



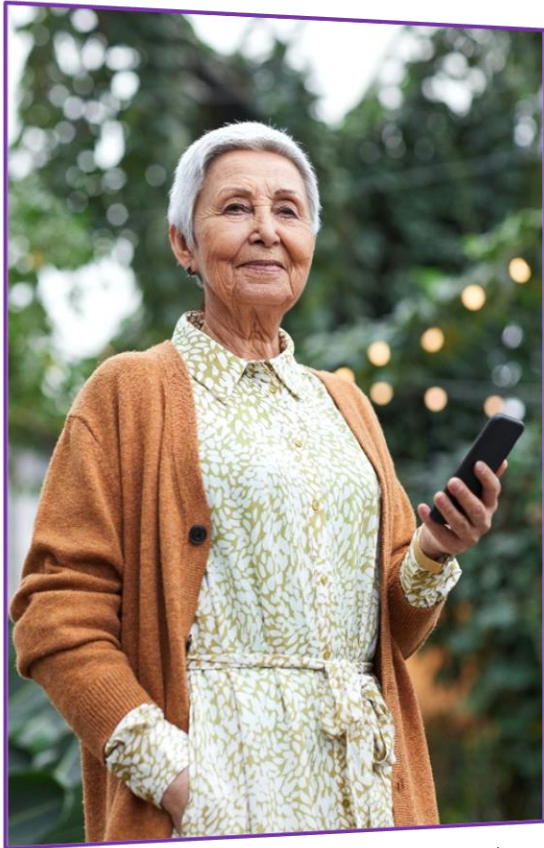
E-mail Basics for Your Android Tablet



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BENEFITS



Many individuals, service providers, and companies favor e-mail because it is faster and more convenient to use than traditional paper mailings. Once you learn to use e-mail, you will probably agree! Imagine being able to write back and forth with friends or family without having to wait for days in between your responses. Just like traditional paper mail, you can use e-mail to send things like documents and pictures. The best part is, you don't need to make copies of those items or weigh them at the post office. Another benefit is that if you want

to send the same message or item to multiple people, you can add them all to a single e-mail. Each recipient can even communicate with the others included on that e-mail.

If you already use e-mail, being able to access it from your tablet means you can open and respond to e-mails on the go. This is especially useful if you need information contained in an e-mail, 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 e-mail account automatically updates on all your e-mail connected devices, so you can switch between the devices without any loss of information. E-mail allows you to get mail at anytime, anywhere you are in the world.

PREREQUISITES


You will need the following items to complete the steps in this guide. Please make sure you have fully charged the device before continuing.

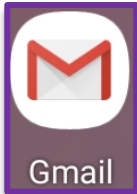
- Android smartphone or tablet
- Internet connection
- Google account

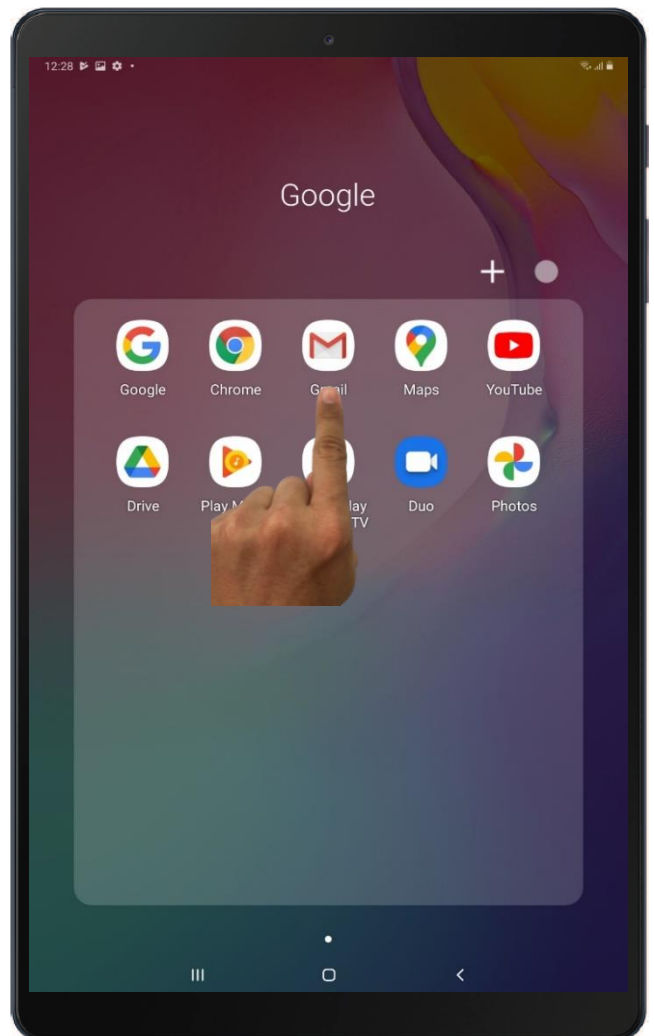
MANAGING E-MAIL

Locating E-mail

First you need to open your e-mail. If you are already using e-mail that is not part of **Gmail**, your coach will adjust these steps.

Click (tap) on  from your home screen.

Click (tap) on 



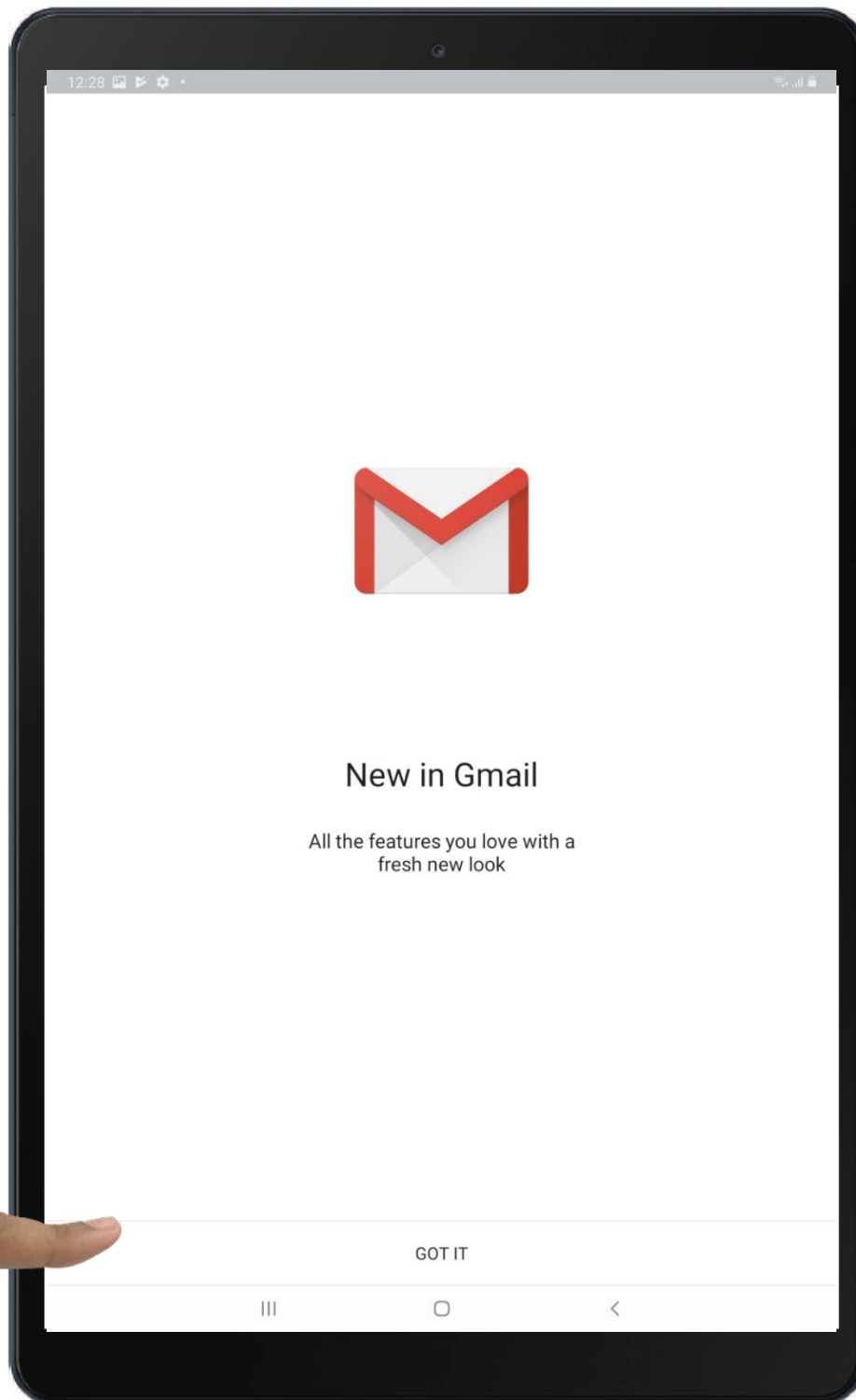
Setting up Gmail

Step 1

Great! You opened **Gmail**.

This message will appear if this is your first time opening **Gmail**.

Click (tap) on “*Got it*” at the bottom of the screen.

