



# Connect Through Tech

## Tech Coaching Quick Start Guide

### 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

## Table of Contents

Benefits	3
Prerequisites	4
Introduction	5
Opening Gmail	6
Create & Send a New Email	8
Read & Reply to Emails	17
Deleting an Email	24



## Connect Through Tech

### **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.



# Connect Through Tech

## 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)



# Connect Through Tech

## 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.



## Connect Through Tech

### Opening Gmail

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



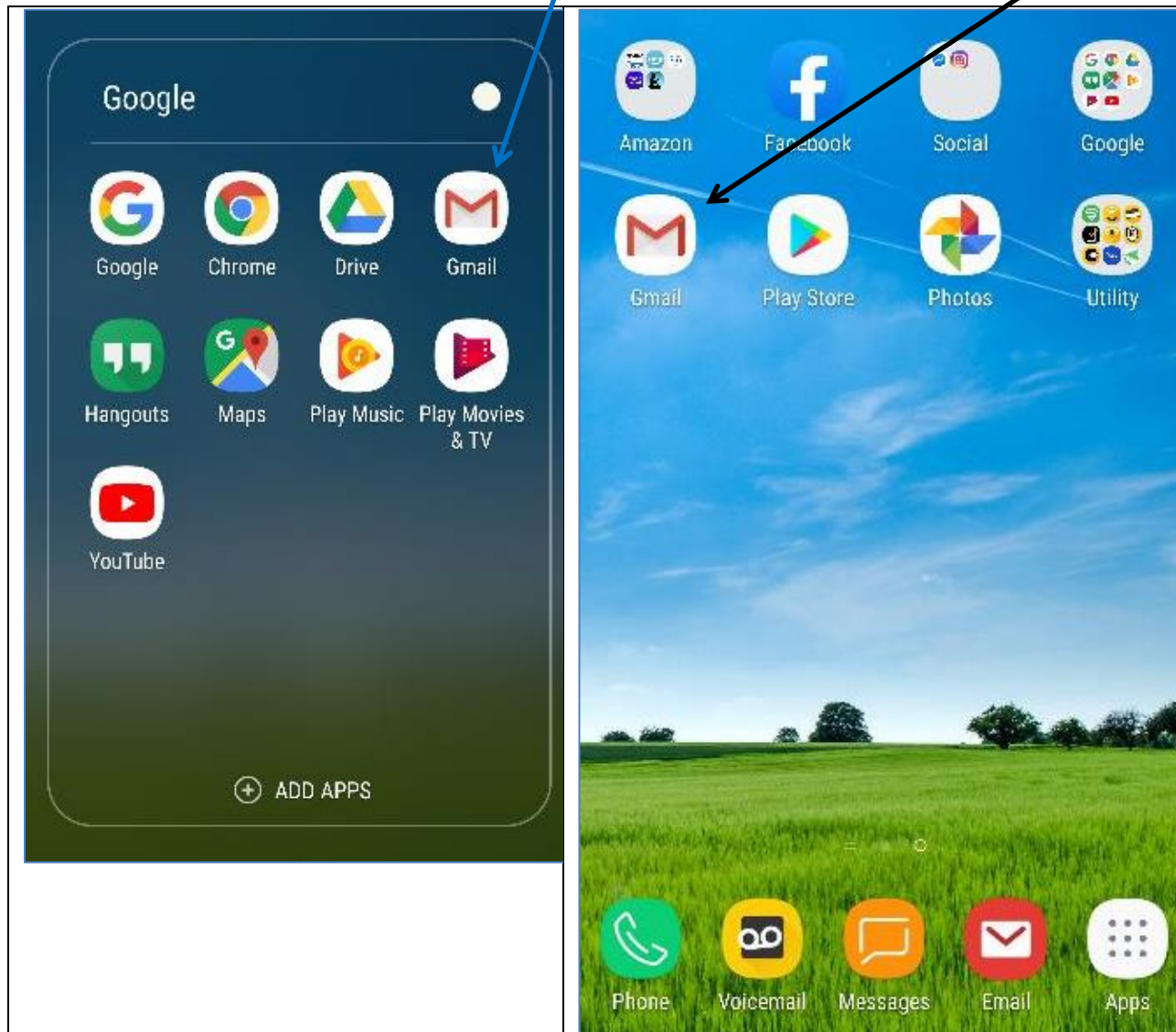
NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



## Connect Through Tech

### Opening Gmail (continued)

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.

