.

Tip #2. Insert Photo or Video

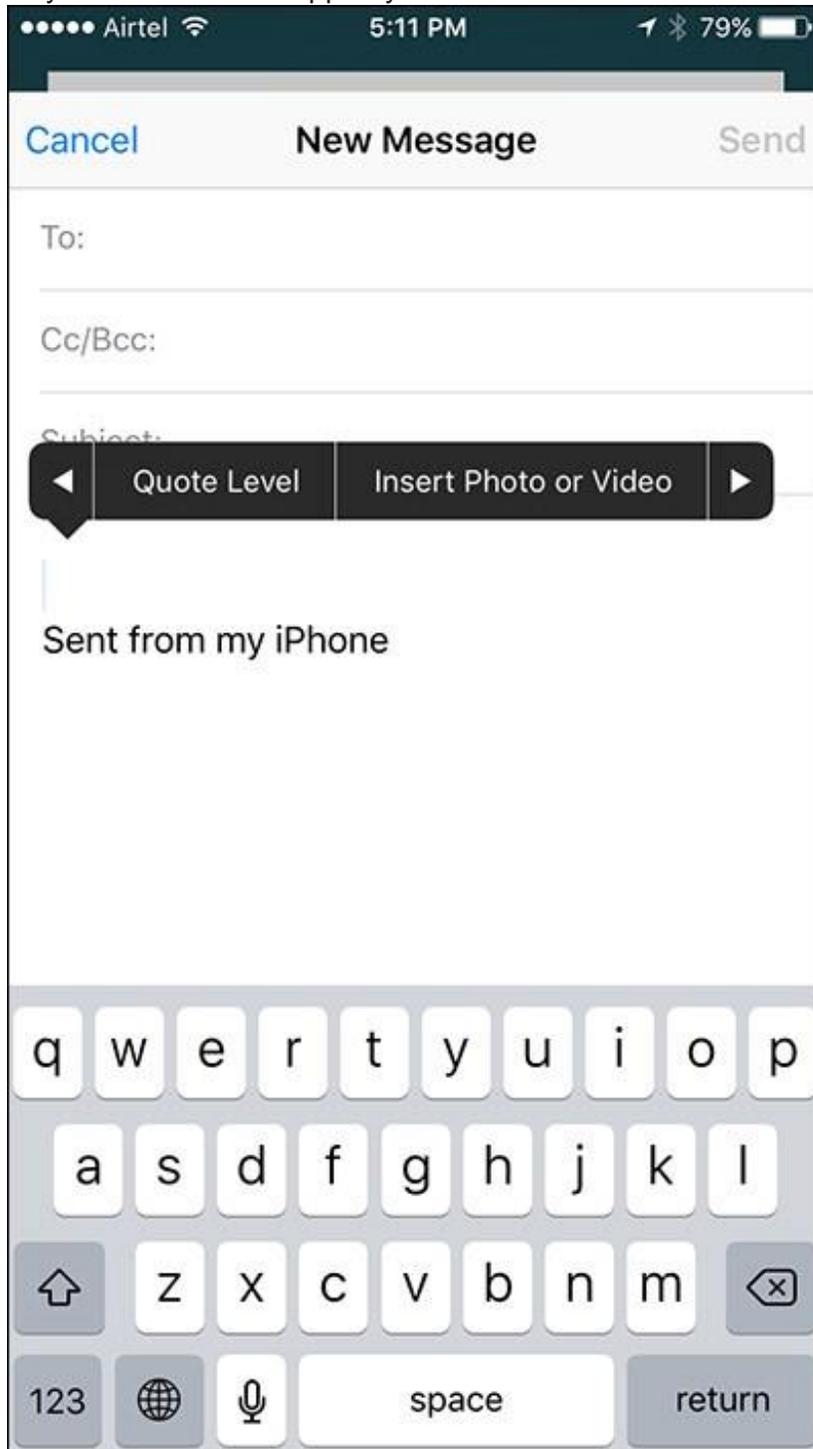
Post drafting a mail, if you wish you want to send some photos or video, you can do this immediately on your Mail app.

Step #1. On the message body, tap and hold your finger.

A menu will appear on the screen with options like: Select, Select All, Quote Level, Insert Photo or Video and Add Attachment.

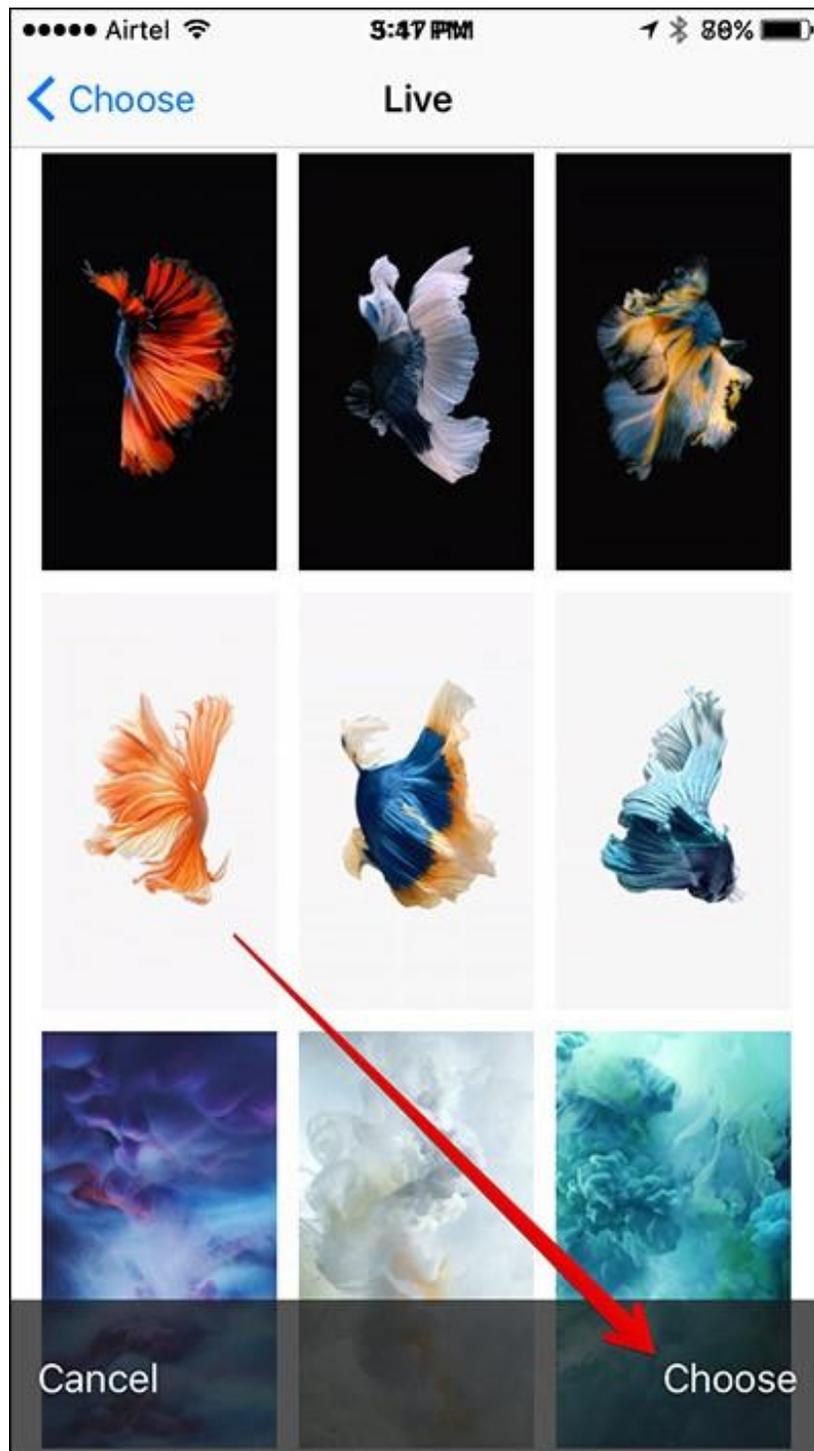
Step #2. Tap on Insert Photo or Video.

This action will take you to the Photos app of your iPhone/iPad.



Step #3. Tap any photo or video you want to insert.

Step #4. Tap on Choose and the photo/video will be inserted in message body.



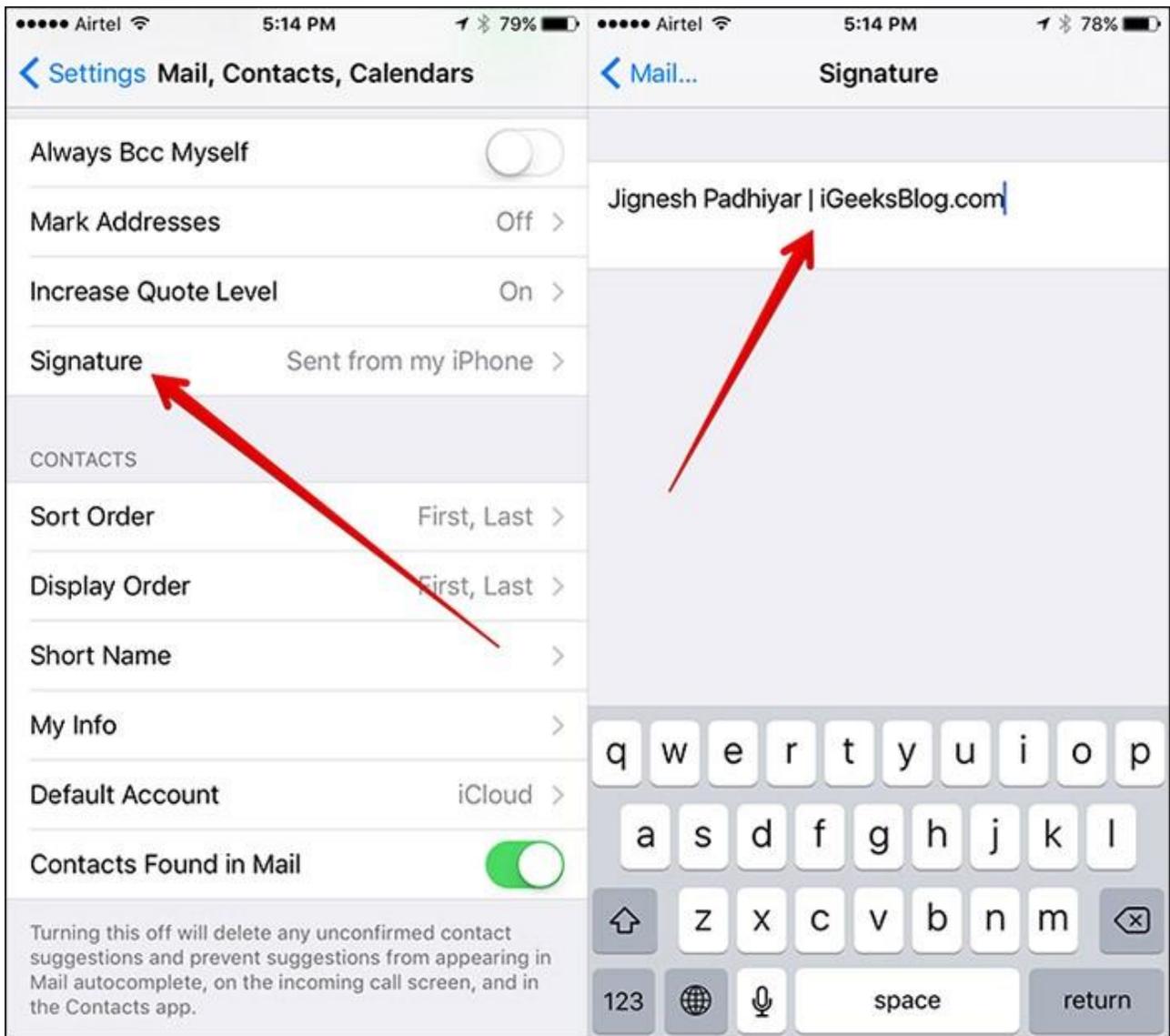
Tip #3. Remove Signature: Sent from my iPhone

