

# Apple iOS

## Sending an Email using Siri



Did you know that it is possible to send an Email message on your iPhone, or iPad with cellular capabilities, using Siri? Well, it most certainly is! To do this, follow these suggested steps:

1. Press and hold down the HOME button, or the Side button on devices without a Home button, until you hear a high pitch double bell tone. This indicates that Siri is listening to you. Then, say "Send an email message" followed by the name of the person you wish to send the email to.

**Note 1:** If the person has more than one email address, for example Home and Work, your device will make a high pitch double bell tone. This indicates that Siri is about to speak. Siri will ask which address you would like to use. Then, your device will make a low pitch double bell tone. This indicates that Siri is awaiting your response. Specify the email address you want to use at this stage!

2. Your device will now make the high pitch double bell tone. Siri will say "What's the subject of your message". Then, your device will make the low pitch double bell tone. You can now dictate your text.
3. Dictate the subject of your email message. This should be brief and should represent what the email is about.
4. When you have dictated the email subject, your device will make another high pitch double bell tone and Siri will say "OK, what would you like the email to say". After the low pitch double bell tone, you can dictate the body of your email message. Don't say too much, as Siri doesn't give you much time. You can always add more text later in the process!

**Note 2:** When dictating your text, you can include punctuation. For best results, don't pause between saying the text and the punctuation symbol. If you do, Siri might interpret this as a separate word! You can also say "New Line" to create a new line!

5. When you have dictated your email message, your device will make another high pitch double bell tone and Siri will say "Here's your email message to", followed by the name of the person you are sending it to. Then, Siri will say "it says" and will then read the text you just dictated.

6. When Siri has read your message, your device will make another high pitch double bell tone and Siri will say "Ready to send it"? After the low pitch bell tone, you can add more text to the message by saying, "Add". Upon doing this, Siri will say "What else do you want to say". You can now dictate the next piece of text.
7. Siri will again ask if you are ready to send the message. If you want to add even more text to the message, say "Add" and then dictate the text. Otherwise, say "Yes please". Upon doing this, Siri will say "OK, I'll send it". That's it, the message will be sent!

**Note 4:** If you don't want to send the message, simply say "No". Upon doing this, siri will say "To continue, you can Send, Cancel, Change Subject, Add or Change Message. After the low pitch bell tone, Say "Cancel". Upon doing this, Siri will say "OK, I won't send the message" and the message will be discarded! To change the subject simply say "Change Subject", and after the lower pitch bell tone, dictate the new subject. You can do the same for the message. To do this, just say "Change Message" instead.

Using Siri to send email messages does take a little practice, so why not send a few to yourself, until you have mastered the process!