WINDSOR
Public Library

iPad/iPhone Tutorial:
Sharing photos via email and text

Save a photo someone sent you via email

Step 1.
Open Mail and find the email with the photo you want.

‹ Gmail   Edit

Inbox

work work   3:37 PM
Photo time
Denise Ricotta IT Librarian Windsor
Public Library

work work   10:54 AM
Hello
Testing email account Denise Ricotta IT
Librarian Windsor Public Library

Tapper, Danielle   Wednesday
FW: Summer Bingo template
Danielle Tapper Reference and Adult
Programming Librarian Windsor Public...

work work   4/7/20
FW: On-order items/popular authors
From: O'Shea, Andrea
Sent: Friday, March 29, 2019 12:52 PM...

Shana Shea (via Google D...   3/6/20
Promotional images - Request for acce...
shanamoraleslibrary@gmail.com is
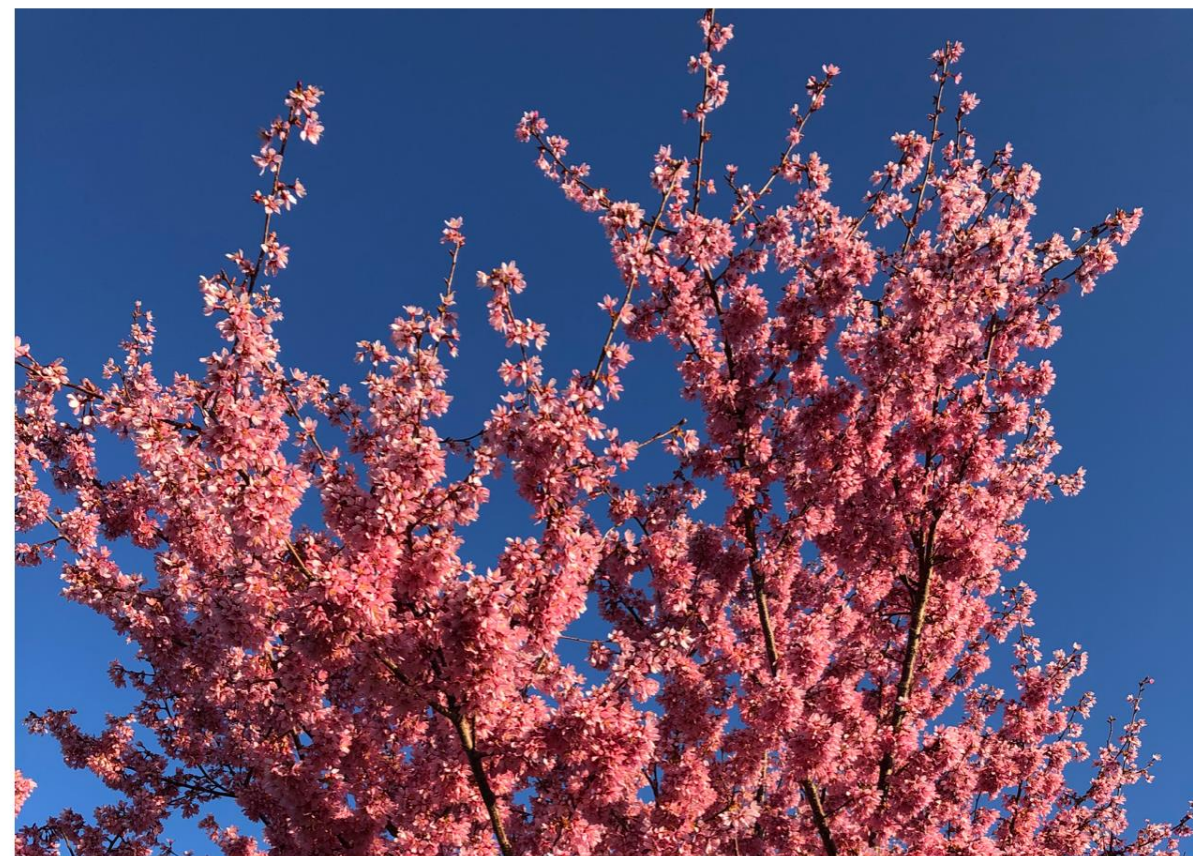requesting access to the following fold...