When you send an email from your iPhone, the receiver will get a default signature that this mail is sent from iPhone. If you don't want your contact to know that you have sent an email from iPhone, follow some simple steps.

Step #1. Launch Settings app on your iPhone → Tap on Mail, Contacts, Calendars.



Step #2. Scroll down and tap on Signature. Delete the text “Sent from my iPhone”. You can write anything in that blank space – your name, your website, a quote etc.



Tip #4: Quote Text in Email Reply

This one is a little known secret hidden in the iPhone and iPad. The feature is very useful for businessmen and working executives, who are involved in long mail trail. [Click to Quote Text in Email Reply.](#)

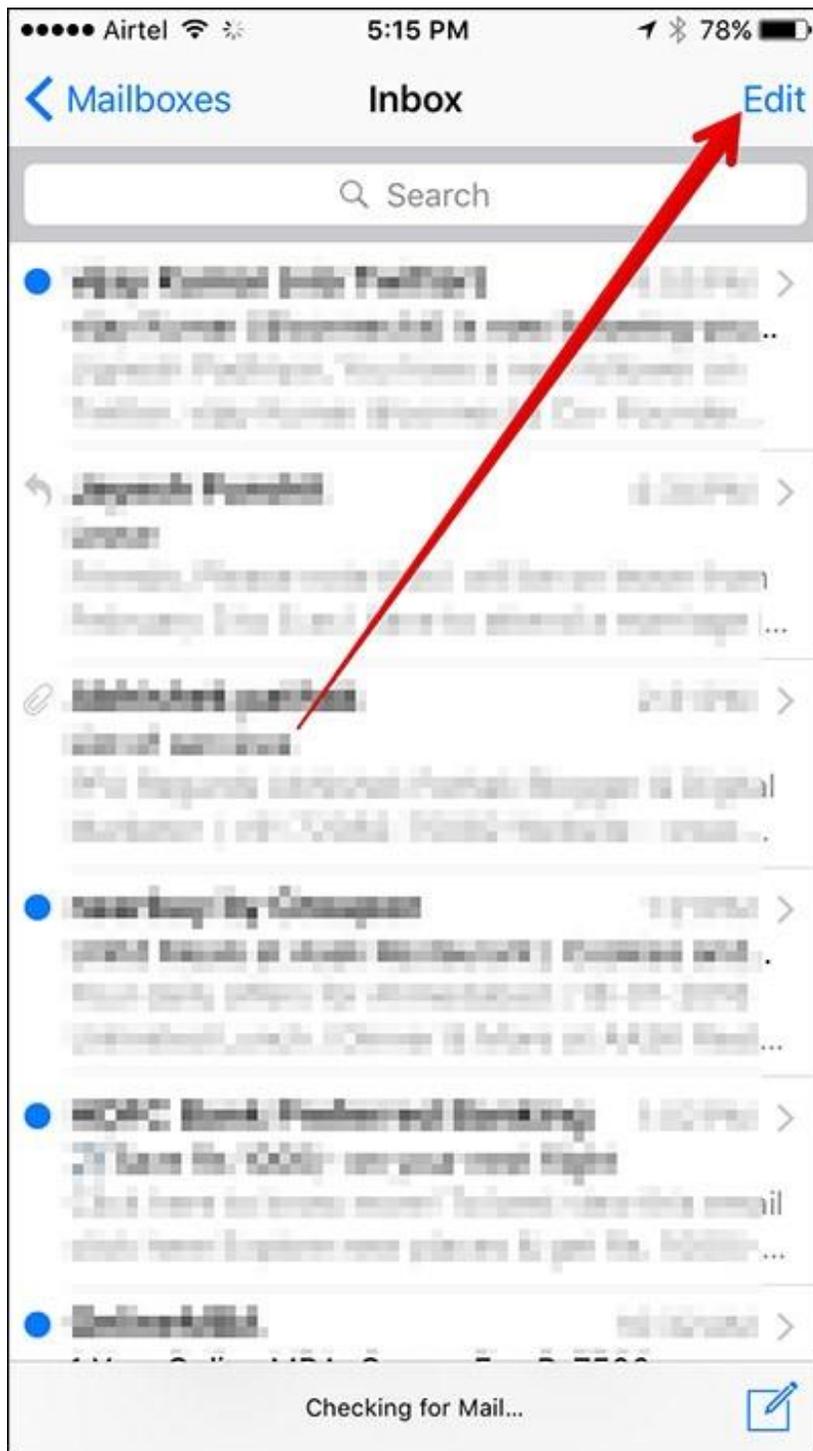
Tip #5. Increase & Decrease Font Size

Font size matters the most for users who have poor eyesight. They can easily increase the font size of mails. Even if you are using iOS 9 device, you can follow the same method to change font size as you have used in iOS 8 devices. [Check out this post to change the font size in your iPhone and iPad.](#)

