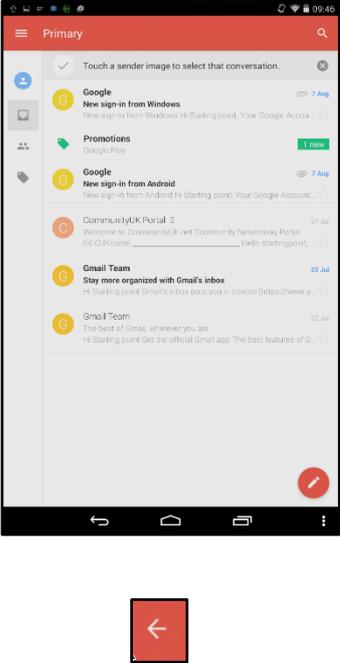
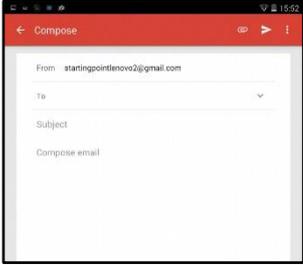
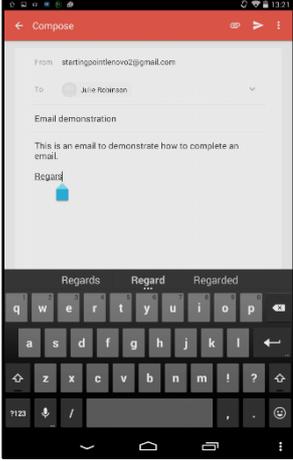


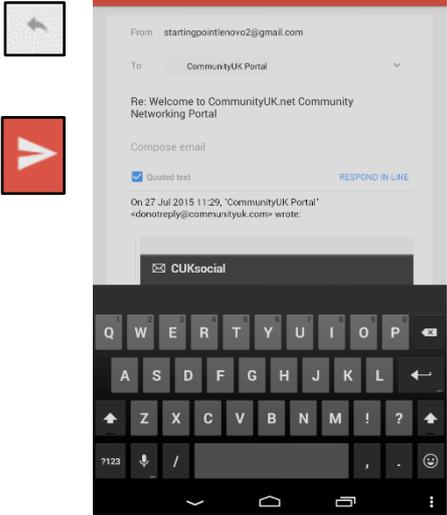
Android Email

In this session we are going to look at accessing our email accounts on tablets using the Android operating system. These tablets see us using an app rather than accessing our email addresses through a website like on a laptop.

<p>1.</p>	<p>Switch your tablet on. The screen displayed below is the home screen and you can access your APPS (Applications) from this screen.</p>	
<p>2.</p>	<p>Open the internet from your home screen.</p>	
<p>3.</p>	<p>You have two icons (icons are the small pictures) for mail on the example shown. The first image is for Gmail only which has already been set up on the tablet. This second image is to access any email account providing an email account has been set up on the tablet.</p>	
<p>4.</p>	<p>If an email account has not been set up on the tablet and you own an email address follow these instructions to complete the set up. The end screen will give you options to change the frequency your inbox is checked for new mail. Decide what works best for yourself and select the appropriate option.</p>	<ol style="list-style-type: none"> 1. Tap on the email icon 2. Enter your existing email address and password and then tap on next. 3. Tap next on the next screen and your email should now be all set up.

5.	<p>If you have a Gmail email address access your account via the Gmail icon. If you have an email address other than Gmail and you have set it up following the setup instructions above then use the Yellow Email Icon.</p>	
6.	<p>Tap on the Gmail icon. This is your inbox where all your emails will be. You will notice that some of the messages are in bolder text this means it's a message that you have not opened or read. Once you open the message the text will no longer be bold.</p> <p>Tap on one of the messages to open it. This is this is the message once opened.</p> <p>To go back to the inbox to display all messages or create a message tap the arrow icon top left corner.</p>	
7.	<p>If you want to delete the message Tap the dustbin icon at the top.</p>	
8.	<p>To create a new message from the inbox Tap on the pencil icon bottom right of the inbox. Once you tap on the pencil icon the compose email box will be displayed.</p>	
9.	<p>The "to" box is: - where you insert the email address of who you want to send the email to. An email address does not have any spaces or capital letters. An example of an email address is Julie.robinson@gmail.com.</p> <p>The "Subject" box is: - where you insert the topic (subject) of your message. The "Compose" box is where you type your message.</p>	

<p>10.</p>	<p>Tap next to the word “to” type the email address of the person you want to send you email too. If they are a contact you have emailed recently, as you start to type their name the tablet will recognise the address and display it beneath if you tap on the details it will save you typing the whole address in again.</p> <p>Tap in the subject box. Insert the topic of your conversation</p> <p>Tap in the compose message box and write your message. If you spell a word incorrectly the tablet will show you alternative spelling options which you can tap on to select as shown on the next image.</p>	
<p>11.</p>	<p>Once you have finished typing your message you are ready to send it. Tap on this symbol top right the message will be sent.</p>	
<p>Replying to an email</p>		
<p>12.</p>	<p>Sometimes an email requires a response. When an email is replied to all the original conversation remains on the reply. Sometimes you have the option to reply to all, this means that all the people that initially received the email will see your reply if you choose reply to all. You can opt to just reply to sender though if you don't wish for all in the original email to see your reply.</p>	

13.	<p>To reply to an email, open the message you wish to reply to. Tap on the reply symbol. You will notice that the 'To' field is already complete as is the Subject. Write your reply in the section that says compose email. Once you have completed your response tap on the send icon.</p>	
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Notes:
