Apple iPhone and iPad Sending and reading Email Messages Using Siri

This document has been designed to introduce you to sending and reading email messages using Siri. It is assumed that all email addresses you wish to use have been entered into the Contacts application on your device.

Note 1: The instructions given in this document have been designed using an iPhone 13 Pro and version 26.2 of the iOS Operating System. If you are using an earlier version of iOS, you may find some minor differences!

Sending an Email Message using Siri

Note 2: In order to send and receive email messages, it is necessary to have a good internet connection.

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

1. Press and hold down the Side Button. Upon doing this, Siri will be activated. Alternatively, if you have Hey Siri enabled, you can simply say "Hey Siri".

Note 3: If your device is an SE model, you can press and hold down the Home Button instead to activate Siri.

2. Say "Send an email message" followed by the name of the person you wish to send the email to.

Note 3: 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 ". You can now dictate the subject. This should be brief and should represent what the email is about.

4.   When you have specified the email subject, Siri will say " What do you want to say?". You can now dictate the body of your email message. When you have finished, remain silent for a few seconds. This will inform Siri that the message is complete.

Note 4: 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 ask if you want 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 cancel the message, simply say "Cancel". The message will then be discarded.
- 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 chose to change the subject or change the message, Siri will read your updated message and ask if you are ready to send it. say "Yes ". Upon doing this, Siri will say "It's sent!".

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 5: 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!

To read email messages using Siri, follow these steps:

1.   Press and hold down the Side 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 most recent emails". Upon doing this, Siri will say "Here are your 5 most recent new emails". Then, Siri will read a summary of the first message. This will include 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 pause. You can then say one of the following:

- "Next" to move on to the summary of the next email message you received.
- "Read it", to have Siri read the contents of the email message.
- "reply" 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 Side Button, or saying "Hey Siri". 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 pause again. Say "Next" 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 most recent 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 information provided in this document 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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