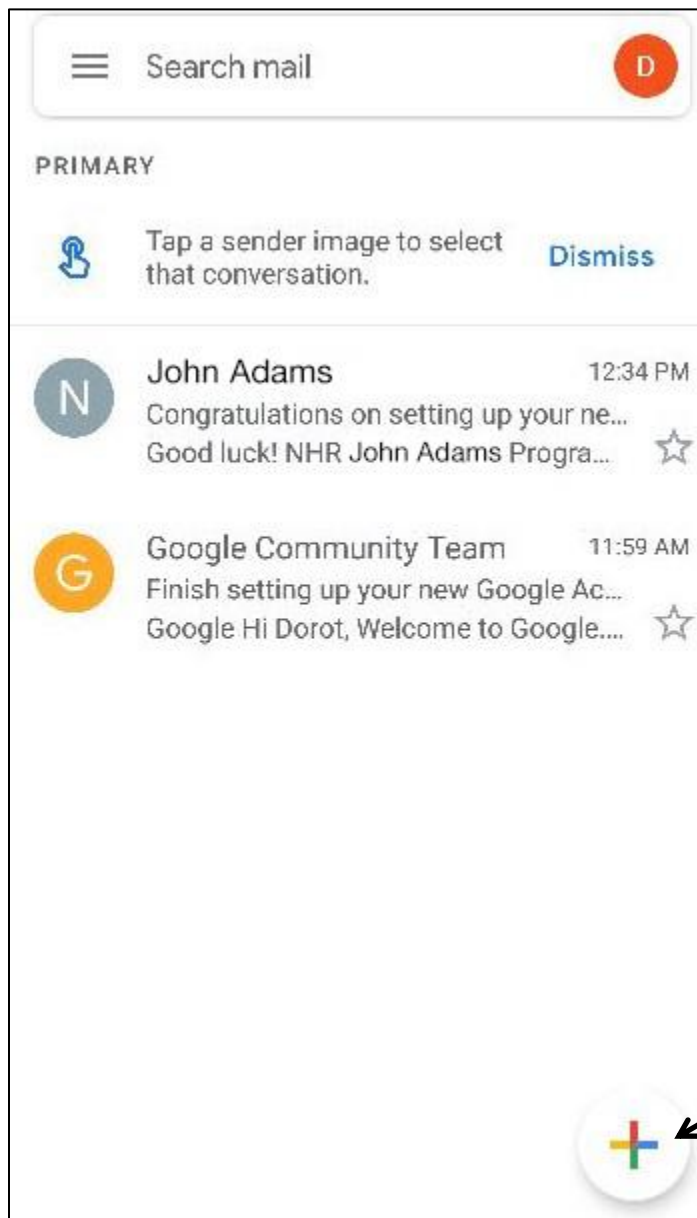




# Connect Through Tech

## Create & Send a New Email

Step 1. To create new email, **click** (tap) *Plus Sign* image on bottom right of screen.



