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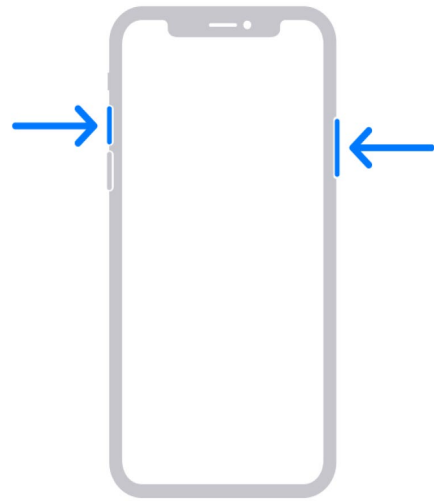
# **iPhone Screen Capture, Email, and Message Settings**

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# Take a screenshot on your iPhone

## How to take a screenshot on **iPhone X** or later

1. Press the side button and the volume up button at the same time.

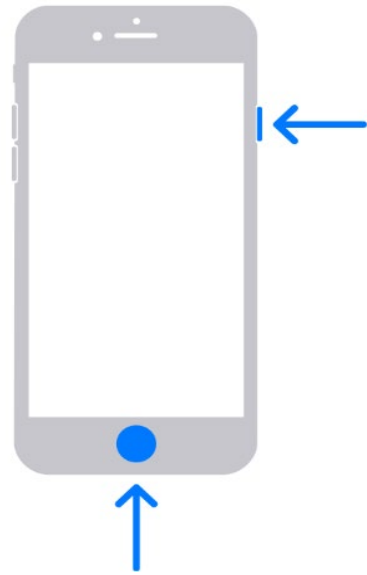


2. Quickly release both buttons.
3. After you take a screenshot, a thumbnail temporarily appears in the lower-left corner of your screen. Tap the thumbnail to open it or swipe left to dismiss it.

# Take a screenshot on your iPhone

## How to take a screenshot on **iPhone 8, 7, or 6**

1. Press the side button and the Home button at the same time.

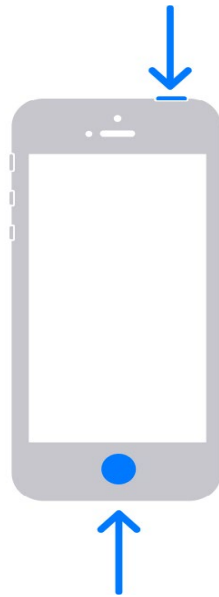


2. Quickly release both buttons.
3. After you take a screenshot, a thumbnail temporarily appears in the lower-left corner of your screen. Tap the thumbnail to open it or swipe left to dismiss it.

# Take a screenshot on your iPhone

## How to take a screenshot on **iPhone SE, 5, or earlier**

1. Press the top button and the Home button at the same time.






2. Quickly release both buttons.
3. After you take a screenshot, a thumbnail temporarily appears in the lower-left corner of your screen. Tap the thumbnail to open it or swipe left to dismiss it.

