Using a Smartphone to Communicate with Family, Friends and Others

The Gmail App
Android Galaxy 8.x
updated 4/7/2020
v 1.0
Connect Through Tech

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Benefits

If you already use email, being able to access it from your phone means you can open and respond to emails on the go. This is especially useful if you need information contained in an email, such as an appointment time or location, or if you received pictures that you want to share with someone when you are out and about. There will never be a need to wait until you get home or to use your home computer as a separate device. Whatever you do in your email account automatically updates on all your email connected devices, so you can switch between the devices without any loss of information.
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Prerequisites

- Android smartphone, operating system 8.x (Oreo) or later
- Active mobile provider (e.g. Verizon, Sprint, AT&T)
- Google account added to smartphone (separate Quick Start Guide is available if needed)
Introduction

The word “app” is short for application. An application tells your phone how to do a related set of tasks. In this guide, you will learn how to use the Mail app.

Email and text messages have become the primary types of electronic communication used on smart phones. (Text messages each covered in separate Quick Start Guide.)

You can refer to this guide anytime you want to do any of these steps independently. Please write or draw on the pages in any way that will help your independent use of the guide.

Different people like to communicate in different ways. When adding someone to your contacts, ask them if they prefer calls, text or email. Using their preferred method when you contact them will help you to get a quicker response.
Opening Gmail

Step 1. Look for *Gmail* app by **clicking** (tapping) on the Google **icon** (picture).

NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn’t matter where it appears.
Step 2. **Click** (tap) on *Gmail*. NOTE: You may also find Gmail as a separate **icon** (picture) on your desktop, as shown below. If so, you can **click** (tap) on it directly.
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Create & Send a New Email

Step 1. To create new email, click (tap) Plus Sign image on bottom right of screen.
Create & Send a New Email
(continued)

Step 2. Compose your email by starting to type name of person from your contact list (on left), or by entering (typing) email addresses directly (on right).
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Create & Send a New Email
(continued)

Step 3. Select (tap) Subject field (area for typing) and using on screen keyboard, type title of your email. This should be a clear, short, descriptive phrase to tell the receiver what they can expect in body of the email.

![Email composition screen with subject field filled with Lunch Today?](image)
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Create & Send a New Email
(continued)

Step 4. Compose the body of your email either:

a. BY VOICE: Click (tap) microphone icon and dictate
b. BY HAND: Type the message out on the keyboard

How about the new Italian restaurant on Main Street?
Create & Send a New Email
(continued)

Step 5. Note that if you enter a misspelled word, you will see some alternative spellings. You can click (tap) on the correct word to replace the misspelled word so you don’t have to retype it.
Step 6. To include an attachment (e.g. photo), click (tap) on the Attach icon (looks like paper clip).
Step 7. **Click** (tap) on *Attach file*.
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Create & Send a New Email
(continued)

Step 8. In this example, you will attach a photo which was taken with the phone camera. **Click** (tap) on file to attach to your email.

![File Attachment Example]

- **85284900233095998271.jpg**
  - Modified: May 14
  - Size: 171 kB

- **IMG_02111.jpg**
  - Modified: May 14
  - Size: 147 kB
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Create & Send a New Email
(continued)

Step 9. When ready to send, **click** (tap) triangle on top right of screen to send email.

From: dorottechcoaching@gmail.com

To: ssmith@dorotusa.org

Lunch today?

How about the new Italian restaurant on Main Street?
Read & Reply to Emails

Step 1. List of incoming emails will appear. Emails that you haven’t yet read will appear in bold. To read an email, click (tap) on the email.

Search mail

PRIMARY

Tap a sender image to select that conversation. Dismiss

John Adams 12:34 PM
Congratulations on setting up your n...
Good luck! NHR John Adams Progra...

Google Community Team 11:59 AM
Finish setting up your new Google Ac...
Google Hi Dorot, Welcome to Google....
Step 2a. Read email. To reply to email, click (tap) on arrow on top OR on Reply on bottom of screen.
Step 2b. Compose your reply, then click (tap) blue triangle to send.

Re: Congratulations on setting up your new account

Thanks, I look forward to being in touch.
Step 3a – To send this email to someone other than the person who sent it, **click (tap) on Forward at bottom of screen.**
Step 3b – Enter email address to forward email to.

Fwd: Congratulations on setting up your new account

Compose email

***

ssmith@dorotusa.org
Read & Reply to Emails
(continued)

Step 3c. Compose any additional message you wish to accompany the forwarded email, then **click (tap)** blue triangle when ready to send.

Look, I finally have my own email account.
Step 4. You may also print your email by **clicking** (tapping) on the three vertical dots on upper right of screen, then **clicking** (tapping) *Print* (if you have a wireless printer available to use).
Deleting an Email

Step 1. List of incoming emails will appear. Click (tap) on email you would like to delete.
Deleting an Email (continued)

Step 2. **Click** (tap) trash can to delete.

![Email screenshot]

Finish setting up your new Google Account

Google Communications 11:59 AM
to me

Hi Dorot,

Welcome to Google. Your new account comes with access to Google products, apps, and services. Here are a few tips to get you started.
DOROT hopes that you have found this guide useful and that it has made technology easily more accessible.

We would love to hear from you. Please share your comments through technologyhelp@dorotusa.org.