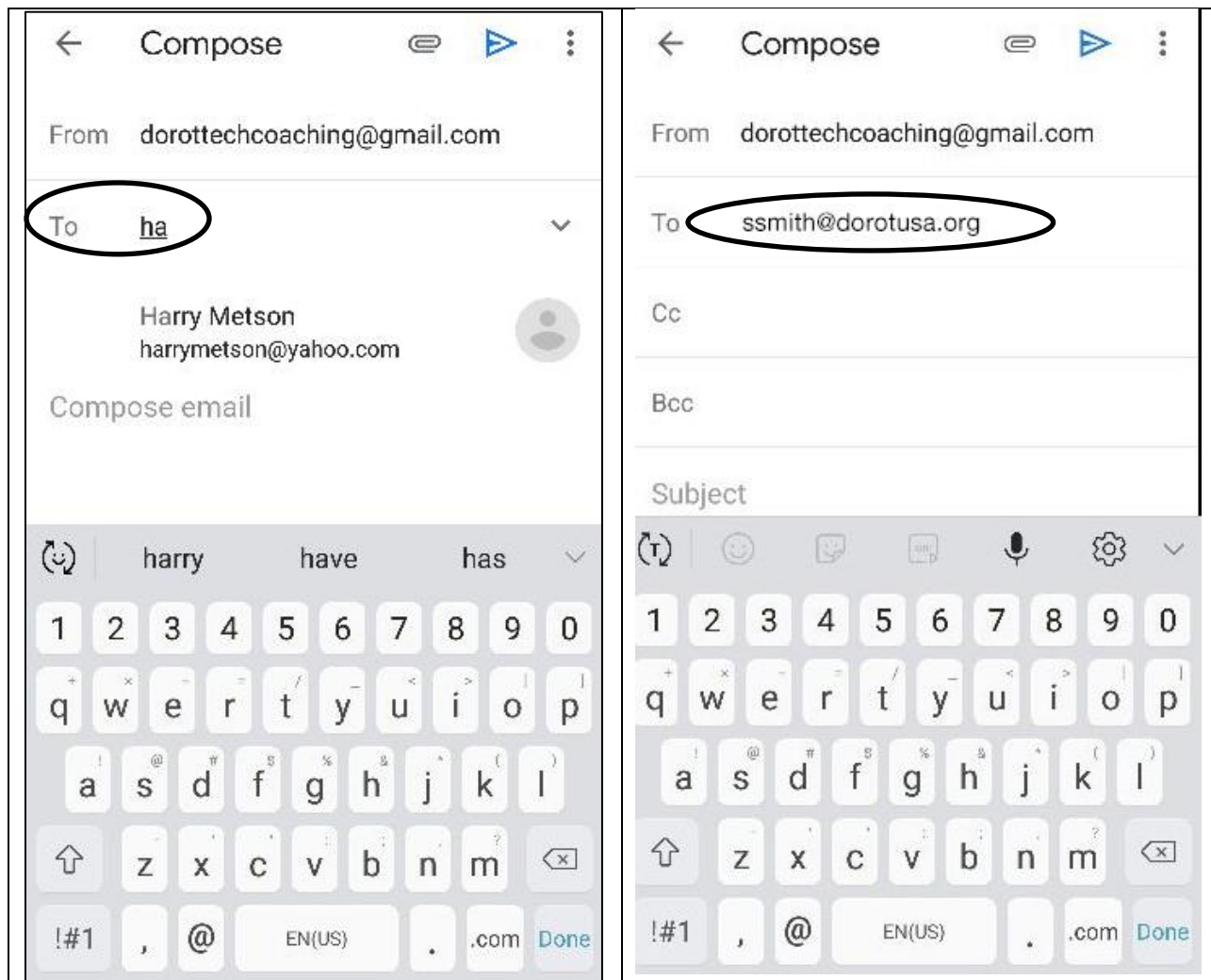




## Connect Through Tech

### 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).

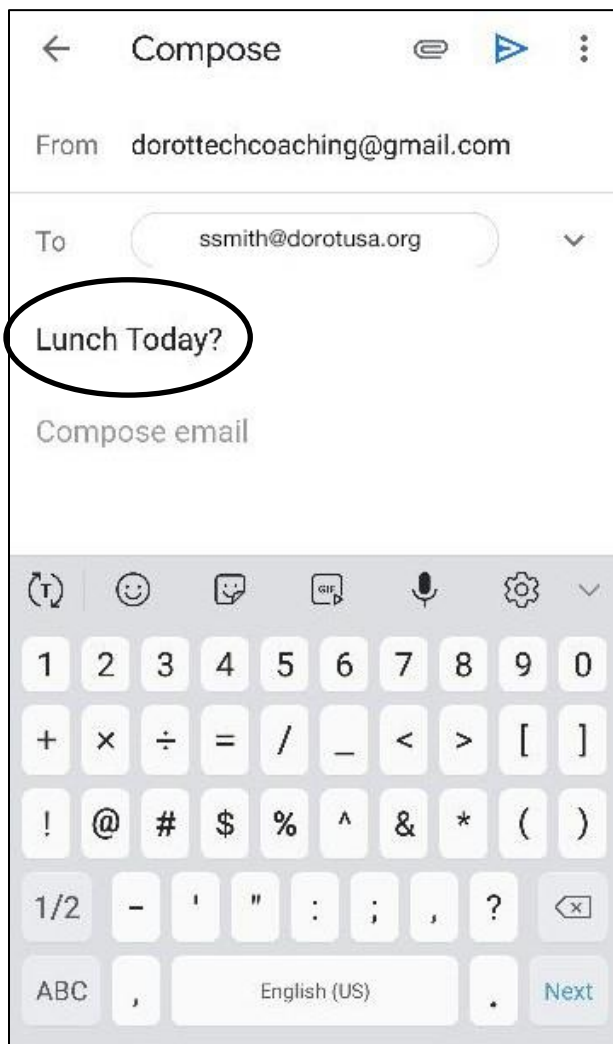




## Connect Through Tech

### 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.



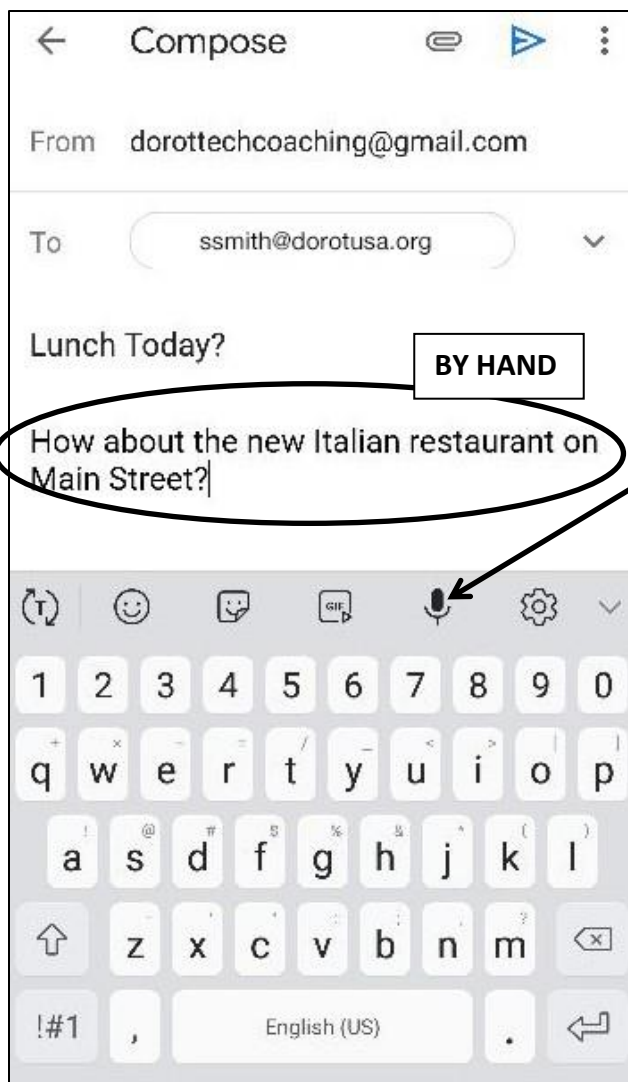


## Connect Through Tech

### Create & Send a New Email (continued)

Step 4. Compose the body of your email either:

- BY VOICE: **Click** (tap) microphone icon and dictate
- BY HAND: Type the message out on the keyboard



