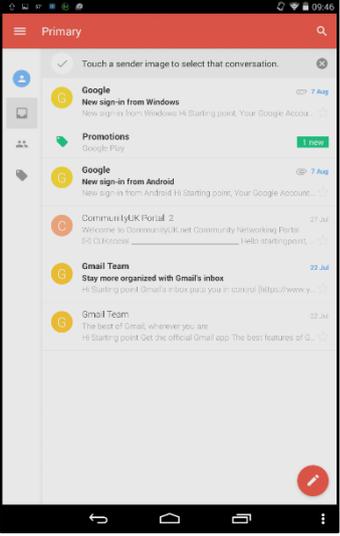
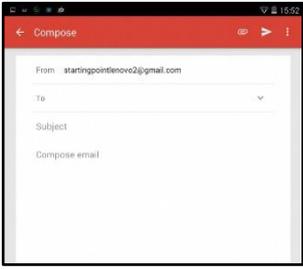
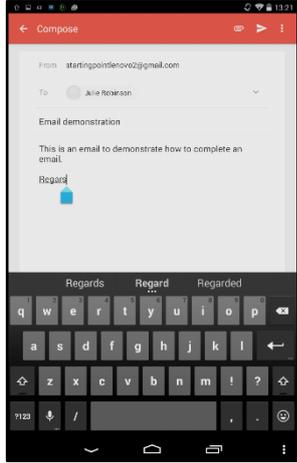
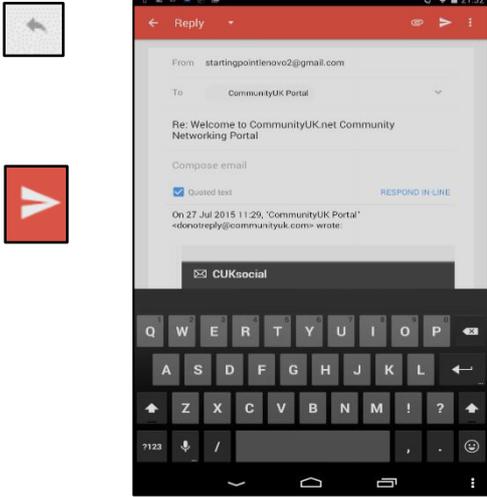


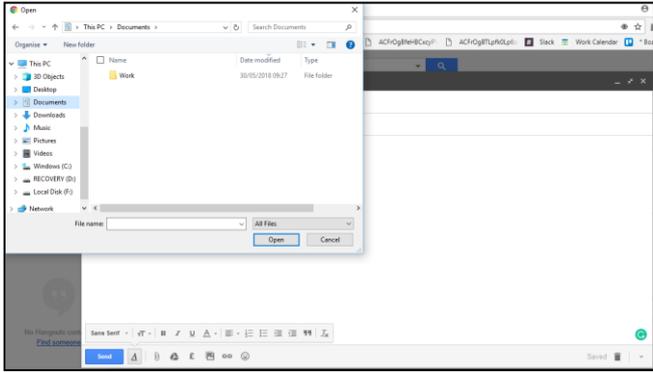
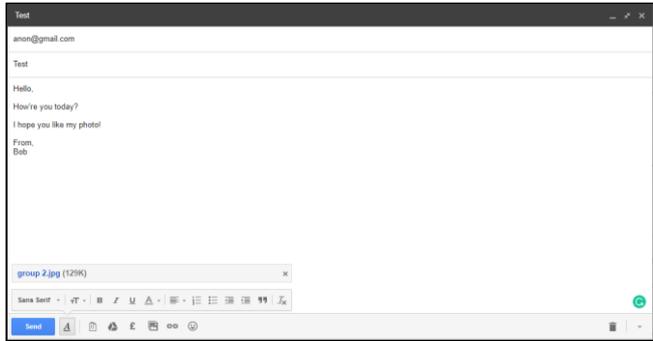
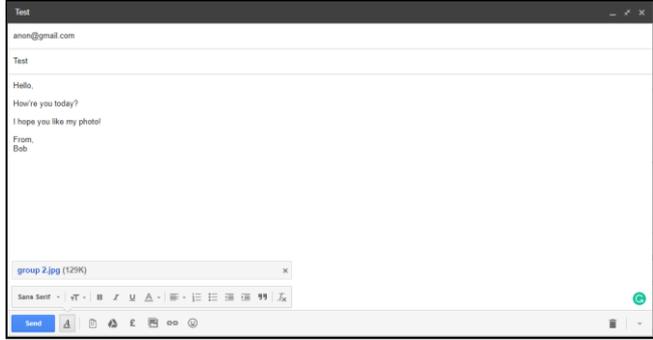
**Android Email**