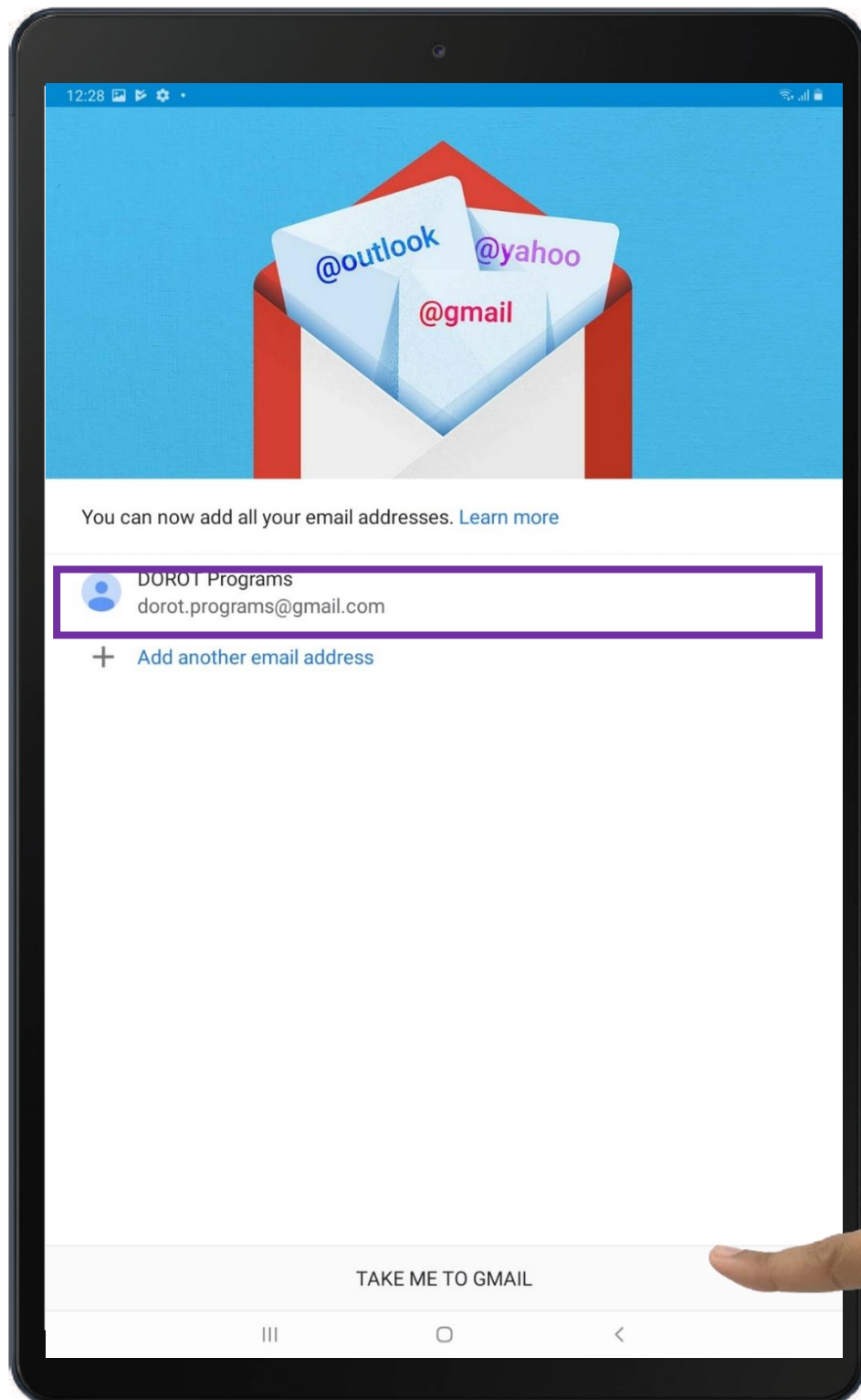


Setting up Gmail

Step 2

You will see your e-mail address in the space highlighted below!

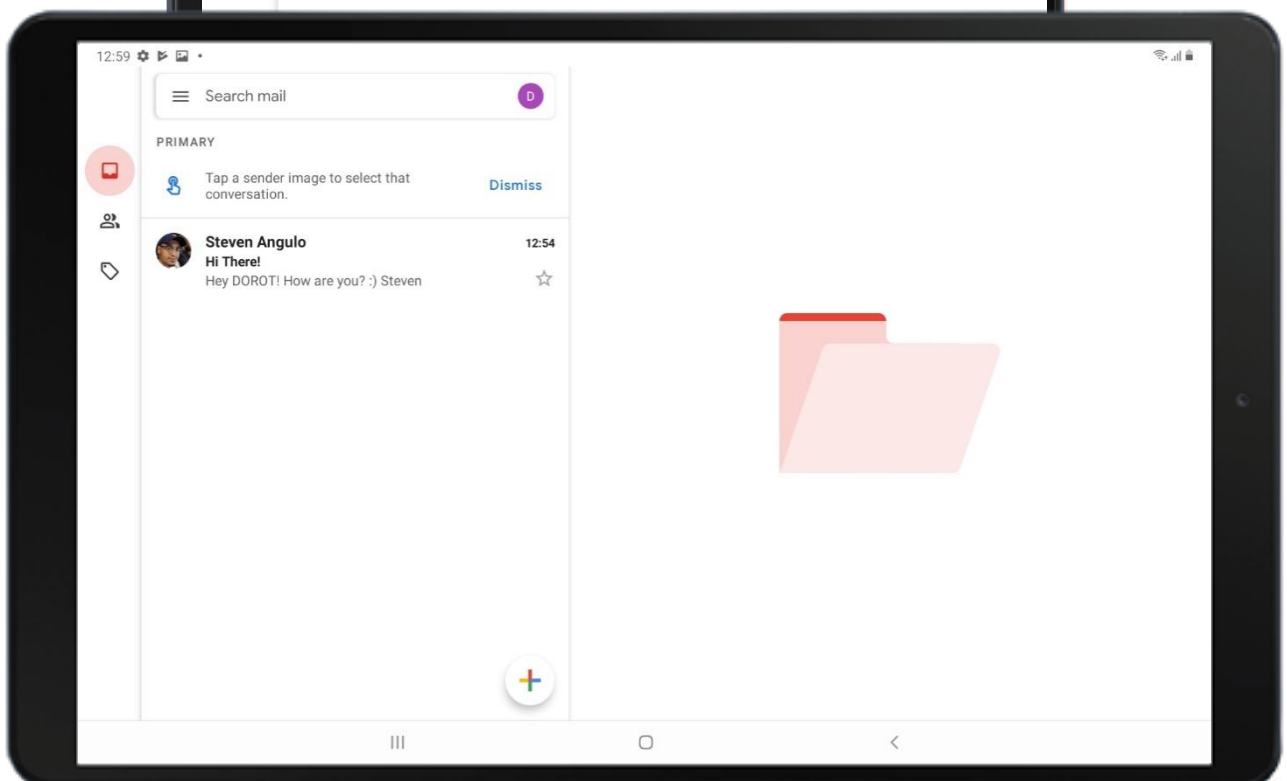
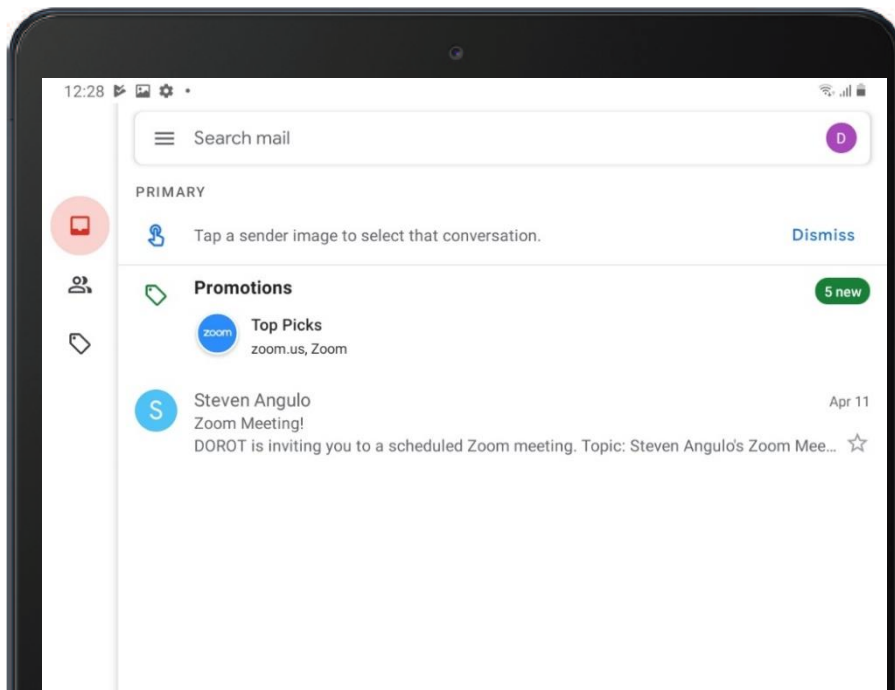
Click (tap) on “*Take me to Gmail*” at the bottom of the screen.



Setting up Gmail

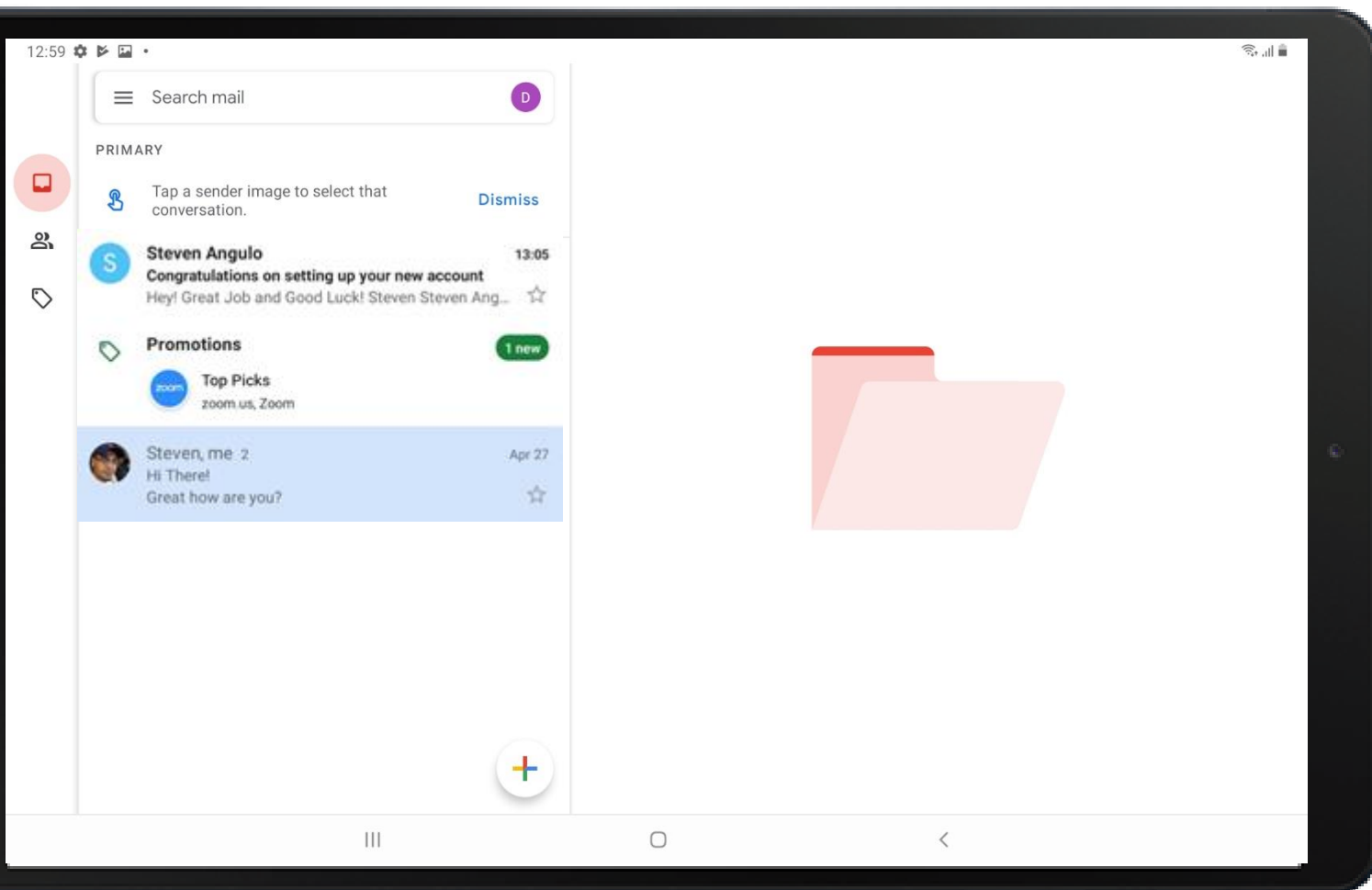
Step 3

Now you see your inbox. When using **Gmail** to check your e-mail you can hold your tablet horizontally or vertically. We recommend that you use it horizontally, since it makes navigating the application easier!



What is an Inbox?

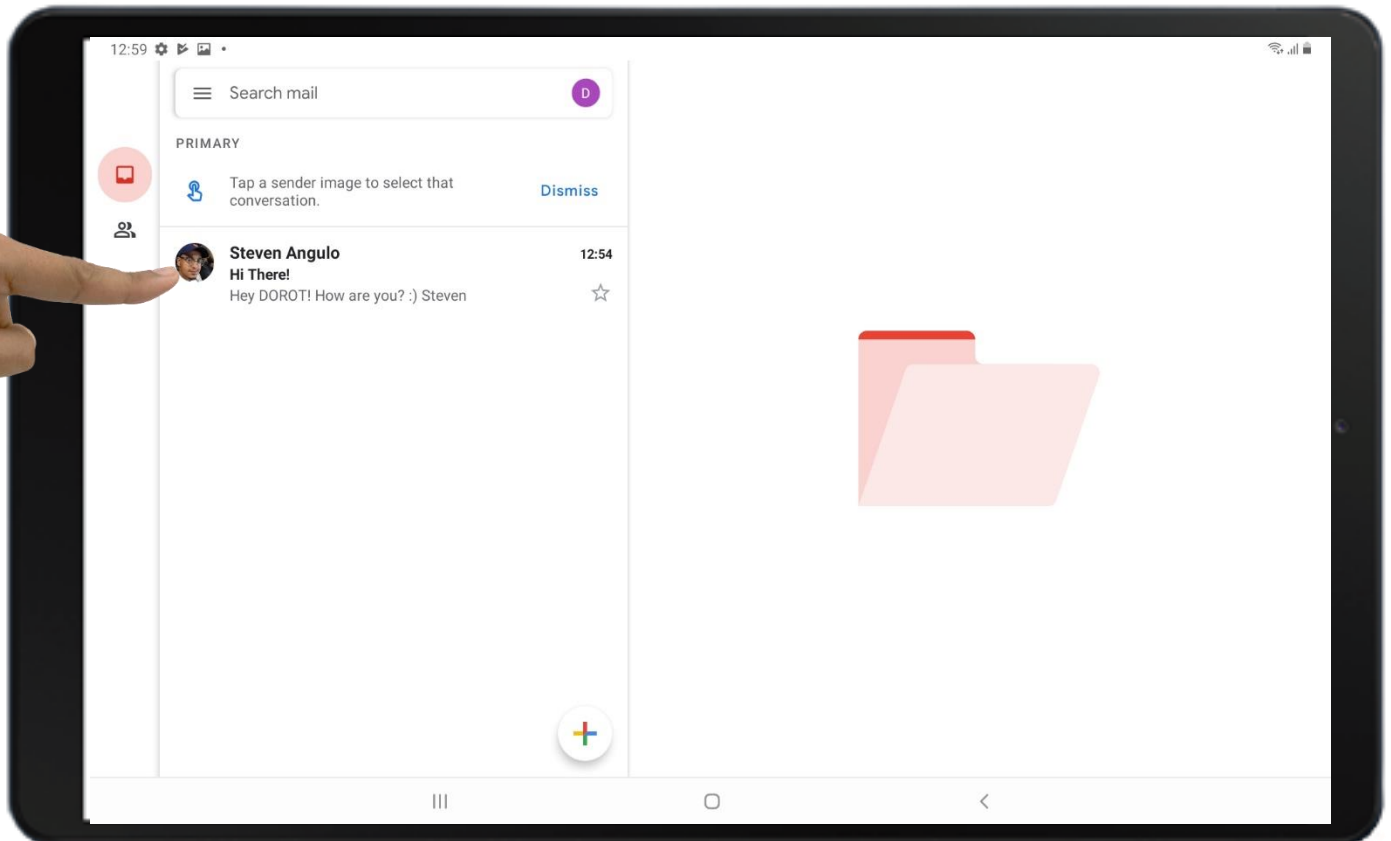
Think of your inbox as your mailbox. Any mail addressed to you will be inside your inbox. You will see a list of arrived e-mails. E-mails that you have not read yet will appear in **bold**, while read e-mails will not be bold.



Reading & Replying to E-mails

Step 1

To read an e-mail, **click** (tap) on the one you want to read. Your coach is about to send you a welcome e-mail. When you see it arrive in your inbox, you can open it!

