

iPhone (iOS) How-To

A simple guide to getting around your iPhone

Good to know: This guide is written for newer iPhones with Face ID. If your iPhone has a round Home button, a few steps are different and are noted below.

The 5 gestures to remember

What you want to do	What to do
Go Home	Swipe up from the very bottom edge of the screen.
Go Back	Tap the Back button near the top-left, or swipe right from the left edge when the app supports it.
See open apps	Swipe up from the bottom and pause in the middle. Swipe left or right to see other apps.
Control Center	Swipe down from the top-right corner. This is similar to Android Quick Settings.
Notifications	Swipe down from the top-left or top-centre of the screen.

Older iPhone with a Home button: Press the Home button to go Home. Double-press it to see open apps. Swipe up from the bottom for Control Center.

Phone calls and contacts

Make a phone call

1. Tap the green Phone app.
2. Tap Contacts to choose a person, or Keypad to type a phone number.
3. Tap the phone number or green Call button.

Answer or end a call

- Incoming call: tap Accept, or slide to answer if the phone is locked.
- End the call: tap the red End Call button.
- Speakerphone: during a call, tap Audio or Speaker.

Add a new contact

1. Open the Phone app and tap Contacts.
2. Tap the plus sign (+) near the top-right.
3. Enter the person's name and phone number, then tap Done.

Volume: Use the two volume buttons on the left side of the iPhone. During a call, these buttons change the call volume.

Text messages

Send a message

1. Tap the green Messages app.
2. Tap the new message button near the top-right.
3. Type a person's name or phone number.
4. Tap the message box, type your message, then tap the Send arrow.

Photos in messages

To send a photo, open a conversation and tap the plus sign (+), then choose Photos. Select a picture and tap Send.

Be careful: A bank, government office, police service or legitimate company should not ask you to send passwords, verification codes, gift card numbers or banking information by text message.

Control Center - your quick controls

What you want to do	What to do
Wi-Fi	Tap the Wi-Fi symbol to quickly disconnect or reconnect. For full settings, open Settings > Wi-Fi.
Bluetooth	Tap the Bluetooth symbol. For pairing devices, use Settings > Bluetooth.
Brightness	Move the brightness slider up or down.
Volume	Move the volume slider up or down.
Flashlight	Tap the flashlight button. Tap it again to turn it off.
Focus / Do Not Disturb	Tap Focus when you want fewer calls and notifications.

Important: Turning Wi-Fi or Bluetooth off in Control Center may only disconnect it temporarily. To fully turn either one off, use the Settings app.

Settings you will use often

What you want to do	What to do
Wi-Fi	Settings > Wi-Fi. Tap your network name and enter the Wi-Fi password.
Bluetooth	Settings > Bluetooth. Turn Bluetooth on, then tap the device you want to connect.
Cellular data	Settings > Cellular.
Personal Hotspot	Settings > Personal Hotspot.
Sounds	Settings > Sounds & Haptics.
Text size	Settings > Display & Brightness > Text Size.
Accessibility	Settings > Accessibility for larger text, zoom, hearing and touch options.
App settings	Settings > Apps, then choose the app you want to change.

Make text easier to read

1. Open Settings.
2. Tap Display & Brightness.
3. Tap Text Size and move the slider to the right for larger text.
4. For even larger text, go to Settings > Accessibility > Display & Text Size > Larger Text.

Apps, camera and internet

Find an app

- From the Home Screen, swipe down from the middle of the screen and type the app name.
- Or swipe left past your last Home Screen to open the App Library.

Install an app

1. Open the blue App Store app.
2. Tap Search and type the app name.
3. Tap Get. You may be asked for Face ID, Touch ID or your Apple Account password.

Take a photo

1. Open the Camera app.
2. Point the iPhone at what you want to photograph.
3. Tap the large white circle to take the picture.
4. Open the Photos app to view your pictures.

Browse the internet

Open Safari (the compass icon). Tap the address/search bar, type what you are looking for, then tap Go.

If something is not working

What you want to do	What to do
App is frozen	Open the App Switcher, swipe the app up to close it, then open it again.
No internet	Check Control Center for Wi-Fi or Cellular. Try turning Airplane Mode on for 10 seconds, then off.
Phone is stuck	Press and release Volume Up, press and release Volume Down, then hold the Side button until the Apple logo appears.
Need to turn it off	Hold the Side button and either Volume button, then slide Power Off.
Can't find a setting	Open Settings and use the Search box at the top.

A few safety habits

- Do not give anyone your passcode or a verification code sent to your phone.
- Do not install an app because an unexpected caller tells you to.
- If a message says you must act immediately, stop and verify it another way.
- When unsure, ask someone you trust before clicking a link, sending money or sharing information.

Remember: It is okay to stop, close the message or hang up. You can always contact the company using a phone number or website you already trust.

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