BY VOICE

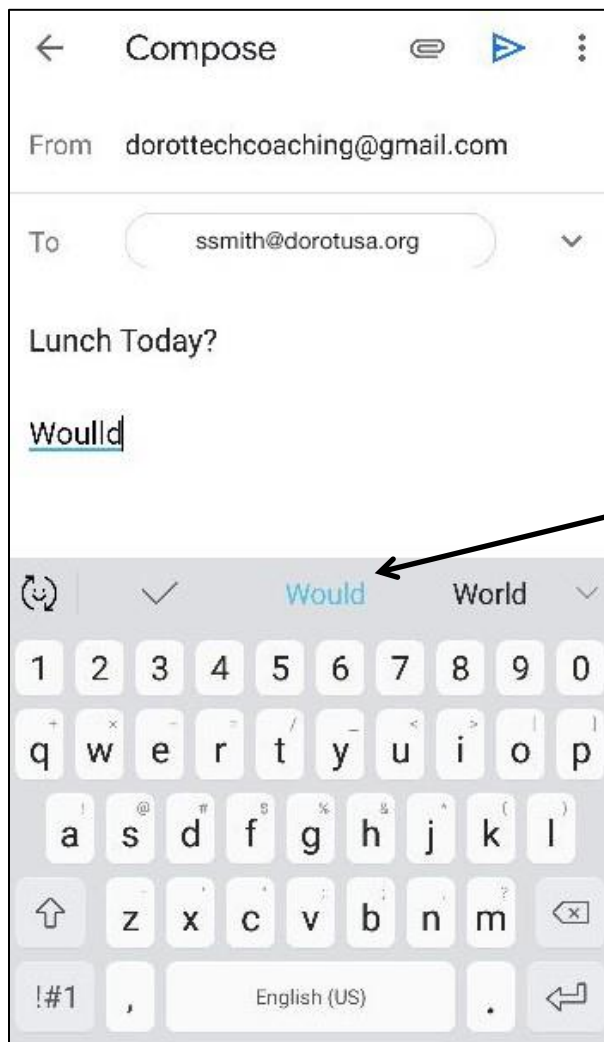
BY HAND



## Connect Through Tech

### 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.

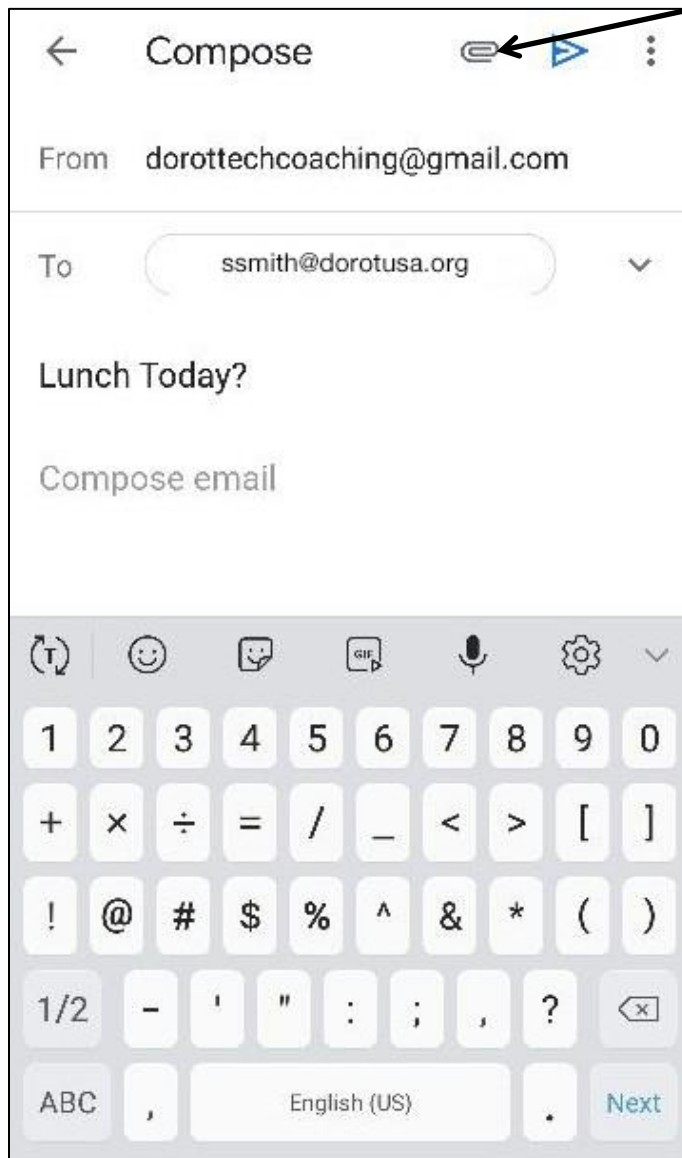




## Connect Through Tech

### Create & Send a New Email (continued)

Step 6. To include an attachment (e.g. photo), **click** (tap) on the *Attach icon* (looks like paper clip).