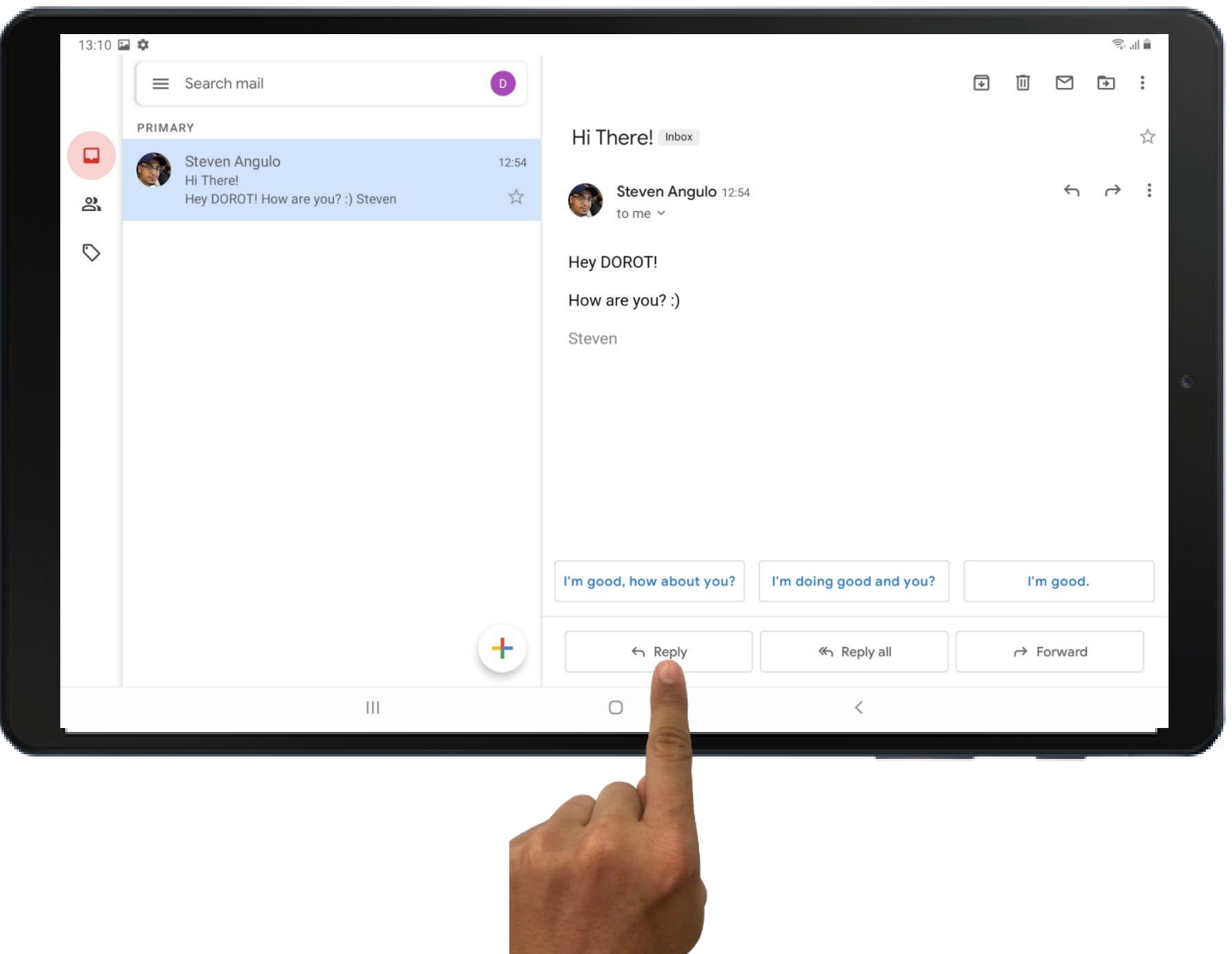


Reading & Replying to E-mails

Step 2

You will notice that the e-mail message now appears on the right-hand side of the screen. Once you have read it, you can respond.


Click (tap) on *reply* at the bottom of your screen.

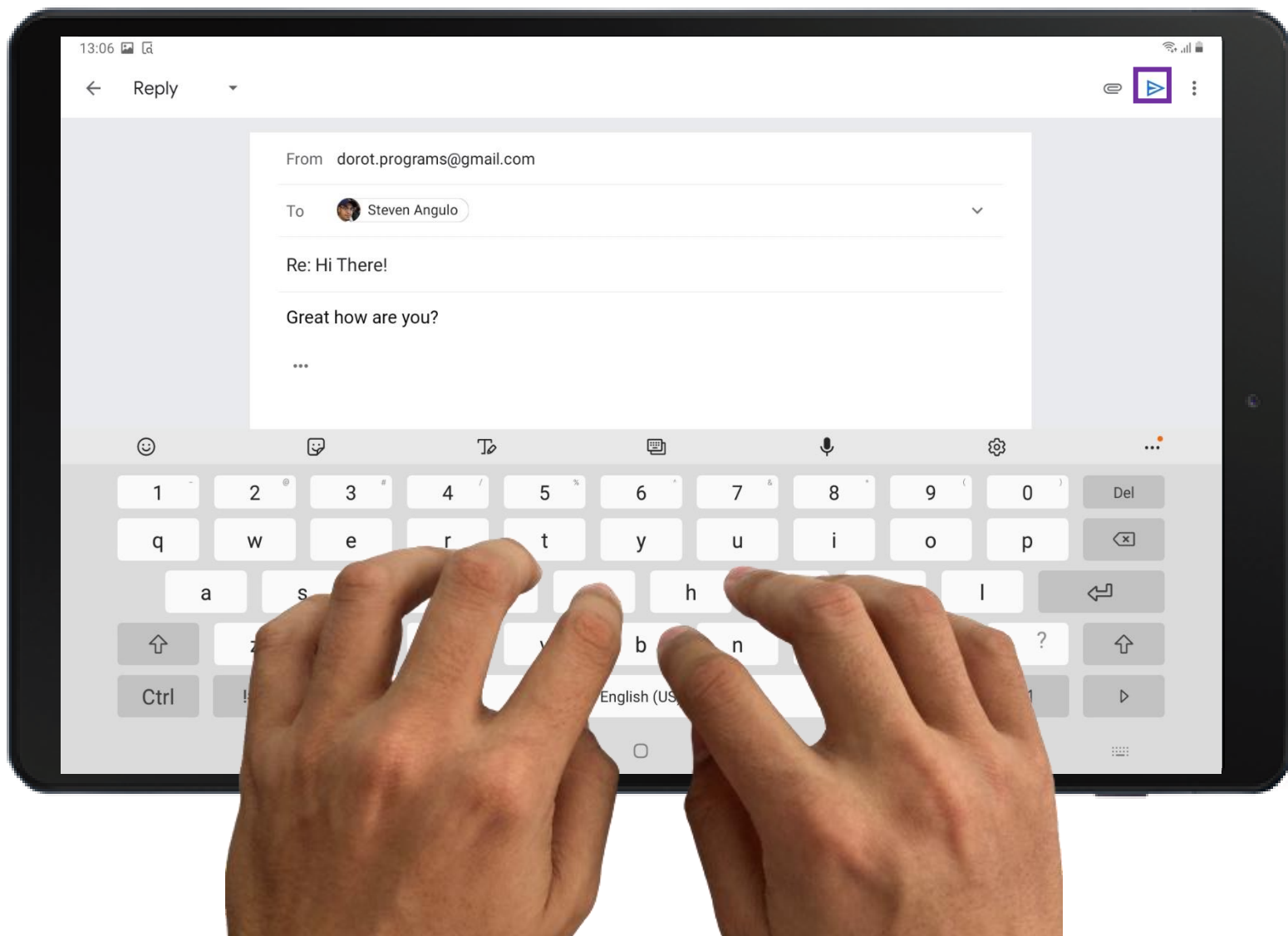


Reading & Replying to E-mails

Step 3

Using the keyboard, **enter** (type) your reply to your coach.

When you are finished writing your message, **click** (tap)  located in the top right corner of the screen. This sends your message.