Updated Just Now

WW **work work**   3:37 PM
To: WindsorPublicLibrary . ›

Photo time

Step 2.
Tap and hold your finger on the photo. A menu pops up, tap on Save Image. The image will be saved to your Photo Gallery.
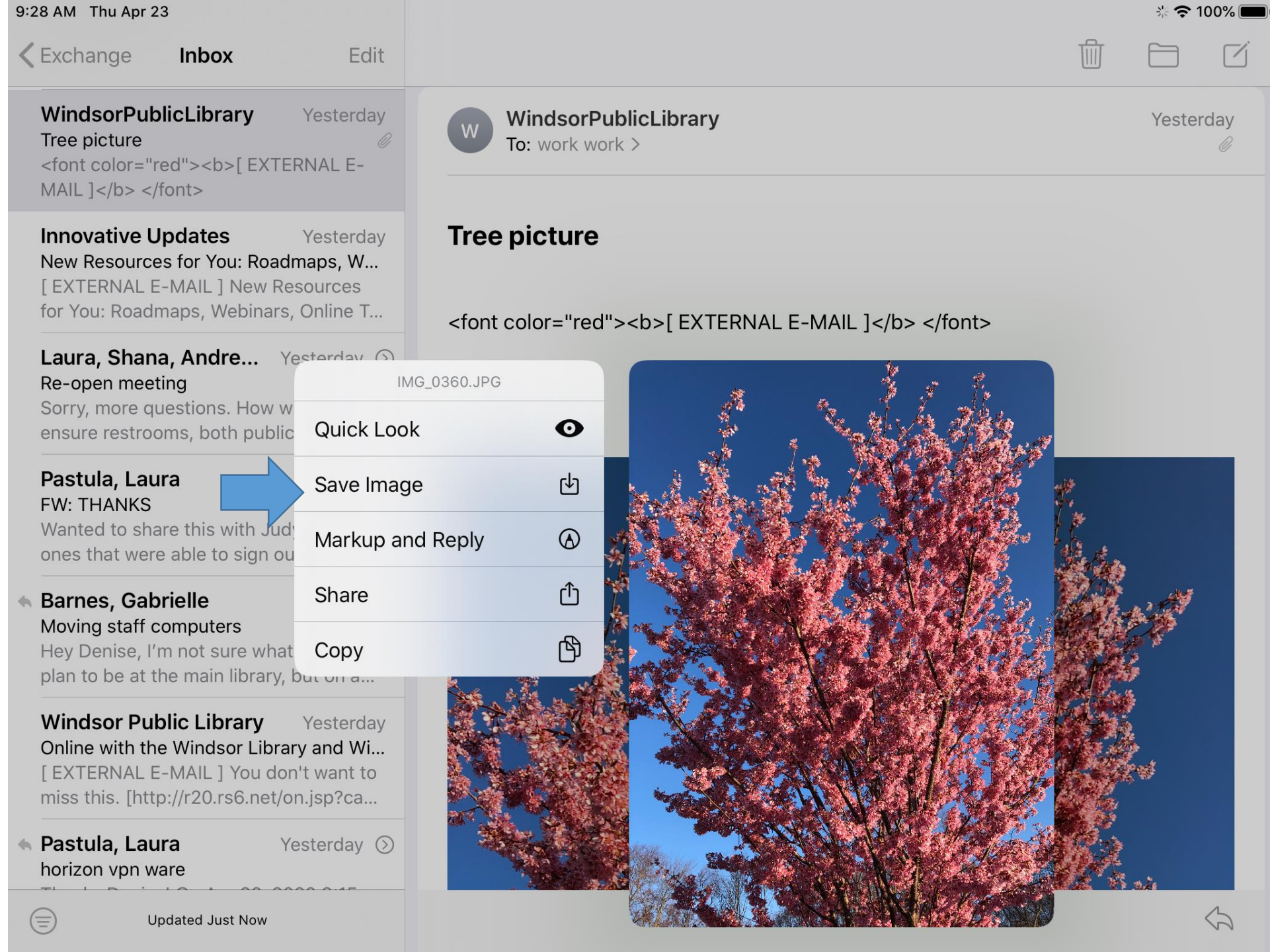
iPad/iPhone Tutorial:
Save a photo from a text message

Step 1.
Open Messages and find the thread with the photo.