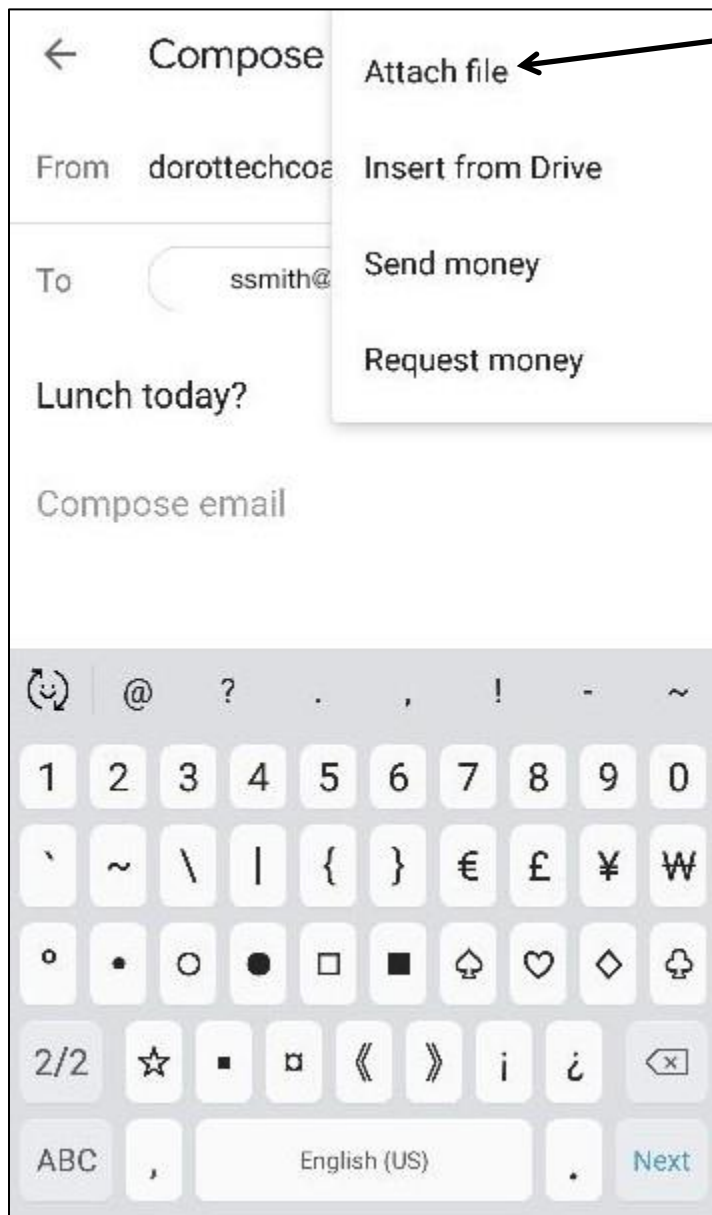




# Connect Through Tech

## Create & Send a New Email (continued)

Step 7. **Click** (tap) on *Attach file*.

