



Speaking Email CarPlay – Cheat Sheet

CarPlay interface

⏪ & ⏩ – read next or previous email

↶ – undo last command

+ – your choice of 'done' command (eg 'archive' or 'mark-as-read' - configure in preferences)

⋯ **Like** – flag ⋯ **Never Play** – trash

👂 – trigger listening for voice command (or repeat if voice commands are not enabled)

Voice commands - when email playing

Tap 👂 button, or wait for a trigger point to activate voice command listening.

Email playback control

▶ ■ **Play/Stop** – resume or stop playing

⏮ ⏭ **Previous/Next** – play previous/next email

🔄 **Repeat** – re-start playing current email

⏮ ⏭ **Rewind/Skip** – jump back/ahead a few sentences

⏪ ⏩ **Slower/Faster** – change the speech rate

👤 **Voice** – change the speaking voice

❓ **Help**

say 'help' any time to list commands you can say.

✕ **Quit**

say 'quit' any time to exit Speaking Email.

Email handling and actions

📖 **Read** – mark as read on your mail server

📖 **Unread** – mark as unread on your mail server

🚩 **Flag** – add a flag or star on your server

📁 **Archive** – move to 'archive' folder on your server

📁 **File** – move to a folder of your choice

🗑️ **Trash** – move to trash / deleted items folder on your server

🚫 **Block** – delete this and all future email from this sender

🔇 **Ignore Sender** – filter out mail you don't want to hear


👍 **Important** – mark a sender as important so they will be read out first in future


↶ **Undo**


Every command except 'send' can be undone. For example if you 'trash' by mistake, say 'undo'. This will bring the email back to your inbox.

✅ **Done**


Perform your choice of 'done' action, such as archive or mark-as-read on your server.


 **Dictate Reply** – reply by voice dictation


 **Instant Reply** – reply by selecting from a list of preset replies


 **Forward** – forward the email to a colleague


Other commands


 **Inbox** – browse list of emails in the current folder


 **Folder** – switch to playing a different folder

 **Account** – switch to a different email account

 **Compose** – create a new email


 **Time** – say the current time


 **People** – read out the sender and recipients


 **When** – read out the date and time received


Voice commands - when dictating


Wait for 5 seconds for voice commands to activate.


 **Read Back** – read your dictated text to you


 **Add Sentence** – resume dictation by starting a new sentence


 **Continue Sentence** – resume dictation mid-sentence


 **Delete Word** – delete the last word you dictated


 **Delete Sentence** – delete the last sentence you dictated

 **Replace** – change a word you dictated (say the word)

 **Reply All** – toggle between 'Reply All' and 'Reply Sender Only'

 **Recipient** – change the recipient when forwarding

 **Language** – switch the dictation language

 **Send** – send the dictated message, including original email (and attachments if forwarding)

 **Search**

Quick search of your recent emails by subject or sender (in the current folder).

 **Clear Search**

After searching, your results are filtered - say 'clear' for all emails.

 **Preferences**

Adjust preferences using voice control.

 **Discard**

Tap and say 'discard' or 'cancel' or resume playing email

 **Redo**

Tap and say 'redo' to start the dictation again from scratch

Punctuation

Say 'full stop' or 'period', 'comma', 'question mark', 'exclamation mark', 'dash', 'new line', 'smiley face'. These work in any language (eg say 'punt' for a full stop in Dutch).