Messages

Work work

Work work 3:33 PM
Crab apple tree in bloom

Pat Trouble 3/31/20
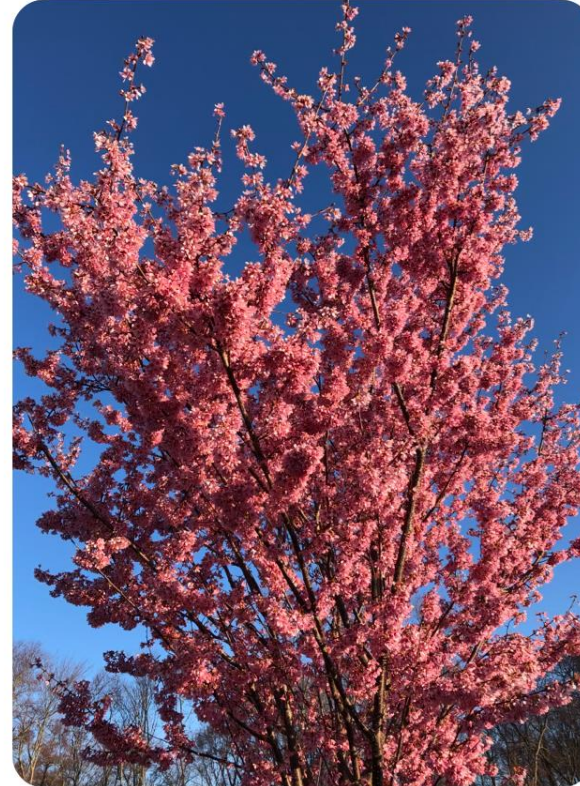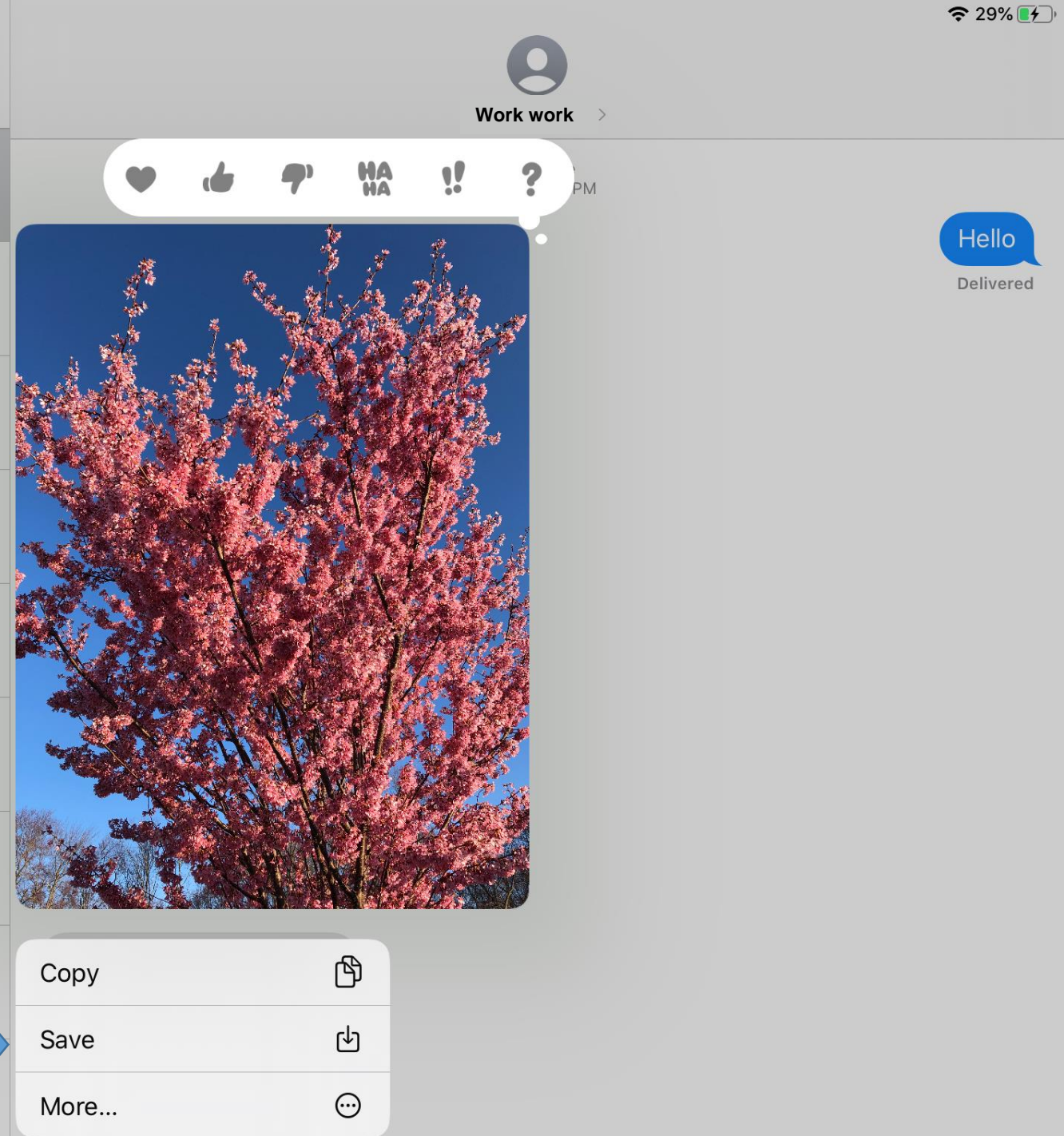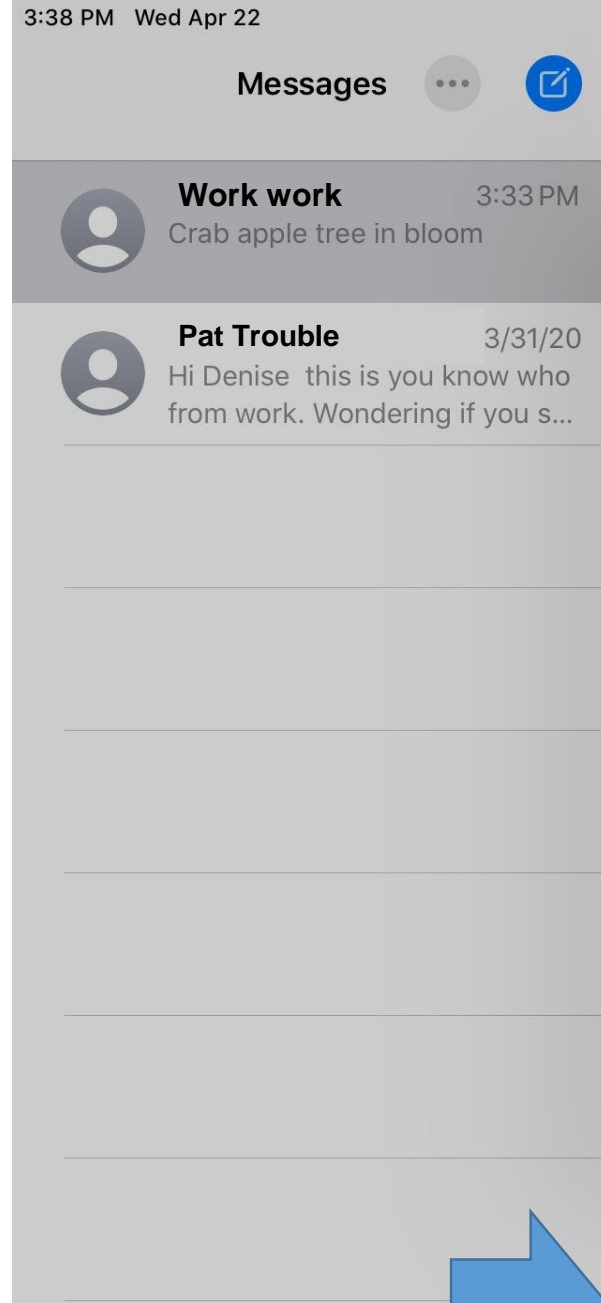Hi