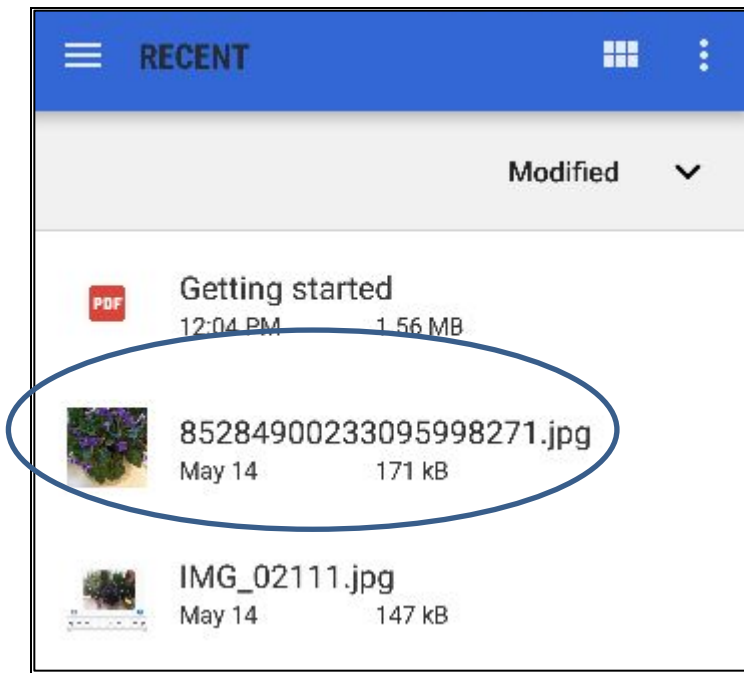




## Connect Through Tech

### 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.





## Connect Through Tech

### Create & Send a New Email (continued)

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



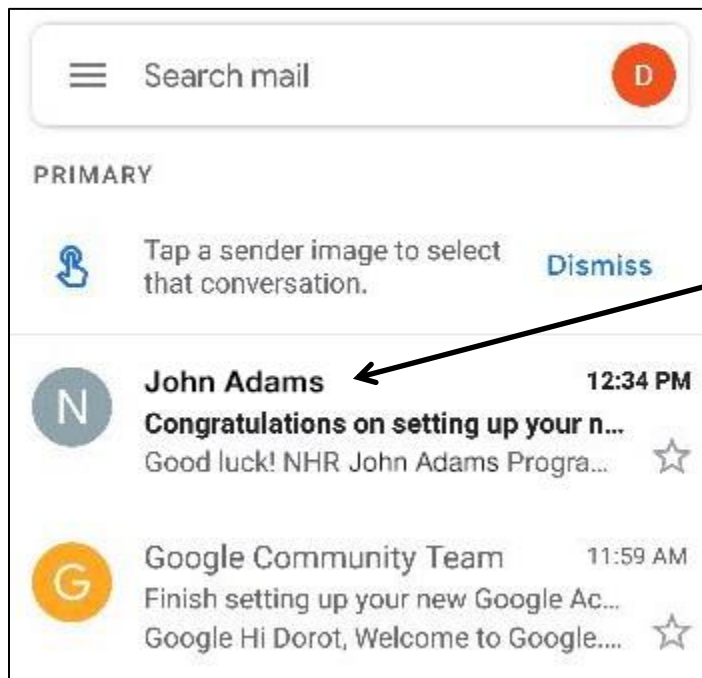




# Connect Through Tech

## 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.

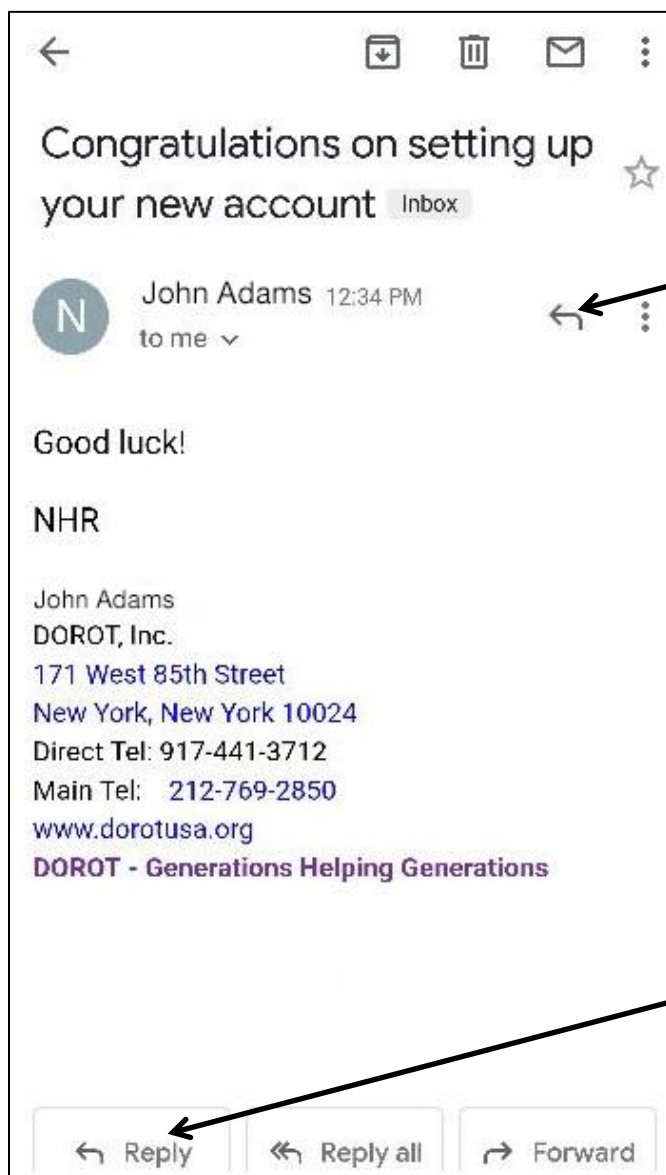




## Connect Through Tech

### Read & Reply to Emails (continued)

Step 2a. Read email. To reply to email, **click** (tap) on arrow on top OR on *Reply* on bottom of screen.





## Connect Through Tech

### Read & Reply to Emails (continued)

Step 2b. Compose your reply, then **click** (tap) blue triangle to send.

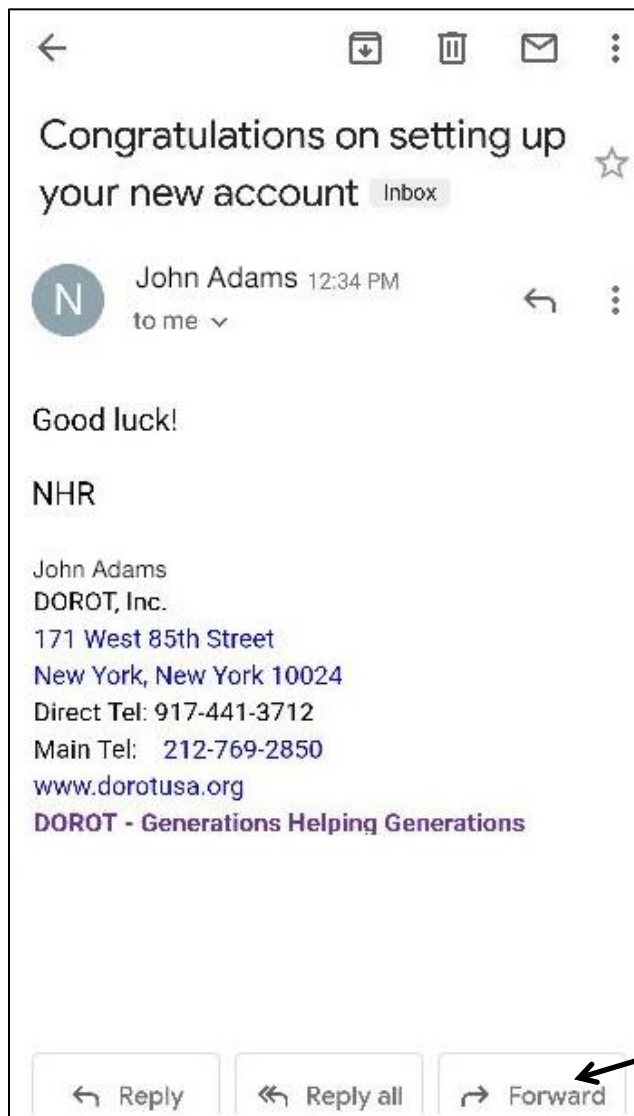




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### Read & Reply to Emails (continued)

Step 3a – To send this email to someone other than the person who sent it, **click** (tap) on *Forward* at bottom of screen.