Tip #6. Mark All Emails as Read, Unread, and Delete

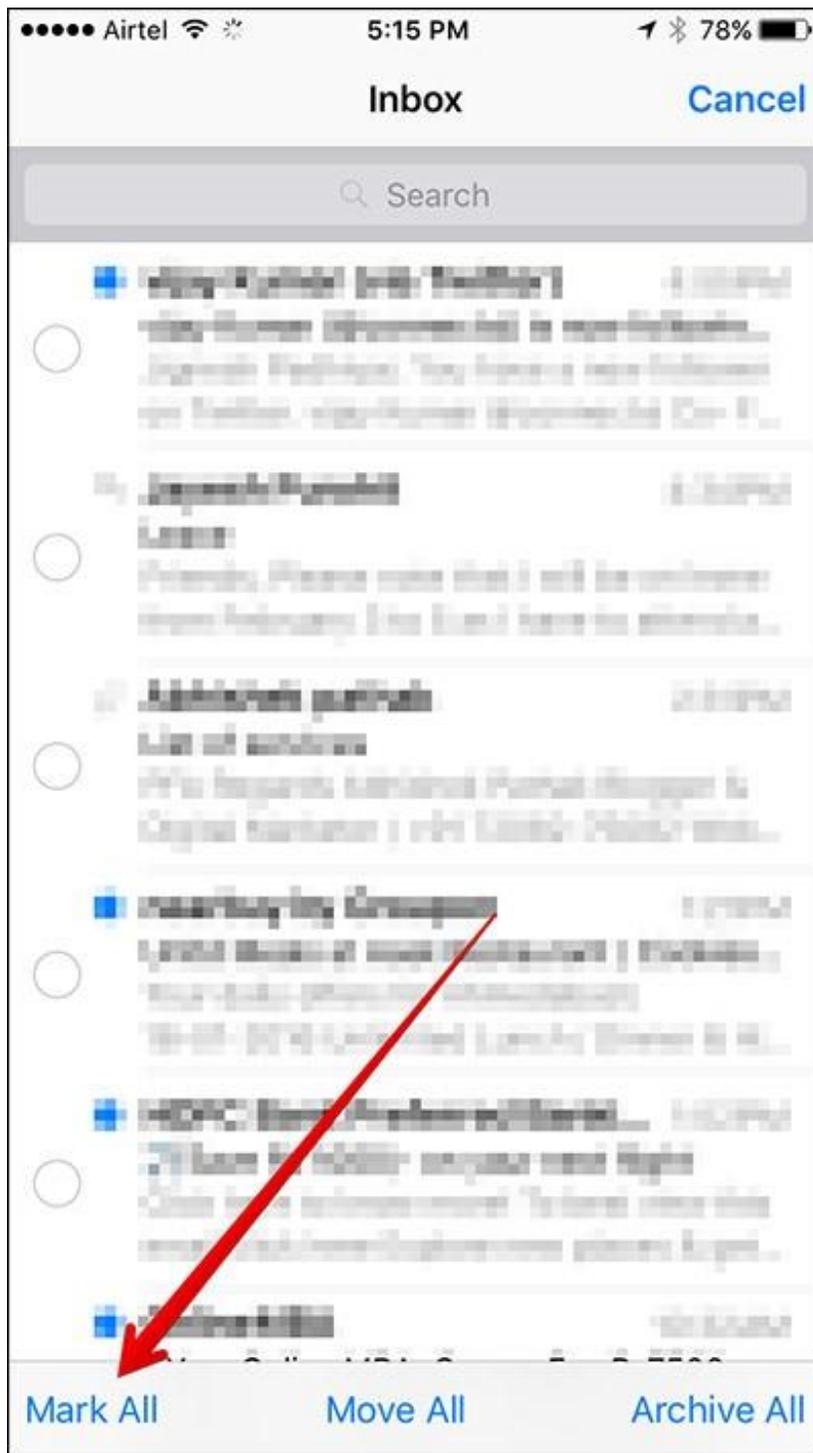
Step #1. Launch Mail app on your iPhone.

Step #2. Tap on Edit button from the top right corner.