Denise this is you know who
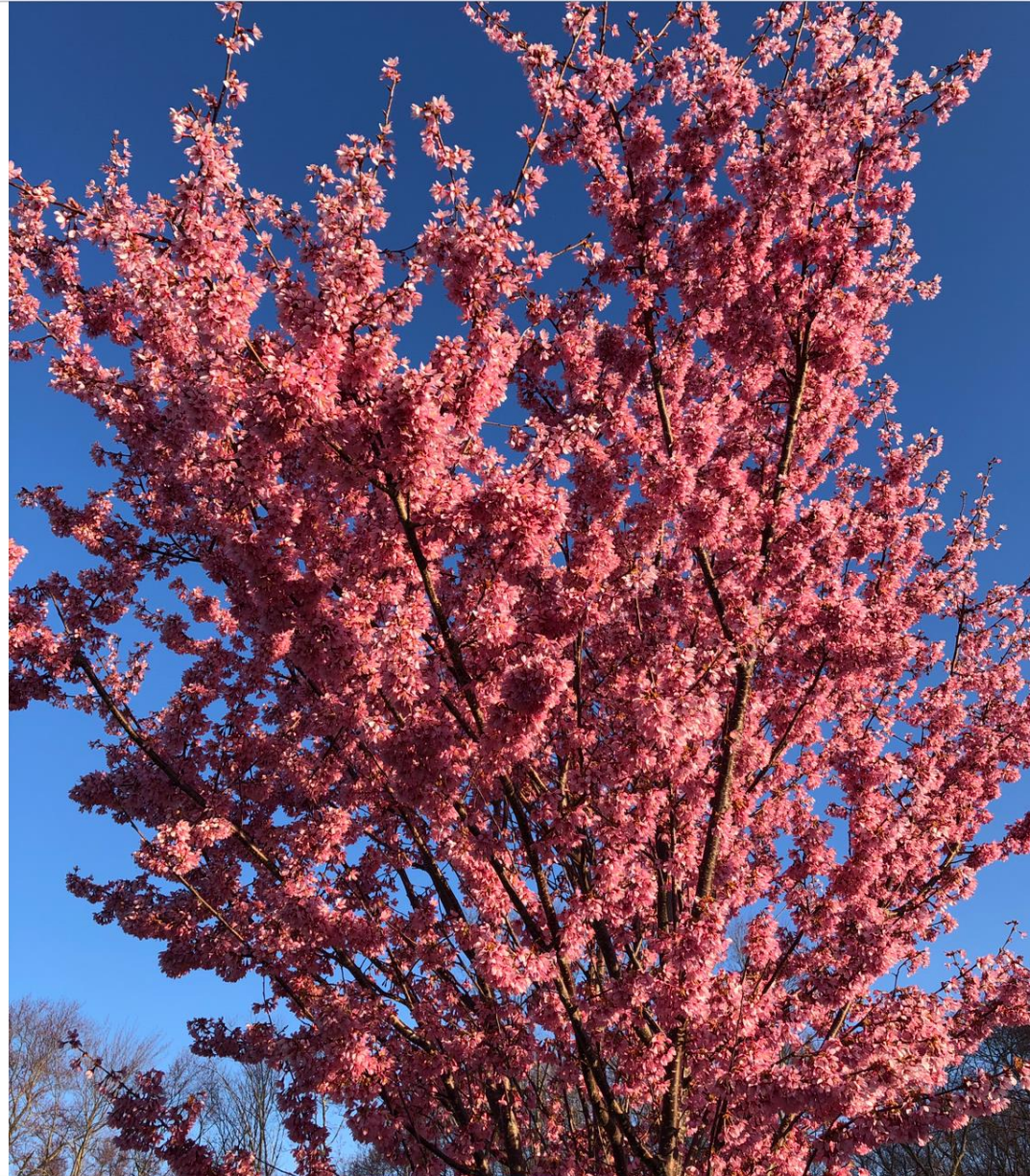from work. Wondering if you s...