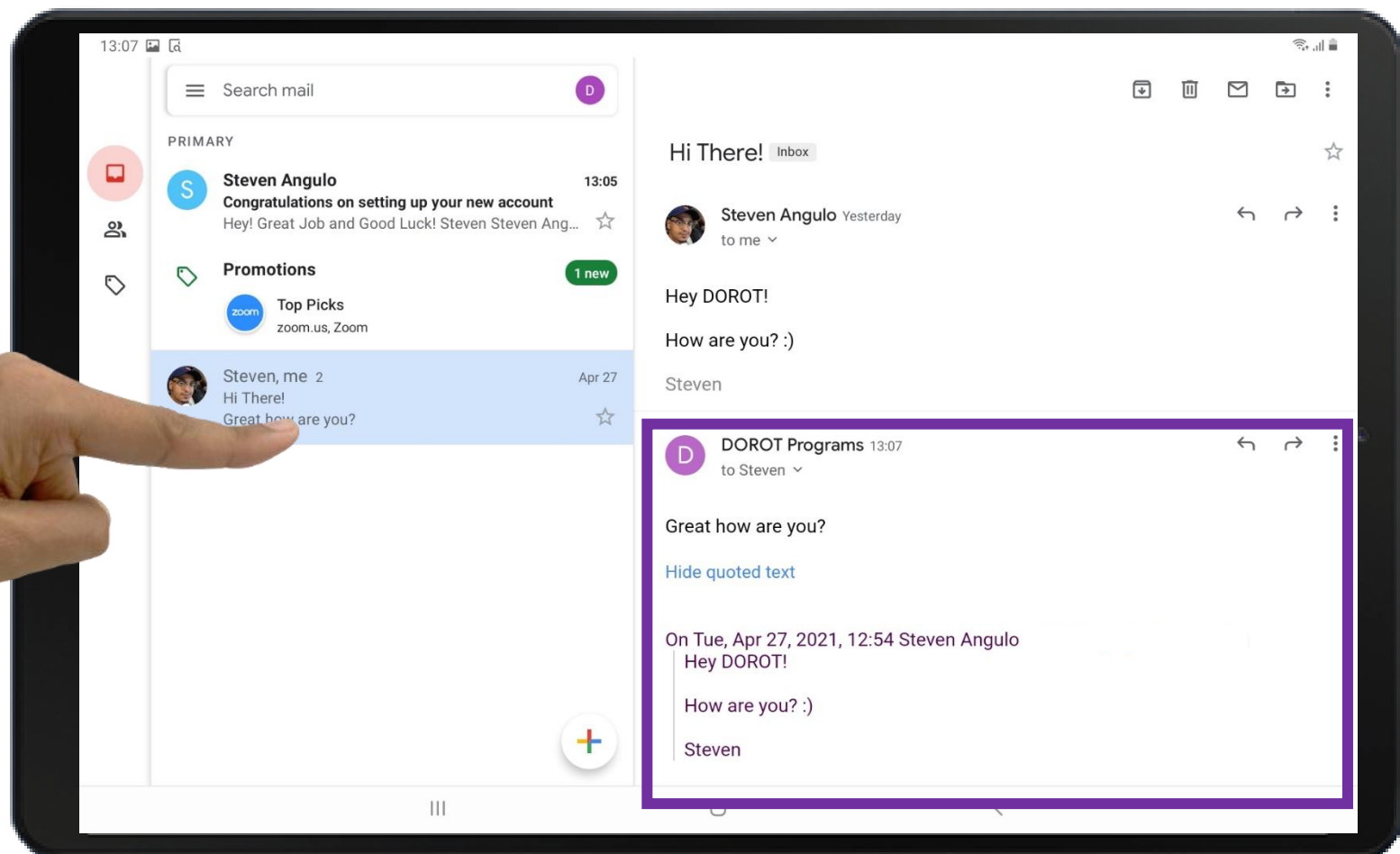


Reading & Replying to E-mails

Step 4


You will be brought back to your inbox after replying.

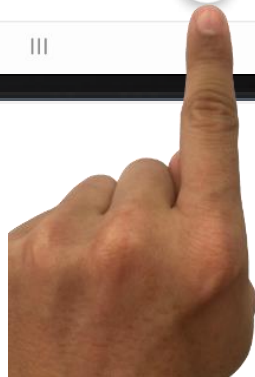
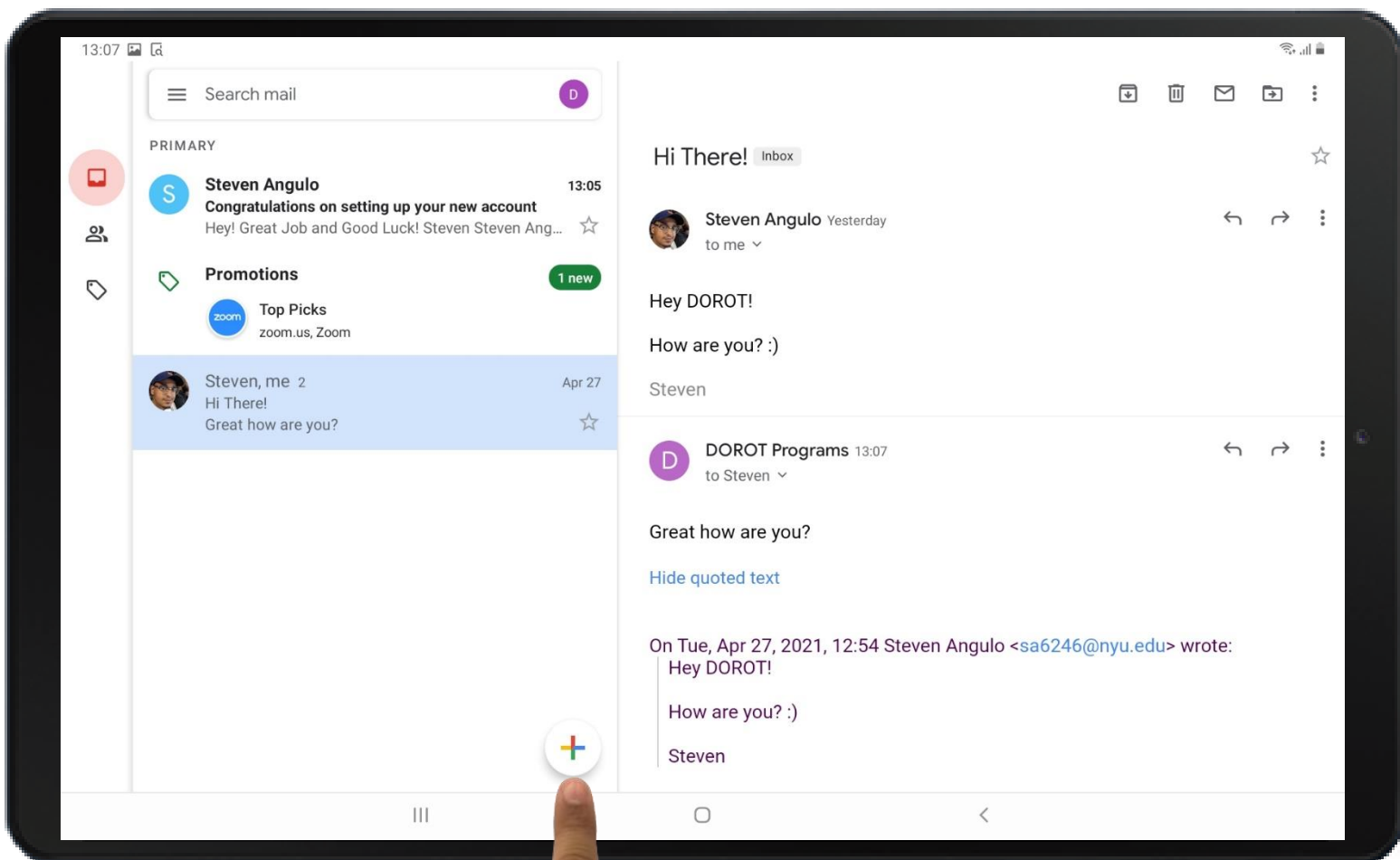
Click (tap) on the e-mail again and you will notice that you can now see your response was added to the e-mail. You'll notice that the original e-mail contents will be in **purple** and above your response. You can continue to write back and forth, and those messages will be added too. This is known as a **thread**.



Creating & Sending a New E-mail

Step 1

Sending a new e-mail is as easy as replying. To create an e-mail, **click** (tap) on the  symbol located on the bottom of the screen.



Creating & Sending a New E-mail

Step 2

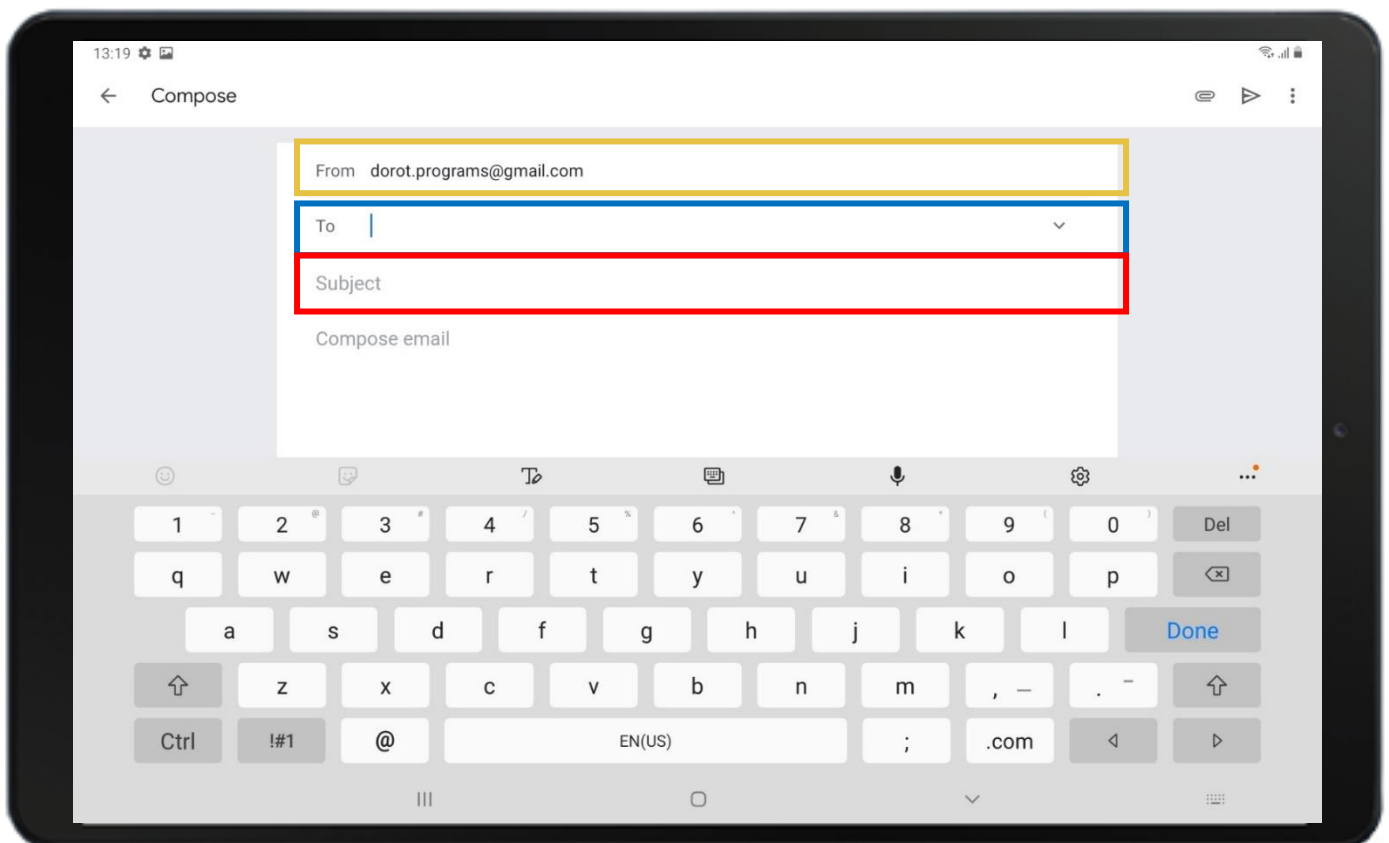
Here you can compose your e-mail!