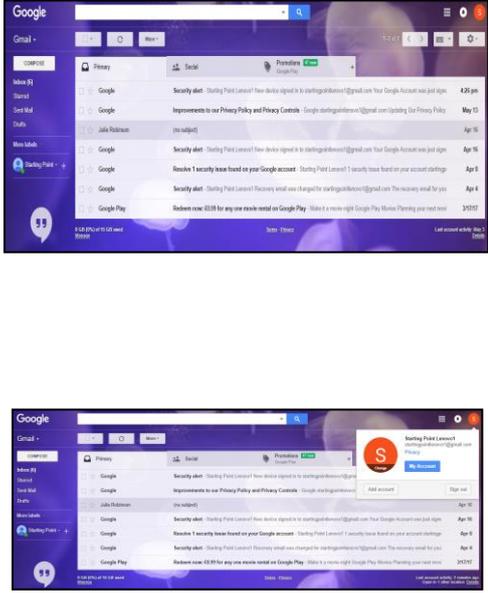
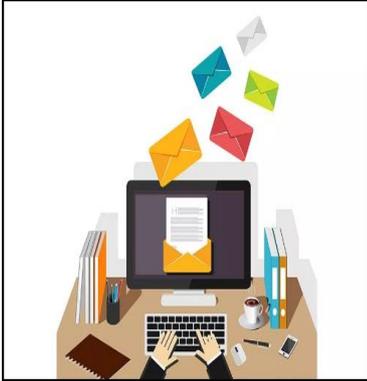
<p><b>In this session we are going to look at accessing our email accounts on tablets using the Android operating system. These tablets see us using an app rather than accessing our email addresses through a website like on a laptop.</b></p>		
1	<p><b>Switch your tablet on.</b> The screen displayed on the right is the home screen and you can access your Apps (applications) from this screen.</p>	
2	<p>Open the internet from your home screen.</p>	
3	<p>You will have two icons (icons are the small pictures) for mail, shown on the right.</p> <p>The first icon will open a mail app that allows you to access any email account, providing the email account has already been set up.</p> <p>The second image is for Gmail, which only allows you to access a Gmail email account.</p>	 <p><i>If you are struggling to access your email account, you may need to go through password reset. If you haven't got an email account, ask a digital champion and they'll help you get one set up.</i></p>
4	<p>When your Android tablet was set up, it asks for an email account to be added. If this wasn't done, you'll be asked to add it now. The steps are the same for those wanting to add an email address to the mail app.</p>	<ol style="list-style-type: none"> <li>1. Tap on the email icon</li> <li>2. Enter your existing email address and password and then tap on next.</li> <li>3. Tap next on the next screen and your email should now be all set up.</li> </ol>

<p>5</p>	<p>If you have a Gmail email address, you will add your email address using the Gmail icon highlighted earlier. Once you tap on the Gmail icon, it will ask you to enter your Gmail address and your password. Both of these have to correspond for it to successfully add your email account to your device.</p>	
<p>6</p>	<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>	
<p>7</p>	<p>If you want to delete the message tap the dustbin icon at the top.</p>	
<p>8</p>	<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>	
<p>9</p>	<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 <a href="mailto:johnsmith@gmail.com">johnsmith@gmail.com</a>.</p> <p>The "Subject" box is: - where you insert the topic (subject) of your message.</p> <p>The "Compose" box is where you type your message.</p>	

<p>10</p>	<p>Tap next to the word to and type the email address of the person you want to send your 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>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>	
<p>13</p>	<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>	



<p>16</p> <p><b>Finding your photo</b></p> <p>Once you click on the attach symbol, you'll open up the memory of your computer. Here you will see a list of places you can store information on your device, such as documents, videos, music. We need to open the folder called 'Photos' and find one of the photos we took in the 'Using a digital camera' session.</p> <p>Double click on the folder, 'Photos', and when it opens, select one of the photos and then click 'Open'. The photo will now attach itself to the email. You should be able to see it within the email you are sending.</p>	 
<p>17</p> <p><b>Sending emails</b></p> <p>We've put an email address in the To field, we've given the email a subject, typed our message and attached an image. Now, all there is left to do is send it.</p> <p>Gmail uses either the blue 'Send' button or an icon resembling a paper airplane as their way of sending an email.</p>	 

<p>18</p>	<p><b>Sign out</b></p> <p>Now we've sent our email, we need to log out of our email account. To do this, left-click on the coloured circle that may contain your initials in the top right-hand corner.</p> <p>It is important to ensure you always sign out of any account you are using online, especially in cases where multiple people share the device.</p> <p>We then need to click on 'Sign out' as highlighted in the picture on the right.</p> <p>Remember to shut down correctly too.</p>	
<p>19</p>	<p><b>Spam</b></p> <p>Like with postal mail, electronic mail can sometimes be spam. However, unlike your letterbox at home, your email account has a filter that identifies whether an email is spam or not. This results in a lot of nuisance emails being put into your spam folder without you realising.</p> <p>Remember though, your email account is always learning what is spam and what isn't. An email from a holiday company about a once in a lifetime holiday is spam to some and interesting to others. If you are expecting an email, and you can't see it anywhere in your inbox, it helps to check your spam folder as your email account may have wrongly labelled it as spam.</p> <p>We are going to, as a group, write down what we know about spam on the flip chart paper.</p>	 

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**Spam or not**

To the right are images of emails you may receive in your inbox. Some are spam. Some aren't. Look at the emails and try to identify whether you think the email is spam.