Hello
Delivered

Step 2. Tap and hold
your finger on the
photo. Two menus pop
up. The top one allows
you to attach an
emoticon to the image
in the thread. The
bottom menu allows
you to Save the image.
Tap Save and the
image will be saved to
your photo gallery.

Copy 🗐

Save ⤓

More... ⊙

iPad/iPhone Tutorial:
Send a photo from your gallery via email.

Step 1.
Open Photo Gallery
and find the photo
you want to send.
You may need to tap
it to open it like this.
Now tap the share
icon in the top right
corner.

Step 2.
Tap on Mail.

Step 3.
A new email, with the
photo inserted pops
up. Type an email
address in the To: field.
Type a Subject in that
field. If you want to
add a message, tap
above the photo to
move the cursor there
and begin typing.
When you are finished
tap the arrow with the
blue circle to send the
email.

Cancel

Tree picture

To: work work

Cc/Bcc, From: windsorlibrary2018@gmail.com

Images: 5.7 MB

Subject: Tree picture

iPad/iPhone Tutorial:
Send a photo from your gallery via text message
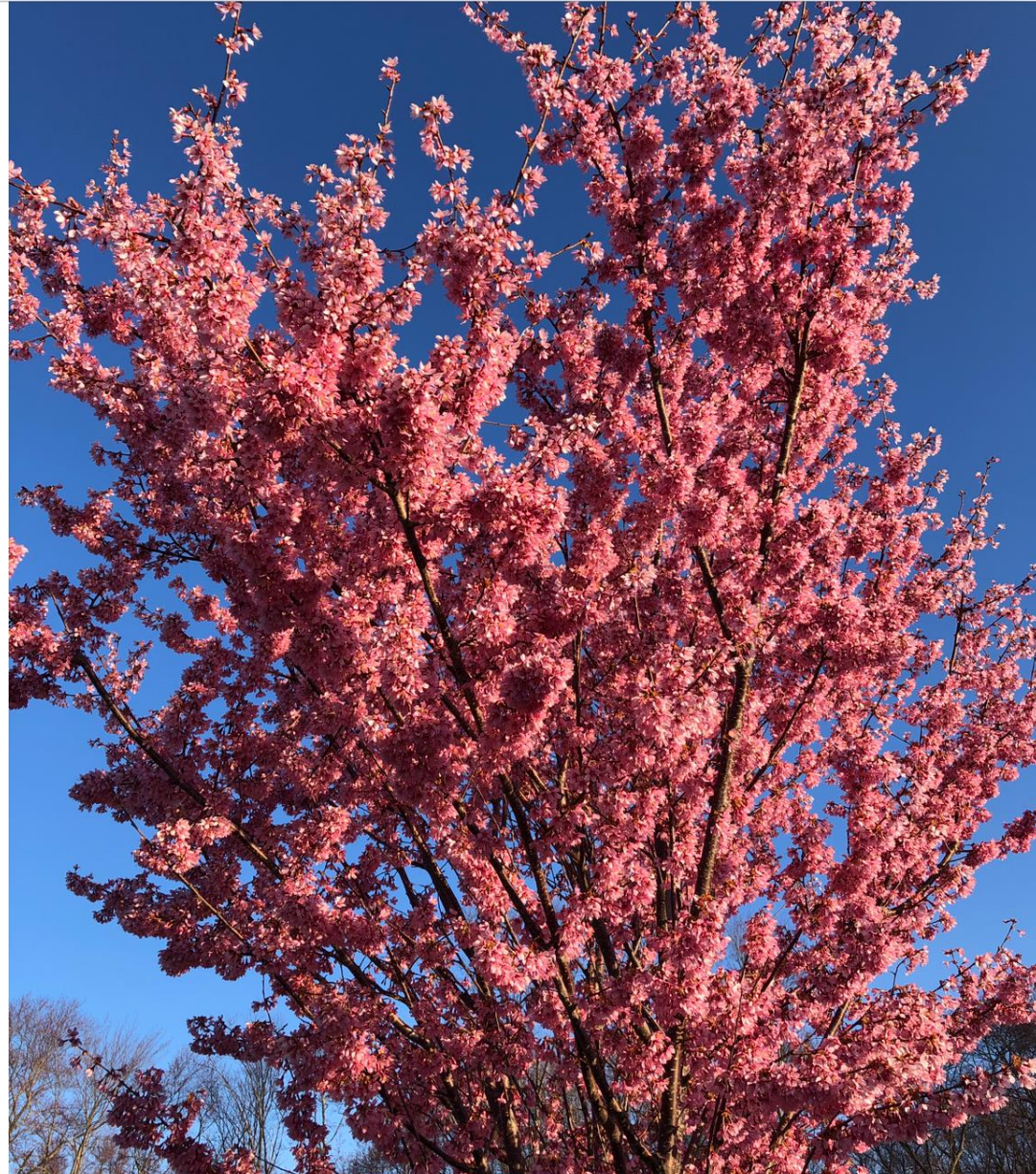
Step 1.
Open Photo Gallery
and find the photo
you want to send.
You may need to tap
it to open it like this.
Now tap the share
icon in the top right
corner.