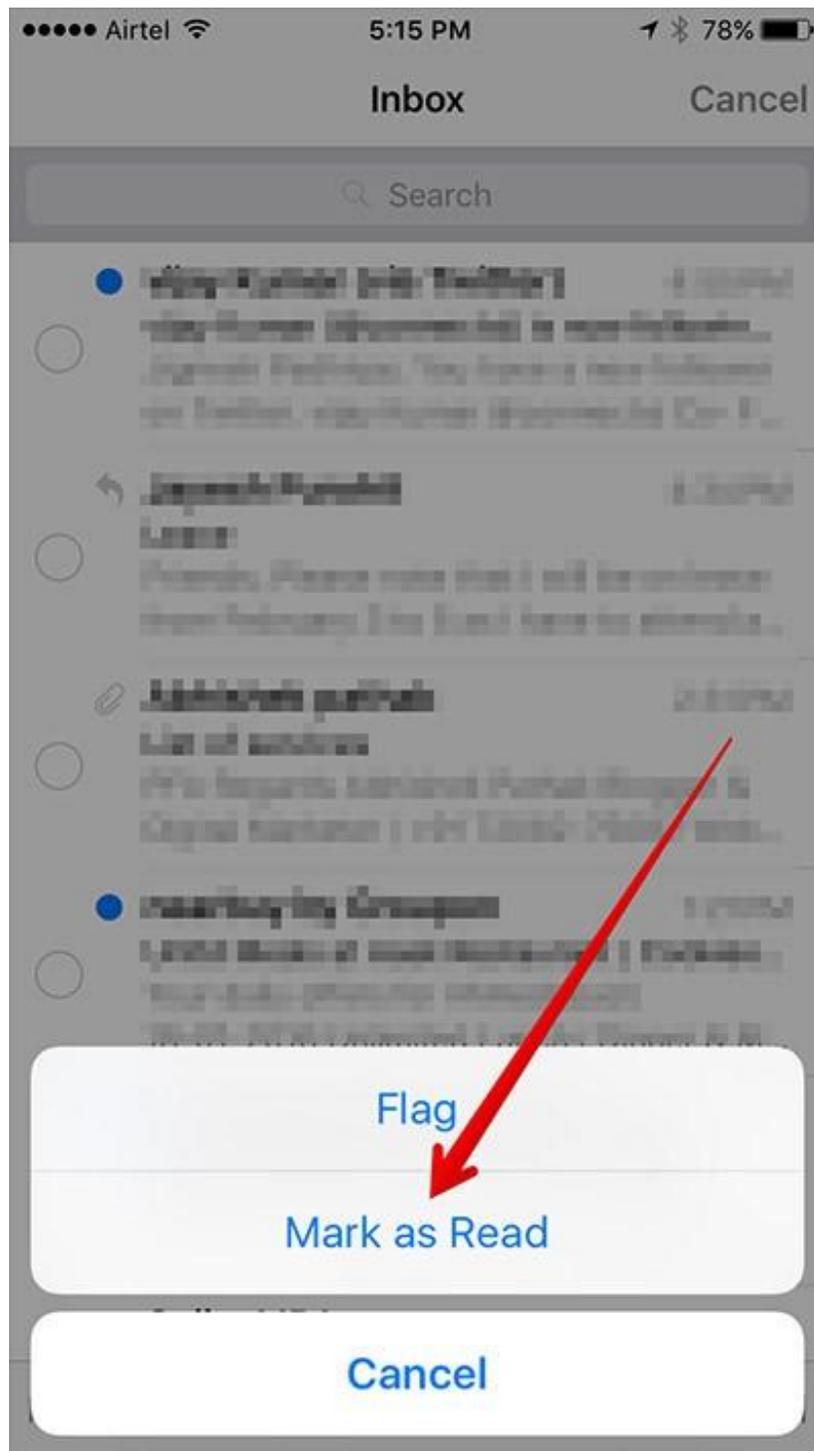
You will see three options at the bottom of your iPhone's screen: Mark All, Move All and Archive All.

Step #3. Tap on Mark All.



A menu will swipe up with two options: Flag and Mark as Read.

Step #4. Tap on Mark as Read.



All mails will be marked as Read.

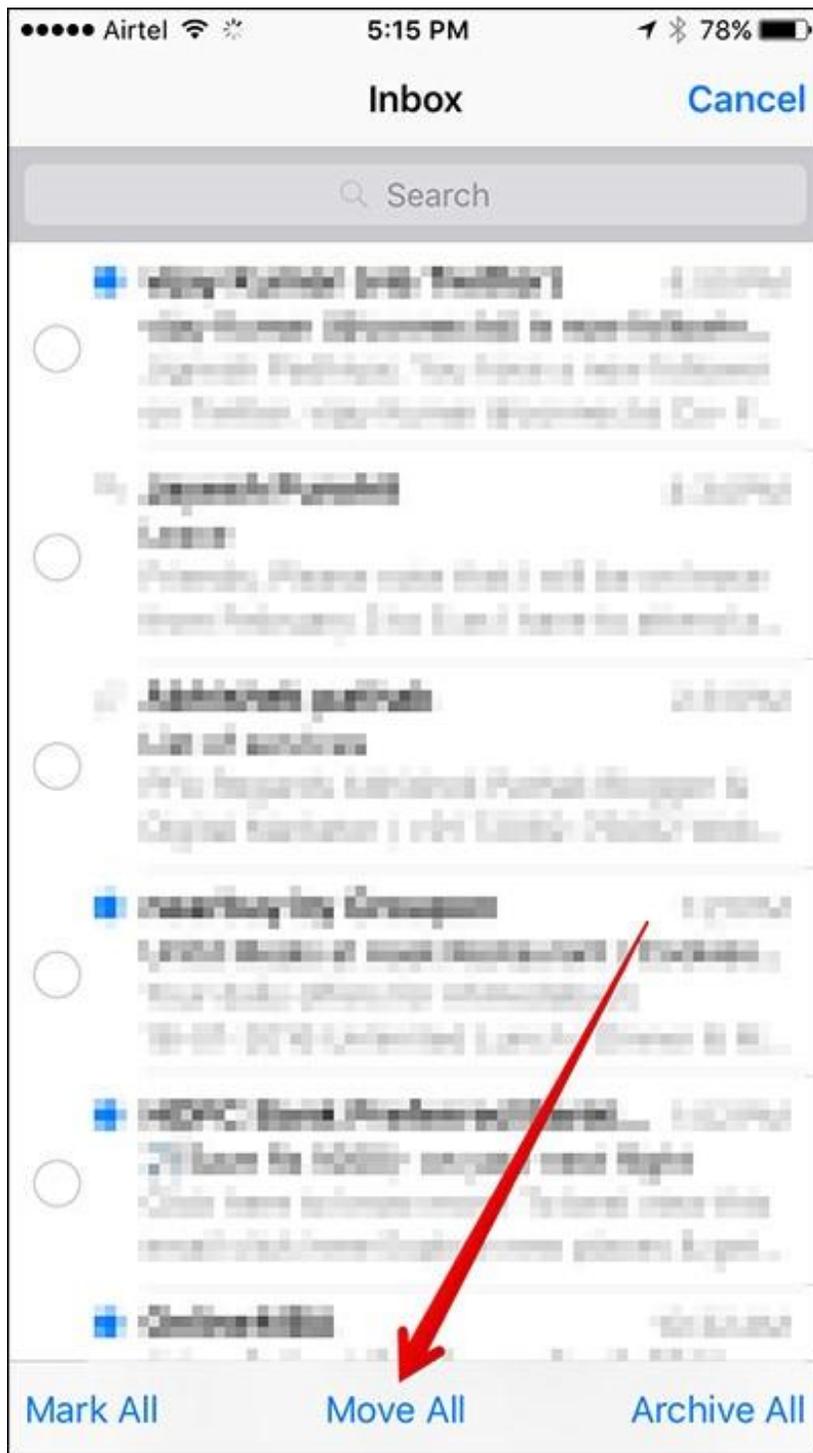
To Mark as Unread:

To mark all mails as Unread, you need to follow similar process; when the menu swipe up, tap on Mark as Unread.

To Delete All

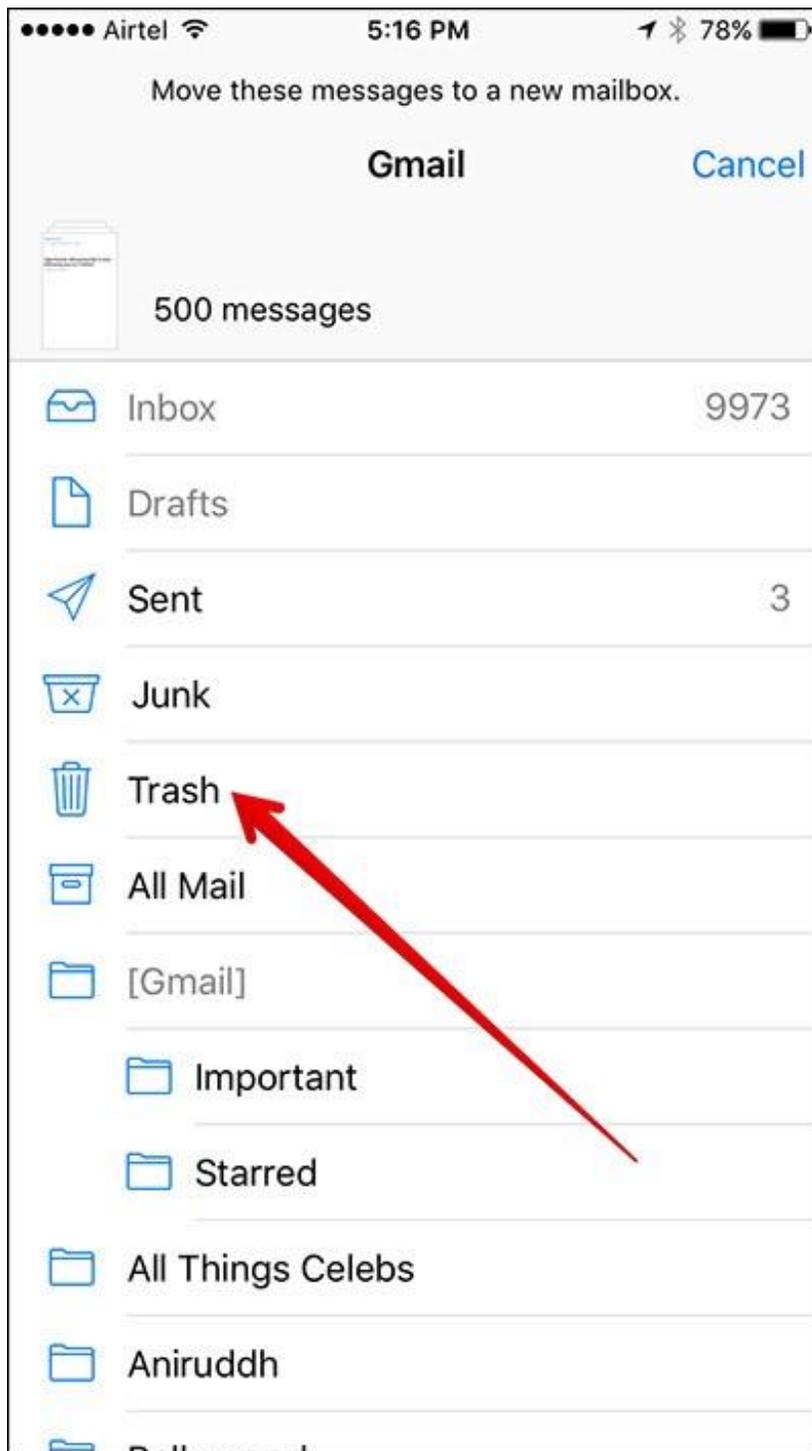
Follow the first two steps as mentioned above.

Step #3. Tap on Move All button from the bottom menu.



You will see a list of default and created folders on your email account.

Step #4. Tap on Trash folder.