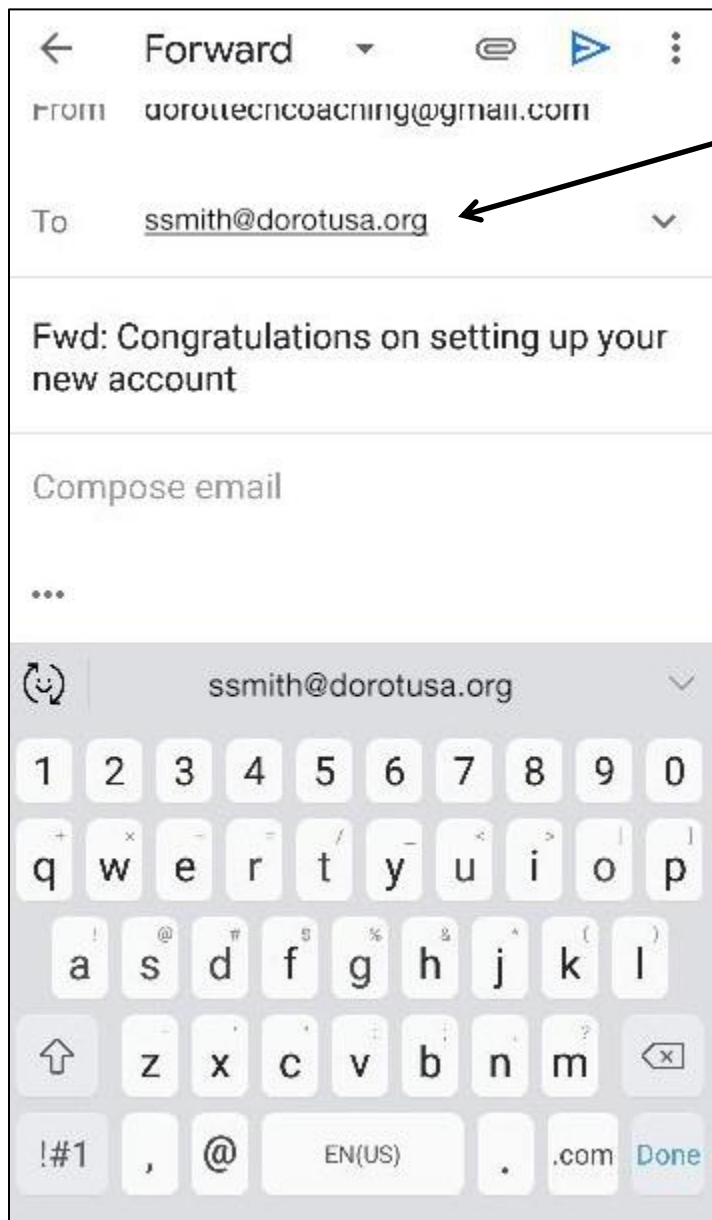




## Connect Through Tech

### Read & Reply to Emails (continued)

Step 3b – Enter email address to forward email to.

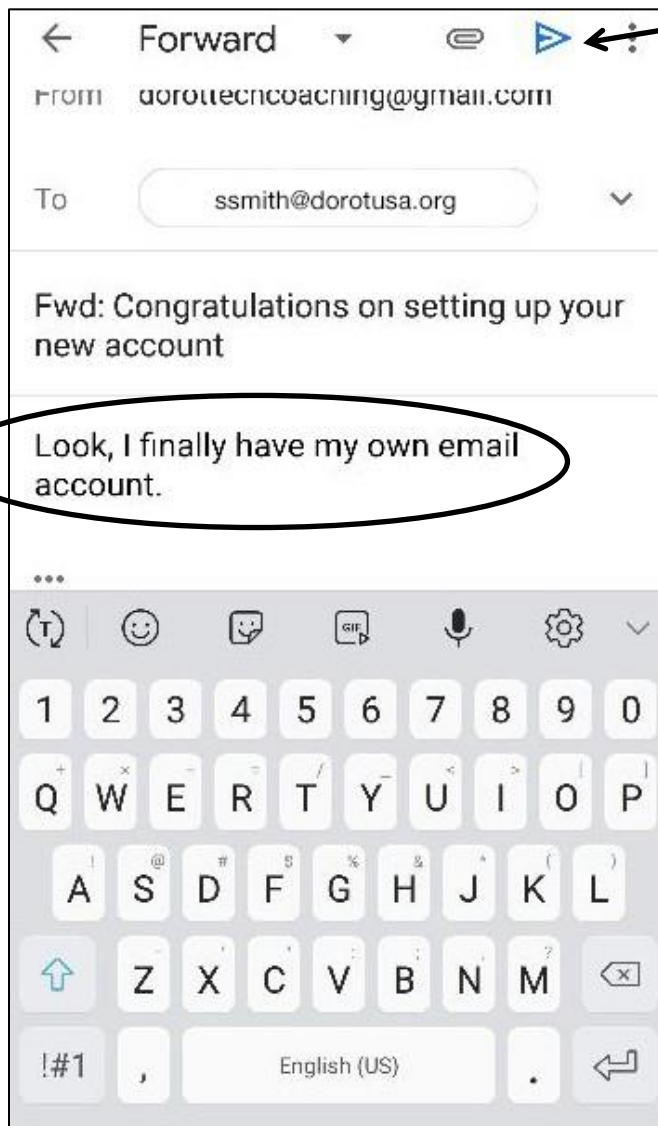




## Connect Through Tech

### 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.

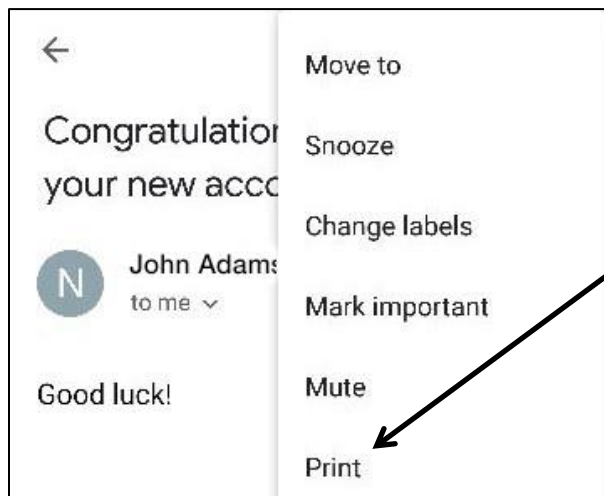




## Connect Through Tech

### Read & Reply to Emails (continued)

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).