Step 2.
Tap on Messages.

1 Photo Selected
South Windsor   Options >

AirDrop

Messages

Mail
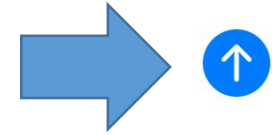
Hangouts

Facebook

Notes

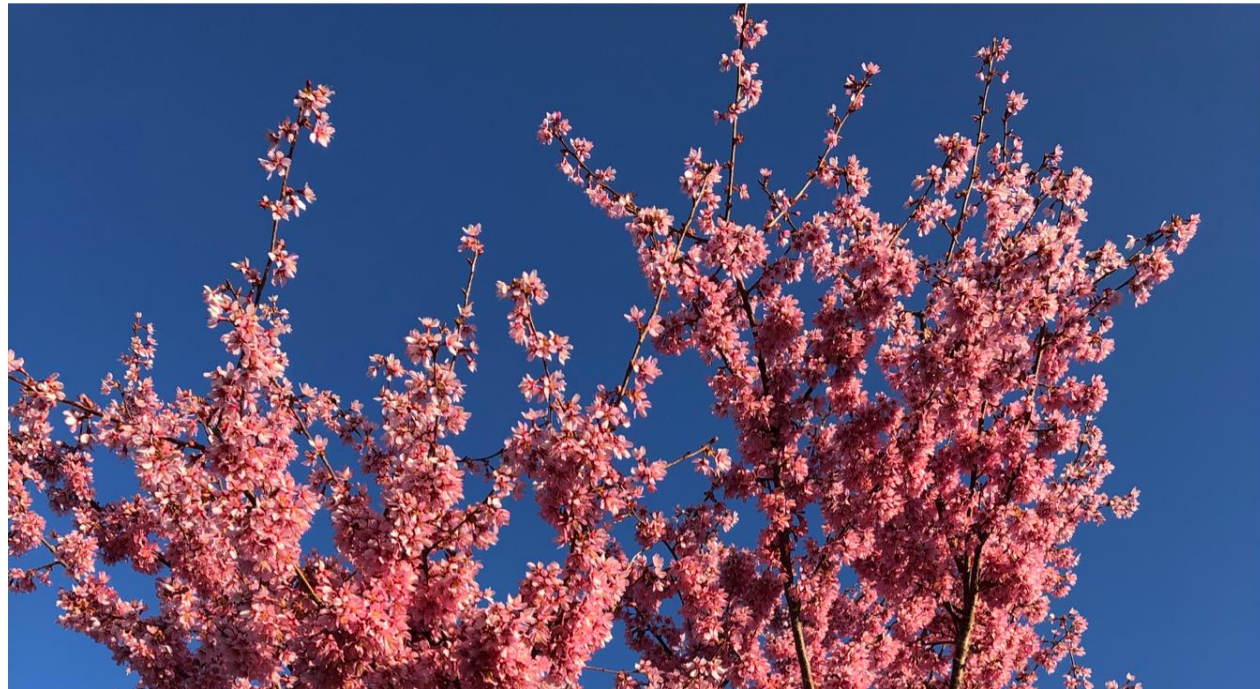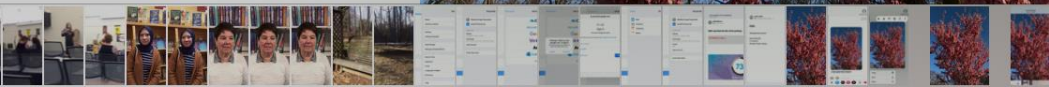Copy Phot

Add to Shared Album

Add to Album

Duplicate

Step 3.
A new text message pops up. Next to the To: you can type a name, or you can click on the ⊕ to add someone from your contacts. When you are ready tap the green circle with the arrow to send the photo.

New Message

Cancel

To: |