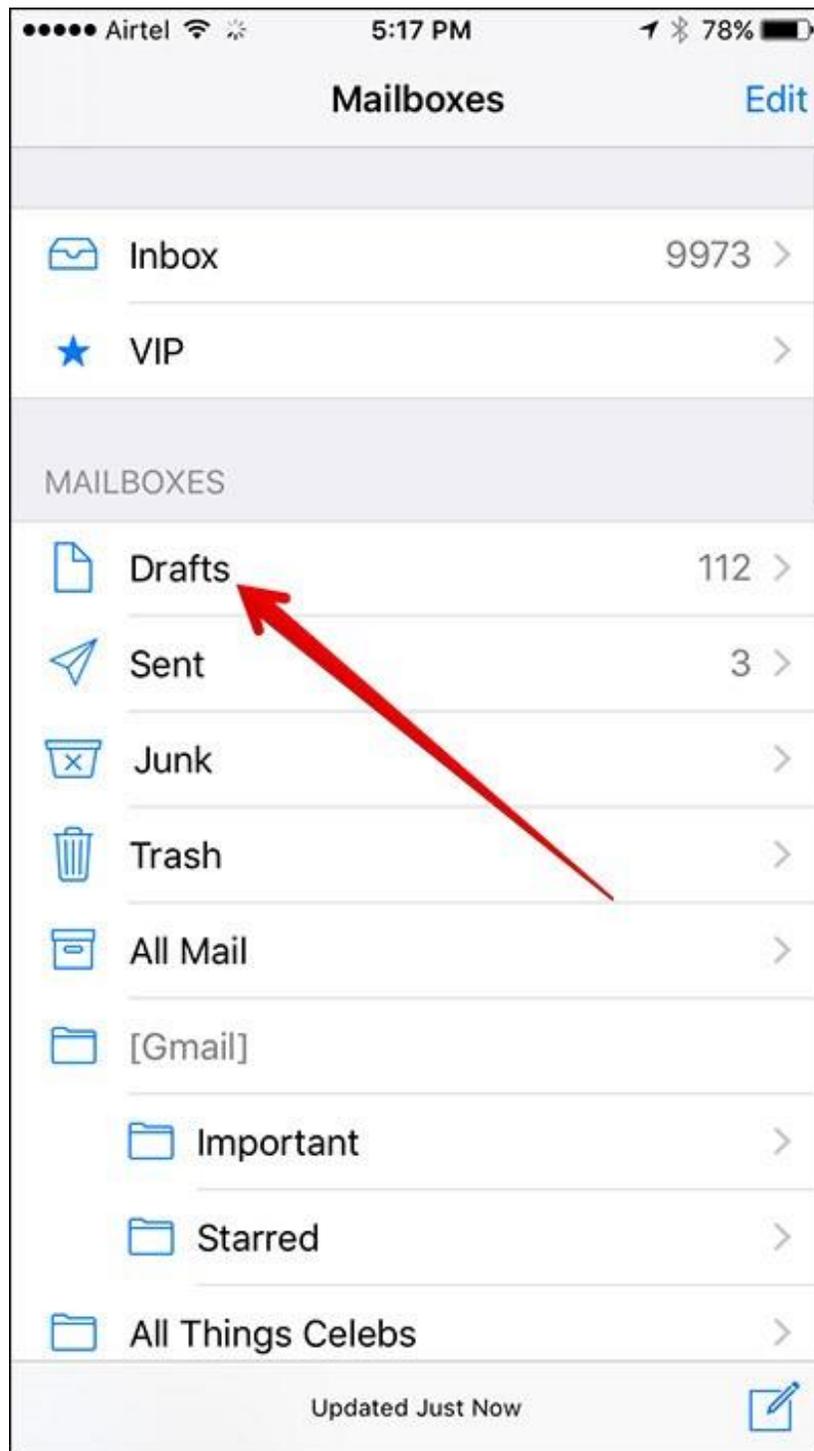


All your emails will be deleted and dumped into the Trash folder.

Tip #7. Access Mails Saved in Drafts Folder

Step #1. Launch Mail app on your iPhone.

Step #2. On the Inbox screen, tap and hold the Draft icon.



Quickly, you can see Drafts screen swipe up from the bottom. You can check all your PREVIOUS DRAFTS. If you want to compose a new mail, you can tap on New Message button above PREVIOUS DRAFTS option.

