

Apple iPhone and iPad

Sending and reading Email Messages Using Siri



Did you know that it is possible to send and read email messages on your iPhone or iPad, using Siri? Well, it most certainly is!

Note 1: The instructions provided in this document assume that you have the email addresses of those people you wish to send an email message to entered in the Contacts application.

Sending an Email Message using Siri

To send an email message using Siri, follow these steps:

1. Press and hold down the HOME button, or the Side button on devices which don't have a Home button. Upon doing this, Siri will be activated. Alternatively, if you have Hey Siri enabled, you can simply say "Hey Siri" instead.
2. Say "Send an email message" followed by the name of the person you wish to send the email to.

Note 2: If the person has more than one email address, for example Home and Work, Siri will ask which address you would like to use. Specify the email address you want to use at this stage! The easiest way to do this is to say "the first one", or "the second one".

3. Siri will then say "What's the subject of your message". You can now dictate the subject. This should be brief and should represent what the email is about.
4. When you have dictated the email subject, Siri will say "OK, what would you like the email to say". You can now 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 3: 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, Siri will say "Here's your email message to", followed by the name of the person you are sending it to. Then, Siri will then read the text you just dictated.

6. When Siri has read your message, it will say "Ready to send it"? At this stage, you can do a number of things:
 - If you are happy with your message, you can simply say "Yes". Upon doing this, Siri will say "OK, I'll send it". The message will then be sent!
 - If you would like to add more text to the message, say "Add". Upon doing this, Siri will say "What else do you want to say". You can now dictate the next piece of text.
 - If you would like to change the subject of the message, say "Change Subject". Siri will then ask you for the new subject.
 - If you would like to change the main body of the message, say "Change Message". Siri will then ask you to dictate the message again.
 - If you would like to cancel the message, simply say "Cancel". The message will then be discarded.
7. If you chose to either add more text, change the subject or change the message, Siri will again read your updated message and ask if you are ready to send it. say "Yes ". Upon doing this, Siri will say "OK, I'll send it".

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!

Note 4: Sometimes, Siri will misinterpret what you say. This might result in messages being dictated incorrectly. If this is the case, cancel the message and start again. Over time, Siri will become more accurate, as it gets used to your voice and the way you speak!

Reading Email Messages using Siri

Siri can also read your email messages!

1. Press and hold down the HOME button, or the Side button on devices without a Home button. Upon doing this, Siri will be activated. Alternatively, if you have Hey Siri enabled, you can simply say "Hey Siri".
2. Say "Read my emails". Upon doing this, Siri will say "you have at least 25 emails, here are the latest 3". Then, Siri will read a summary of the first message. This will include the date the email was received, who the message was from and the subject of the message ".
3. When Siri has finished reading the summary for the first email message, it will say "would you like to read the next one"? At this stage, you have a number of choices:
 - Say "yes" to move on to the summary of the next email message you received.
 - Say "Read it", to have Siri read the contents of the email message.
 - Say "reply to it" to create a reply. Siri will then ask you what you want to say.

If you choose to read the email message, you'll need to invoke Siri again by holding down the Home Button, or Side Button on devices without a Home Button. Then, you'll need to ask Siri to read your emails again.

If you asked Siri to read the next email message summary, upon reaching the third one, Siri will ask if you want to read one more. Say "yes" to continue reading the summary of the email messages.

You can also ask Siri to read email messages from a specific person! For example, "Read email messages from Gary Eady" will cause Siri to find and read the summary of email messages received from Gary Eady.

You can even ask Siri to read email messages received on a specific date. For example, "read email messages received yesterday" will cause Siri to tell you how many messages were received yesterday and then read the summary for each one. "read email messages received last Thursday" will cause Siri to tell you how many messages were received last Thursday and then read the summary for each one.

Although there are a few other things you can ask Siri to do when reading email messages, the above information should be sufficient to allow you to read them!

If you require further information regarding sending and reading email messages using Siri, contact the author, Gary Eady, using the following email address:

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