# Emailing Screenshots on your phone



# Email screenshot on your iPhone


## To send one or more screenshots

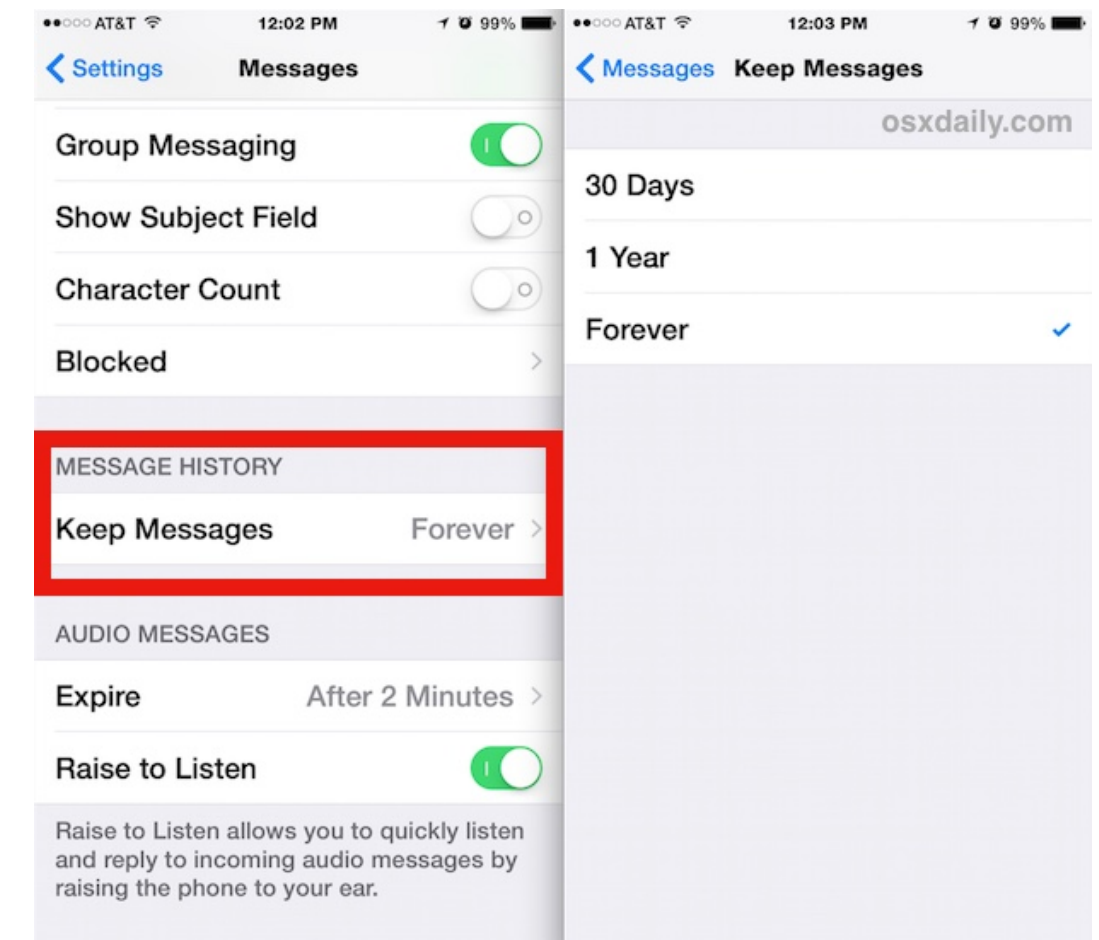
1. Open the Photos app , and select the photo or multiple photos
2. Tap , then tap mail 
3. Compose the email and send to yourself

# Change Message Retention Settings

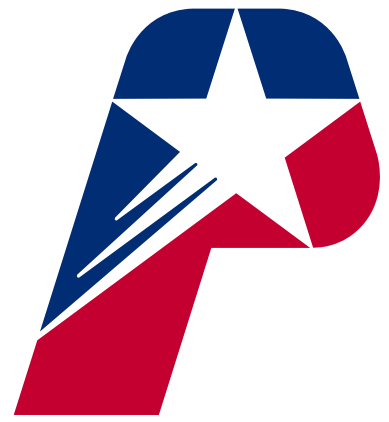


# Change message settings on iPhone

1. By default this feature is turned OFF, which means all your messages are kept on the device until manually removed. If you have modified this setting, here are the steps to ensure your messages are not auto-deleting.
2. Open the Settings app  and head to “Messages”
3. Scroll down in the Message settings until you see “Keep Messages” and tap on that
4. Select the desired option: 30 Days, 1 Year, or **Forever (the default)**







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# **Android Screen Capture, Email, and Message Settings**

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# Creating screenshots on your phone



# Take a screenshot on your Samsung J7

1. Press and hold the **Power** (located on the right edge) and **Home buttons** (located at the bottom) at the same time