Each e-mail you send will always have the same 3 basic components.

To line: This is where you indicate the e-mail address of the recipient. This area is highlighted in yellow below.

Subject line: Think of this as the title of your e-mail, the main reason you are writing. Your recipients will see this when they look at the list in their inbox. This area is highlighted in blue below.

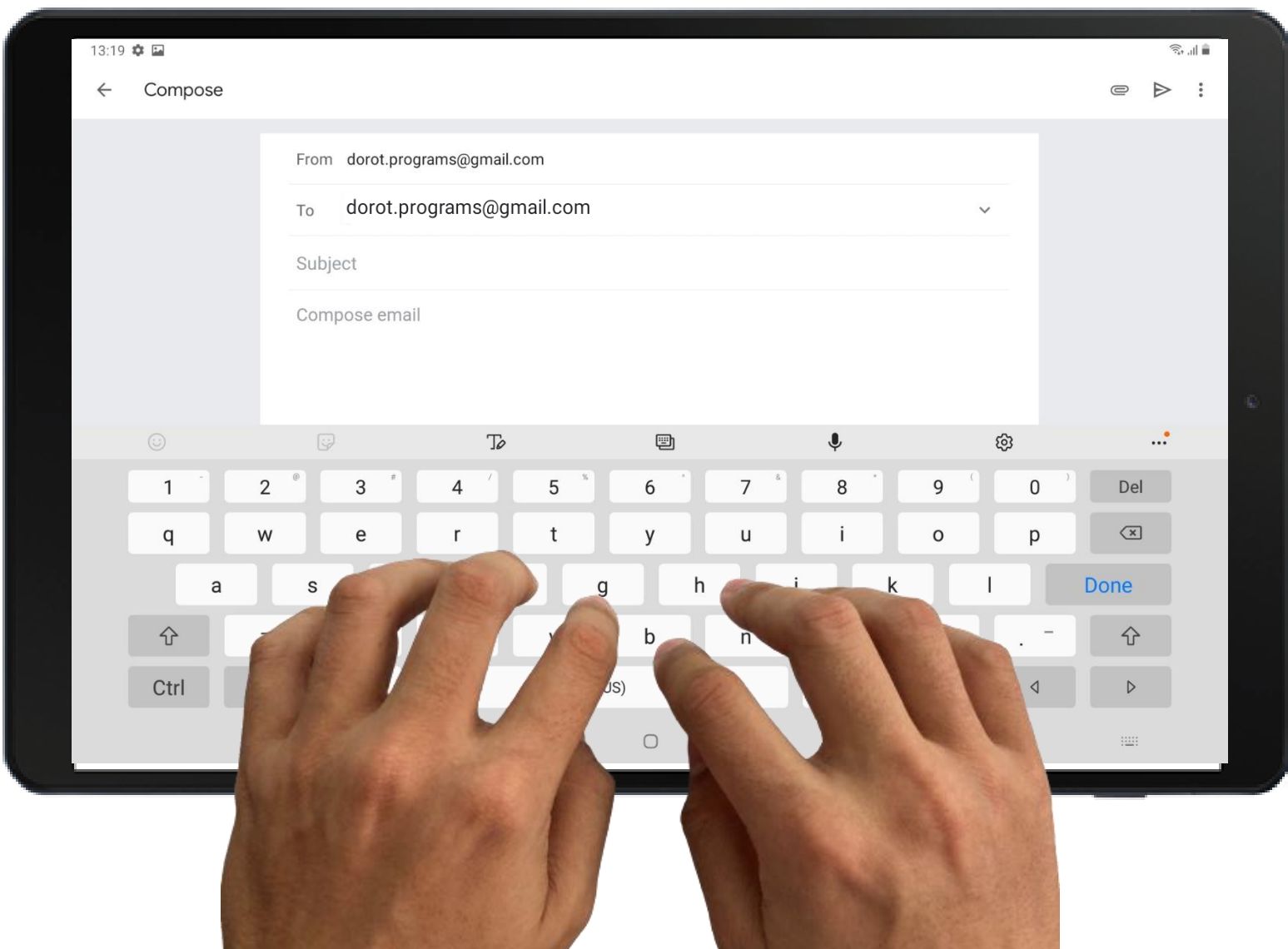
Body: The body contains everything that you wish to say to the recipient. It is essentially the letter inside of the envelope in electronic form! When you send an e-mail message, you are not limited in terms of how much text you can use. This area is highlighted in red below.



Creating & Sending a New E-mail

Step 3

To begin composing an e-mail, **click** (tap) on the *To line*. Next, **enter** (type) the e-mail address of the intended recipient. Try this using your coach’s e-mail address.

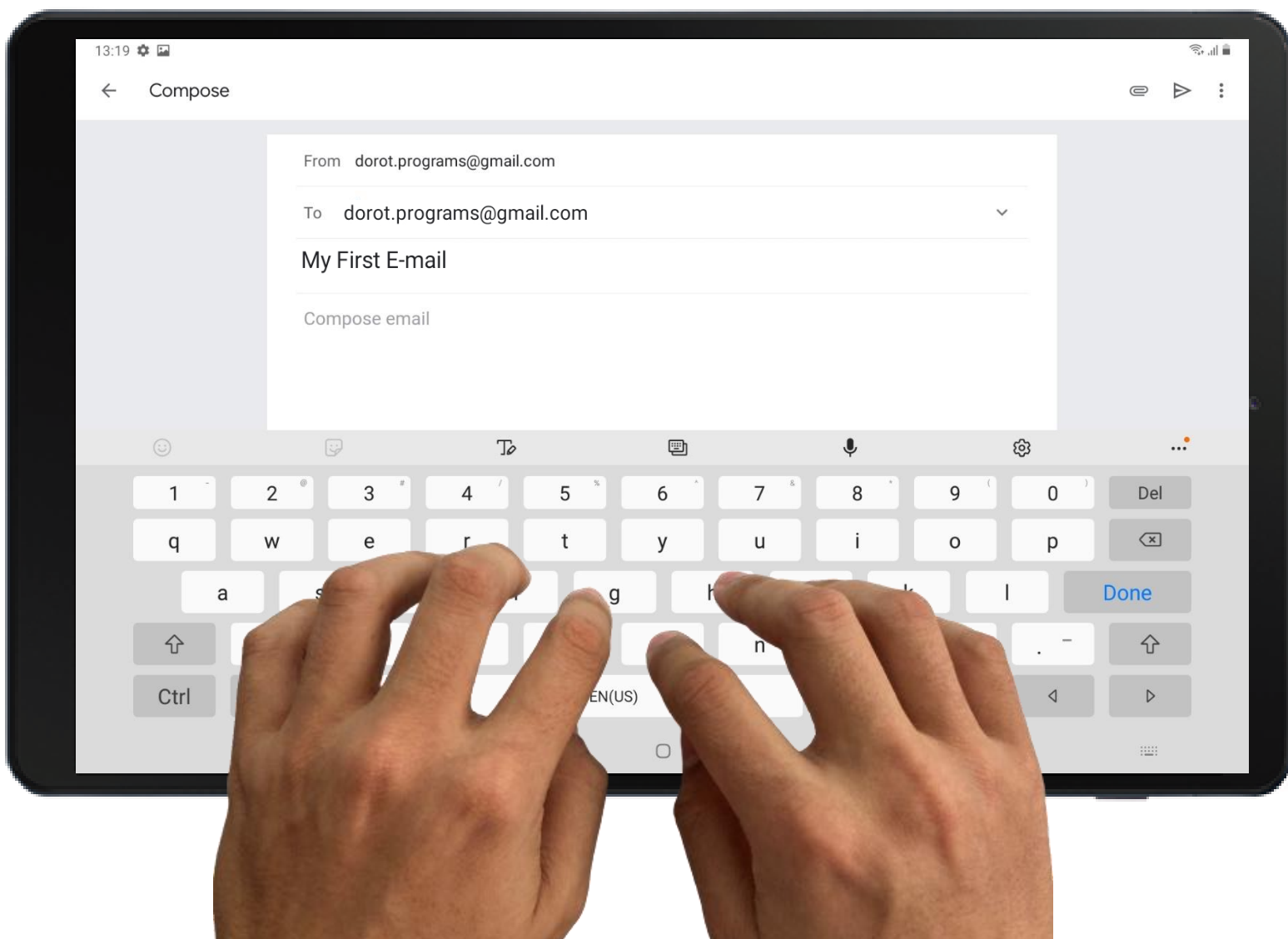


Creating & Sending a New E-mail

Step 4

Next, you should give your e-mail a subject. Remember that the subject line is the first text your recipient will see.