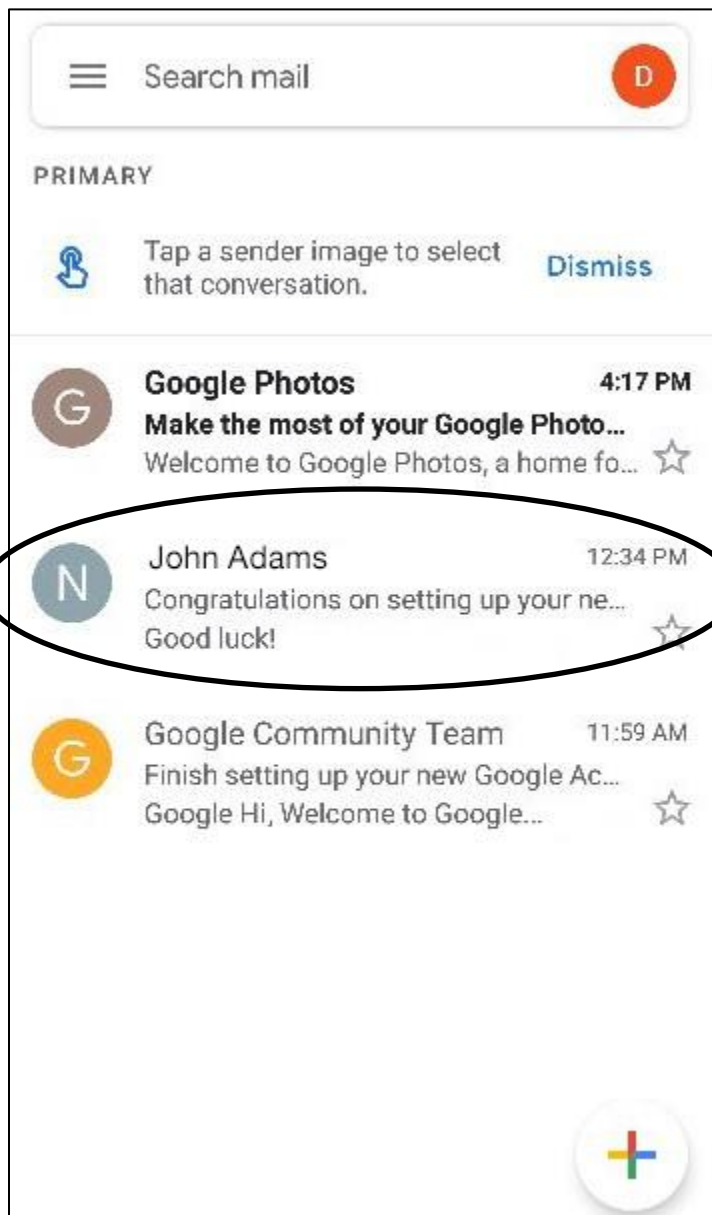




## Connect Through Tech

### Deleting an Email

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



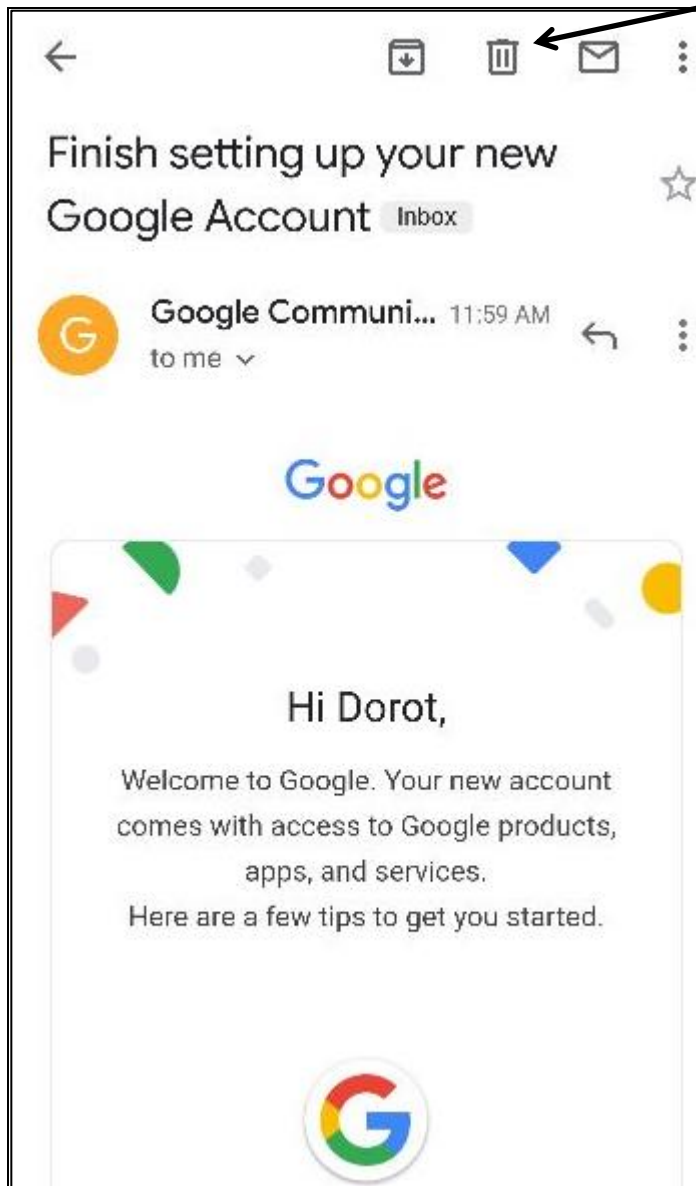




## Connect Through Tech

### Deleting an Email (continued)

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





## Connect Through Tech

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](mailto:technologyhelp@dorotusa.org).