2. Quickly release both buttons
3. To view the screenshot you've taken, from a Home screen, navigate: Apps  > Gallery.

# Emailing Screenshots on your phone



# Email screenshot on your phone

## To send one or more screenshots

1. From a Home screen, tap the camera icon .
2. Tap the photos album to the right of the camera shutter.



# Email screenshot on your phone (cont.)

## To send one or more screenshots

1. Tap the share icon .

2. Select email app

3. Compose email

4. Send email




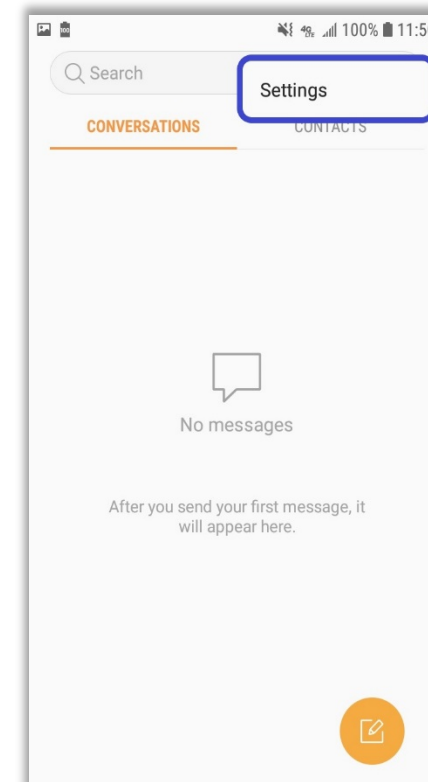
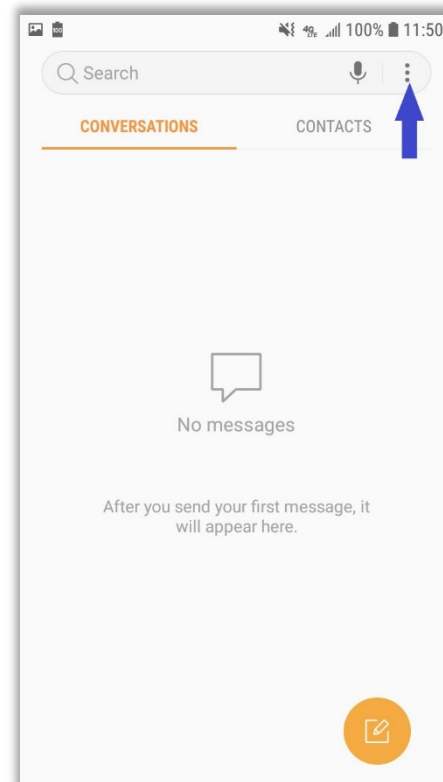
# Change Message Retention Settings



# Change message settings on Samsung J7 Phone

By default this feature is turned OFF, which means all your messages are kept on the device until manually removed. If you have modified this setting, here are the steps to ensure your messages are not auto-deleting.

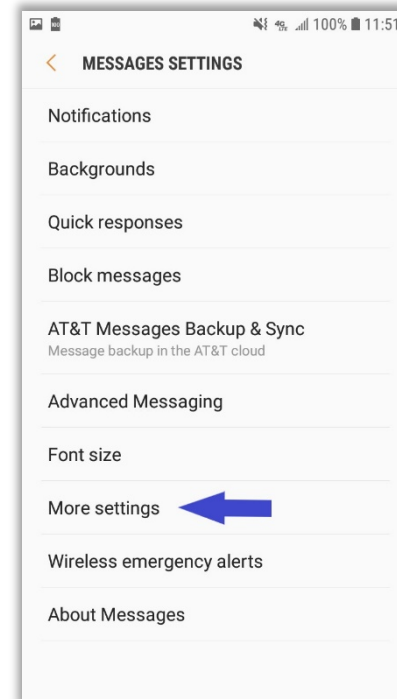
1. From a Home screen, tap Messages 
2. In the top right, tap the vertical ellipses and tap settings



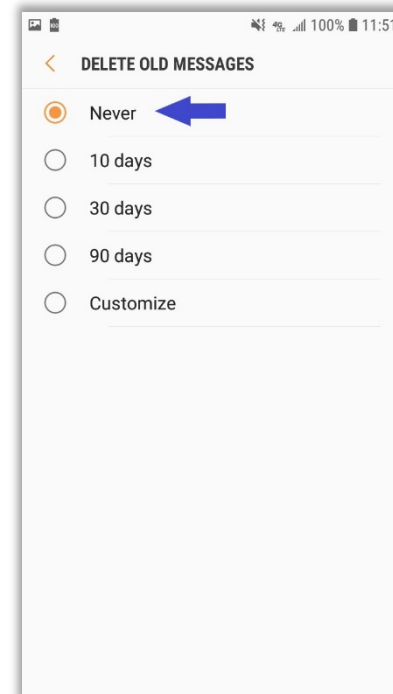
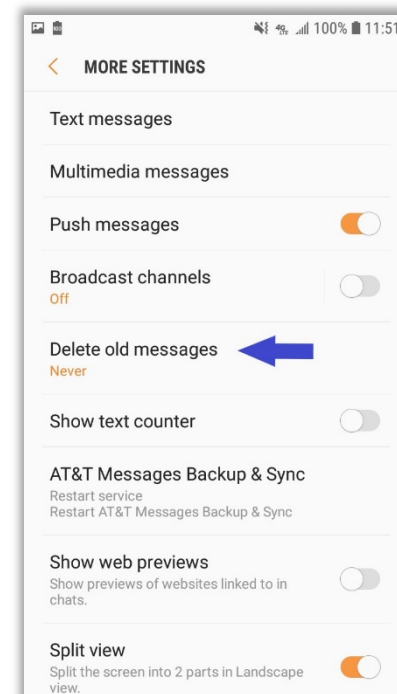


# Change message settings on Samsung J7 Phone

1. Tap more settings



2. Tap Delete Messages and select Never



If you do not have a Samsung Galaxy J7 smartphone, you can either google how to do screen capture on your phone or contact the Service Desk for assistance.



## Service Desk

Tel: 972-941-5306

Email: [support@plano.gov](mailto:support@plano.gov)