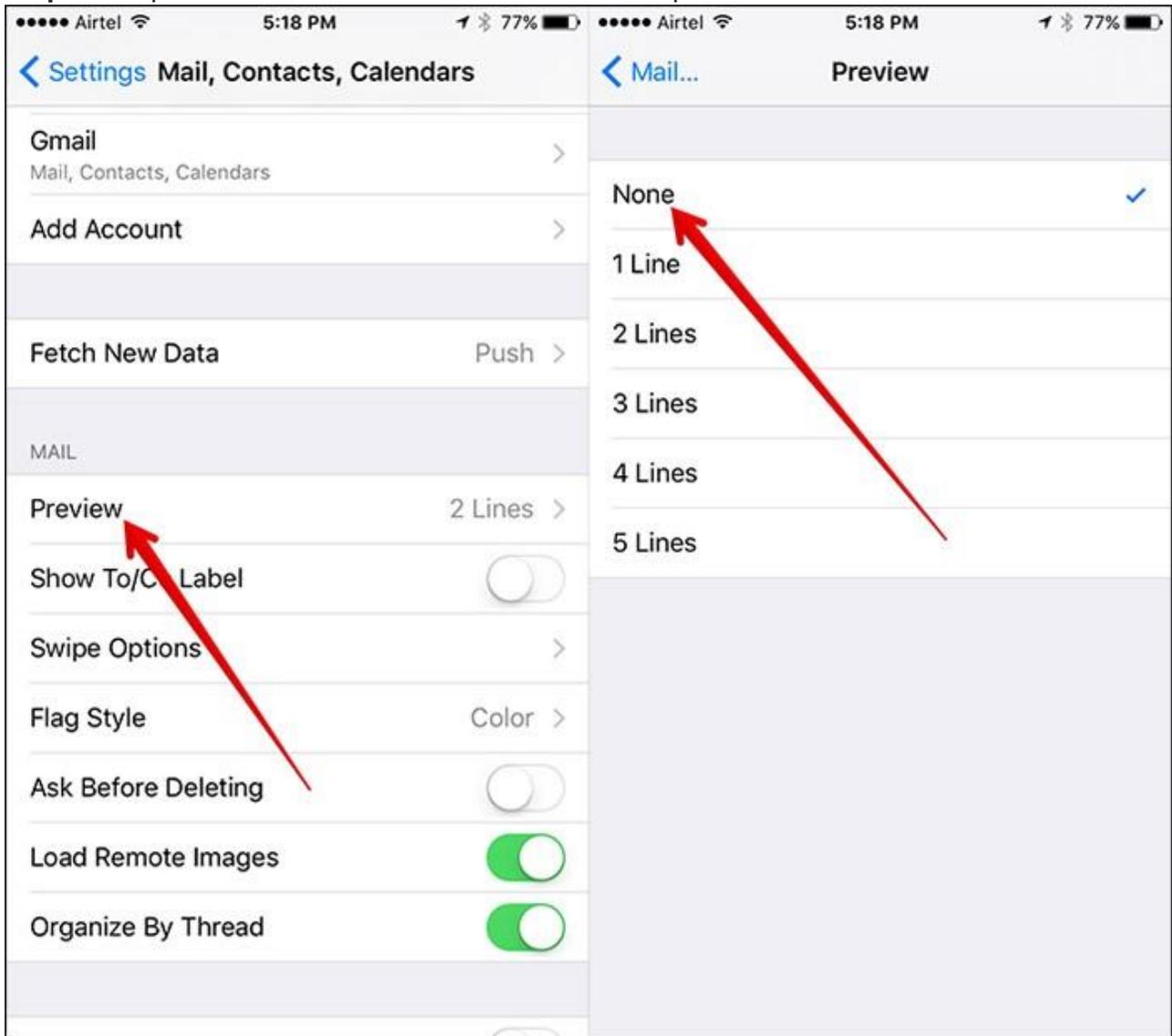
Tip #8. More Emails Per Screen

If you want to see more emails on your iPhone screen, you can select None from the Preview screen of your iPhone.

Step #1. Launch Settings app on your iPhone → Scroll down and tap on Mail, Contacts, Calendars.



Step #2. Tap on Preview from MAIL section → Now tap on None.



Tip #9. Move Email IDs to Other Recipient Fields

Before tapping on Send button, if you want to change the position of recipient, you can easily pick one email ID from TO to CC or BCC position. All you need to do is tap on a particular email ID and drag it to the field of Carbon Copy (CC) or Blind Carbon Copy (BCC).

There can be number of tricks and tips on Mail app alone. Please share some interesting stuff with us on our social media channels.

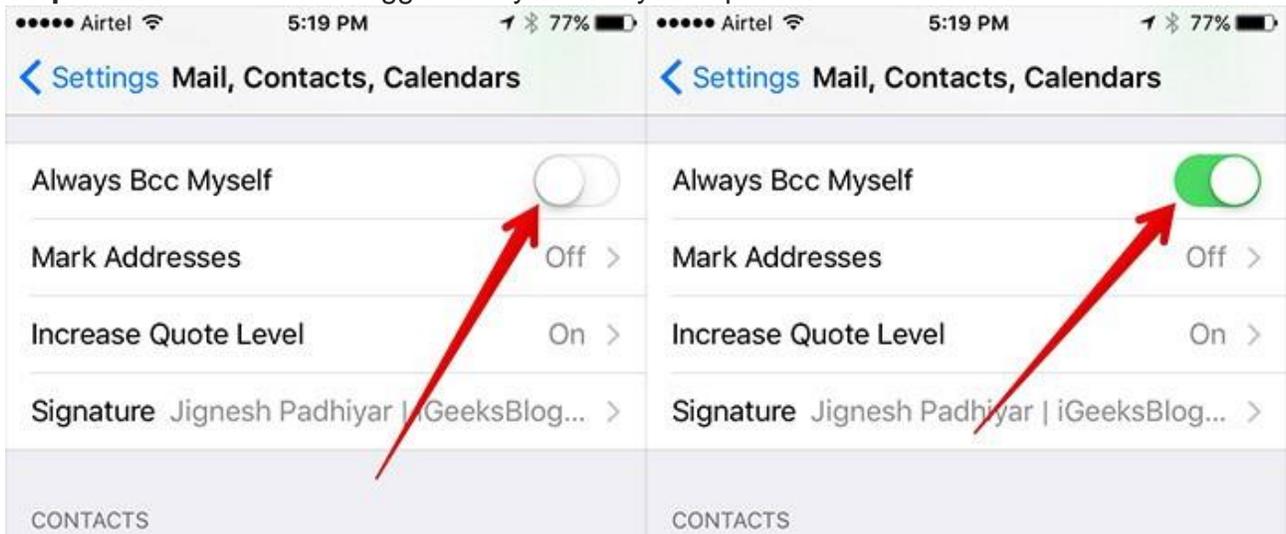
Tip #10. Always BCC Yourself

If you are communicating with your clients, colleagues or boss on a serious matter, you should keep record of all your mails. This is where “Always Bcc Myself” feature helps you.

Step #1. Launch Settings app → Tap on Mail, Contacts, Calendars.



Step #2. Scroll down and toggle Always Bcc Myself option ON.



You will find this option under the MAIL section.