Click (tap) on the **subject** line. Using the keyboard, **enter** (type) a subject.

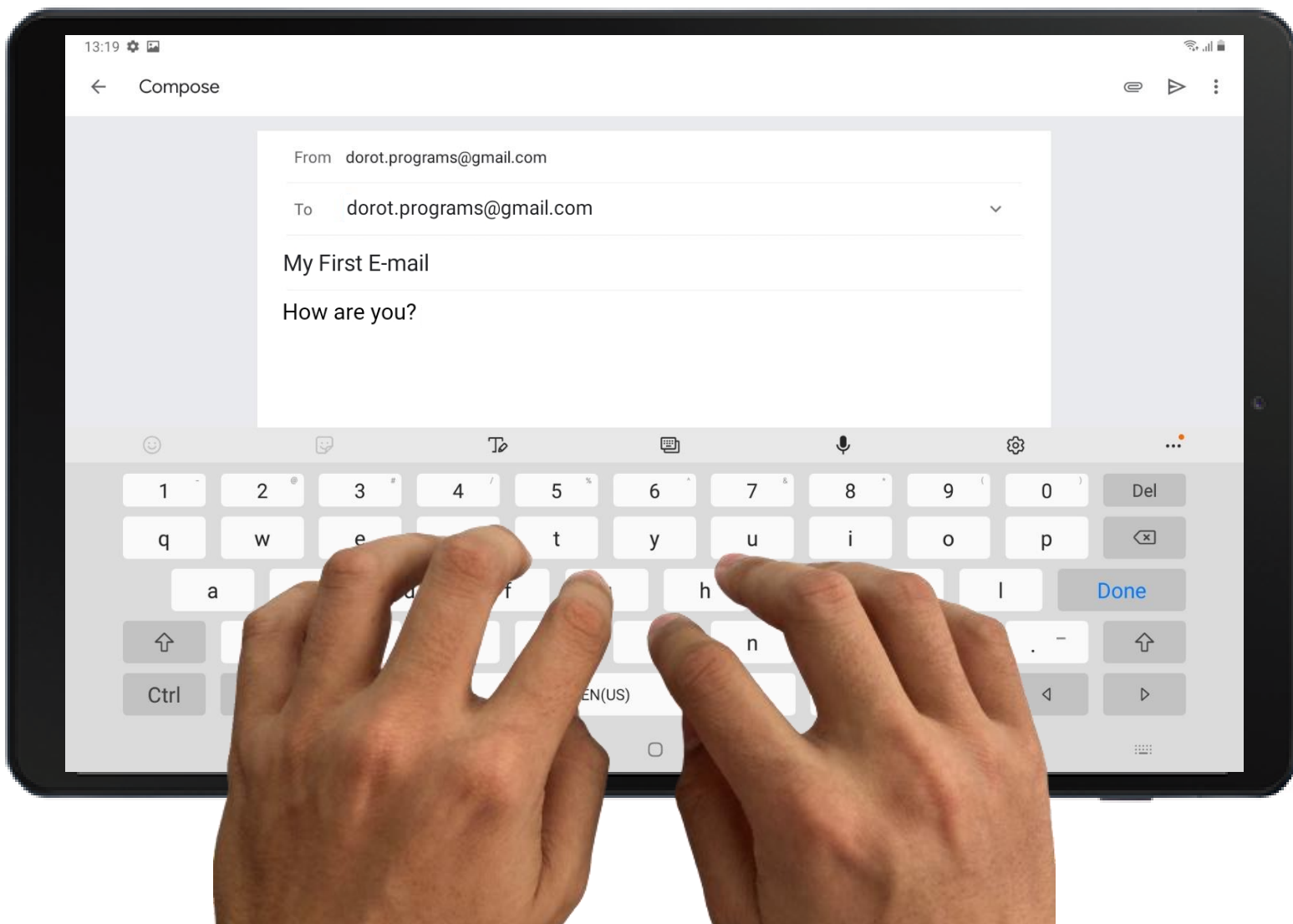


Creating & Sending a New E-mail

Step 5

Now you will write the body of your e-mail, which is whatever message you wish to send.

Click (tap) on the body. Using the keyboard, **enter** (type) into the e-mail's body.

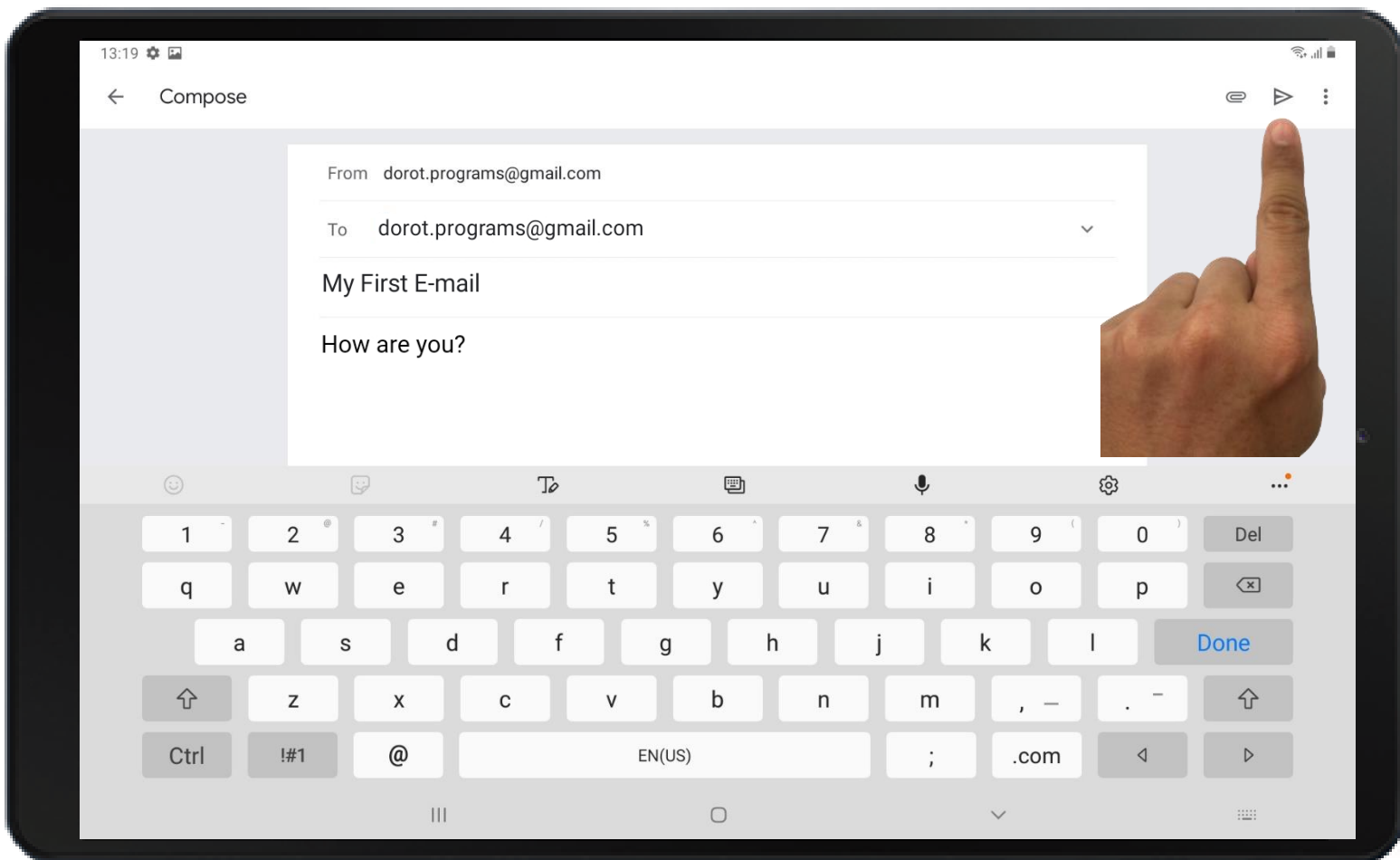


Creating & Sending a New E-mail

Step 6

Great! You finished writing your e-mail.

Click (tap) on the  symbol located on the top right of the screen to send the message.

