How-To Session
iPhone/iPad
BEYOND Beginner Workshop

Overview
The goal of this course is to explore the basics of iPhone usage through an interactive, hands-on session. This session provides an introduction into the capabilities of the iPhone and how it can make everyday job responsibilities easier.

Program Content
- View
  - How to build powerful shortcuts
  - How to move apps and create folders
  - How to zoom in on your screen
  - How to change your wallpaper
- Notifications
  - How to use notifications
  - How to change Do Not Disturb while Driving settings
  - How to get notifications quietly
  - How to set and manage alarms
- Security
  - How to change the passcode
- Contacts/Groups
  - How to use Group FaceTime
  - How to link duplicates or delete contacts
- Mail
  - How to add and send attachments in Mail
- Tools
  - How to use and customize Control Center
  - How to sign a document
  - How to use Magnifier on your iPhone
  - How to take, mark up, and share a screenshot
  - How to set up Bedtime
  - How to send/delete photos and trim videos
  - How to scan documents

Coordinator
Occupational Training

Target Audience
Individuals who already have practical, everyday computer skills that would like to increase their knowledge and skill by learning the basics of iPhone usage through this hands-on workshop.

Enroll Now
Email: Fm-Training@virginia.edu
Please include your name and computing ID