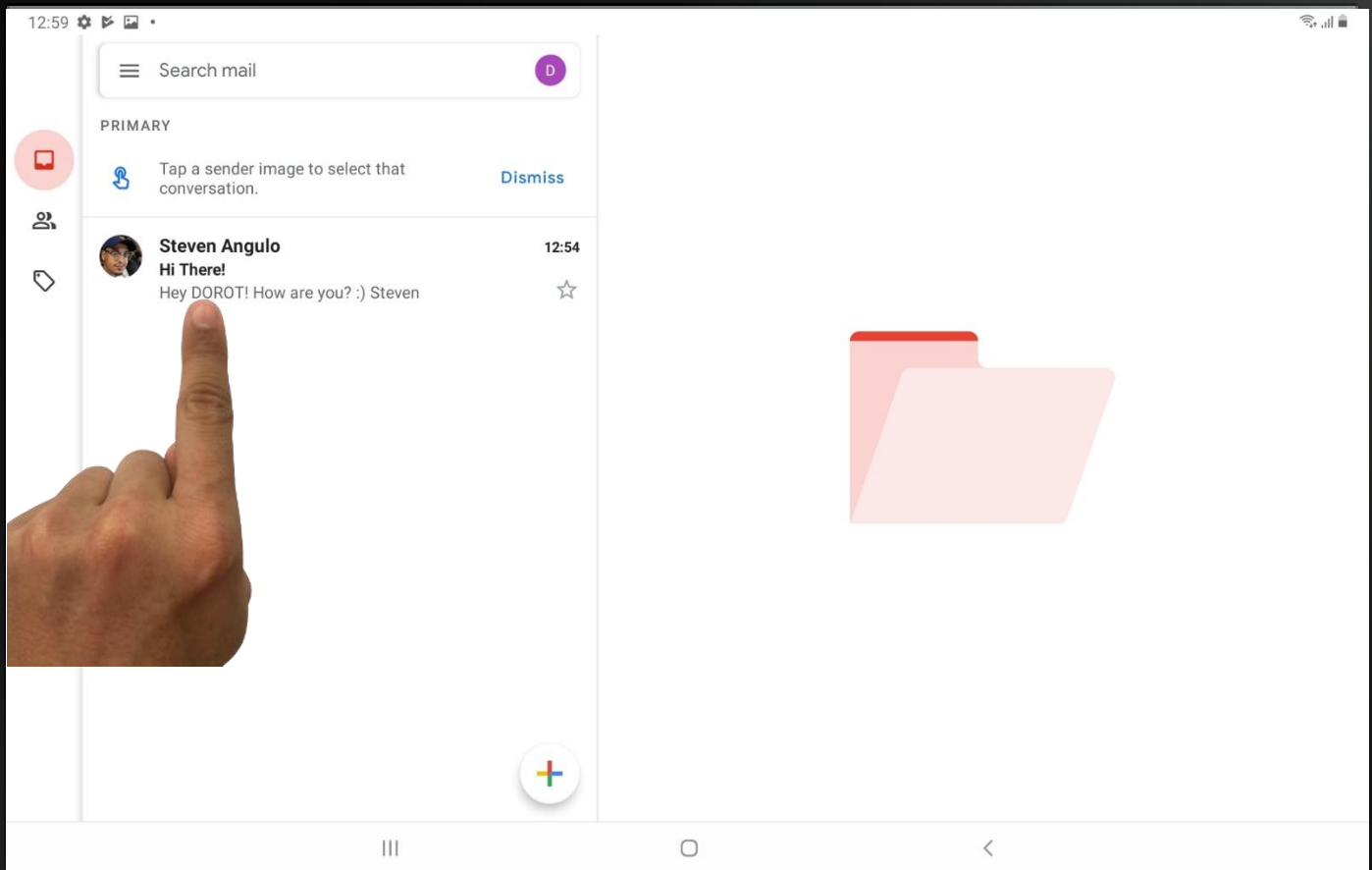


Great! You sent your first e-mail.

Deleting an E-mail

Step 1

There are some e-mails you may want to save, but others you may choose to throw away. This is called **deleting**. **Click** (tap) on the e-mail you would like to delete from your inbox.

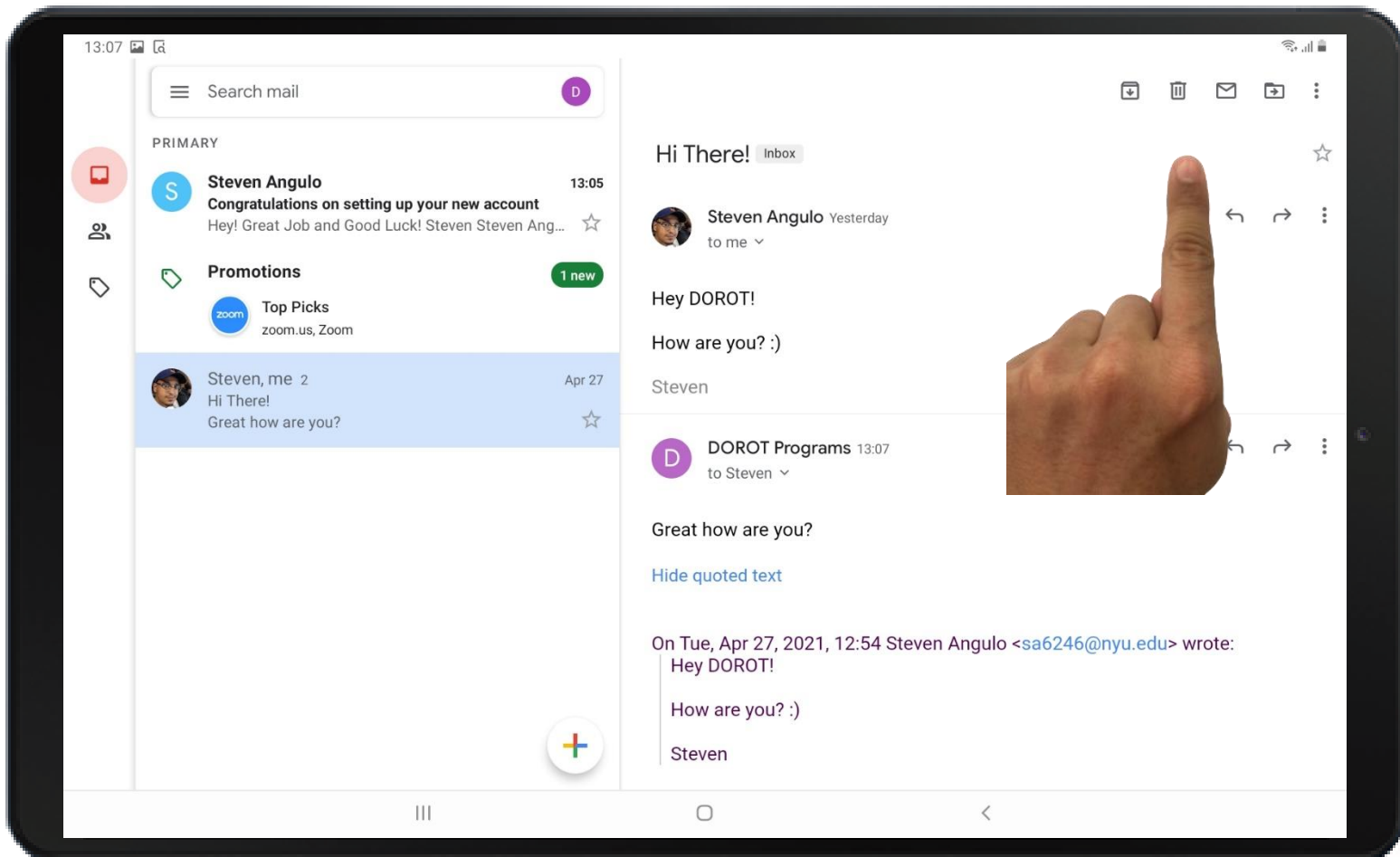


Deleting an E-mail

Step 2

Click (tap) on the trash can symbol located on the top right corner.

That will delete the e-mail with all its responses from your inbox.



Now you know the basics of e-mail. Send some messages to people you know. They will be glad to hear from you!

There are other things you can learn about e-mail, like how to type a person's name and have their e-mail address show up or how to attach a document or picture you would like to share.

Let DOROT or your coach know if you would like to learn those things later.

PRACTICE PLAN

Learning something new takes practice. Practice helps you see what you know, what you don't know yet and builds your confidence.

Please take the time to plan with your coach 2-3 things you can do to practice the e-mail skills you covered today. Think about why you wanted to learn to e-mail and how you plan to use these skills as a part of your own day-to-day life.

Here are some suggestions to consider:

1. Respond to an e-mail sent to you by your coach.
2. Create and send an e-mail to a family member, friend or colleague.
3. Ask someone you know to send you an email you can open and respond to.
4. Create and send an e-mail or emails to business or service providers you need to contact (a more convenient method of communication than waiting on hold!).
5. Delete an e-mail sent to you by your coach to practice cleaning up your inbox.

You and your coach can come up with your own ideas too!

Next Visit

Take the first 15 minutes to review with your coach what you practiced. Review the successes you had and challenges that came up.

You can also choose to take the rest of that next session to continue practicing with this guide, try out these steps repeatedly and ask your coach any questions that come up.

NEXT STEPS

Now you know the basics of e-mail! Congratulations!

After you and your coach have agreed on a practice plan (see previous page for suggestions), you are ready to schedule your next visit.

Tell your coach if you would like to have your next visit focus on practicing what you have learned today. If you feel confident with what has already been covered, you are ready to learn something new. If you have completed this entire guide, you may move on to the next guide in the series (see *New User Options* below). If you have completed the entire series, you may choose to delve deeper into this topic (see *Experienced User Options* below). Or you can work with your coach to decide on something else.

Next Visit Options:

New User Options
Zoom Basics
Accessibility Settings
Pre-Installed Apps
How to Use Google

Experienced User Options
Create Contacts
Attach Documents/Pictures
Organize Inbox
Save Documents/Pictures
Forward E-mails

DOROT hopes that you have found this guide useful and that it has made technology more easily accessible to you.

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