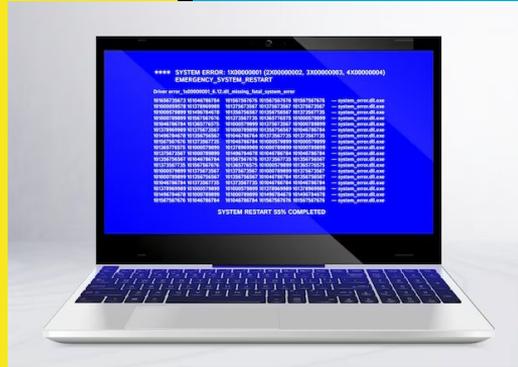


Smartphone - Setting Up and Using Email



Smartphone - Using & Setting Up Email

What we are going to cover:

- Email accounts
- Sending emails
- Saving draft emails
- Receiving emails
- Sending attachments
- Opening attachments and Saving
- Deleting emails



ORIGINAL

Smartphone - Emails



Email Accounts:

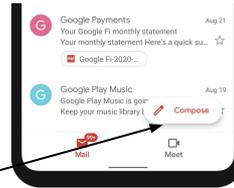
To send and receive emails on your smartphone you will need to have an email account/address

- If you do not have an email account you can set one up using a free email account e.g. Gmail, Outlook, Hotmail or iCloud (apple devices only). **Note:** *To use smartphone features e.g. appstore & most apps (iphone or Android phone) you will need to set up an email account.*
- Your email account will consist of an email address and a password
- **To set up a new email** account tap on the **email app** pre installed on your phone or **download** other email apps e.g. gmail, outlook etc from your **app store (App Store or Play Store)** and follow the steps
- If you have an Android phone then this will use **gmail** as your main account
- If you have an iPhone then this will use **iCloud** as your main account

Smartphone - Emails

How to send emails on your mobile phone:

Open/tap the email app pre installed on your phone or your other app e.g gmail, outlook or hotmail. You will see your **Inbox** where you can view your emails



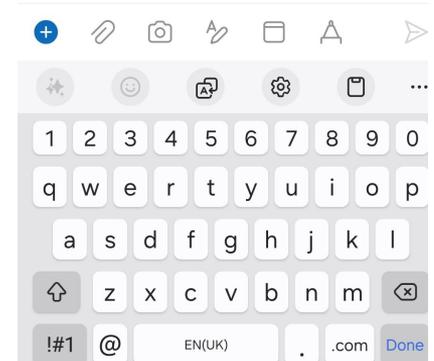
The next steps:

- **Tap** on the **New email** icon ✉ or **Compose** button
- In the **'To'** box type in the name or full email address of person you are emailing.
- If you also want to send a copy to someone click the down arrow next to the **'To'** and select **'Cc'** & type name of person
- Next type the **Subject** using your onscreen keyboard
- Then type your email message in the box below using your onscreen keyboard (*Note: Make sure your cursor is in the box*)
- **To Send** your email tap the send icon ➤

To | ▾

Subject | il

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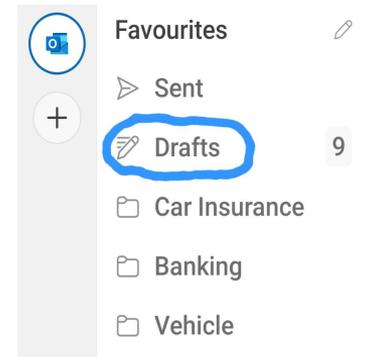
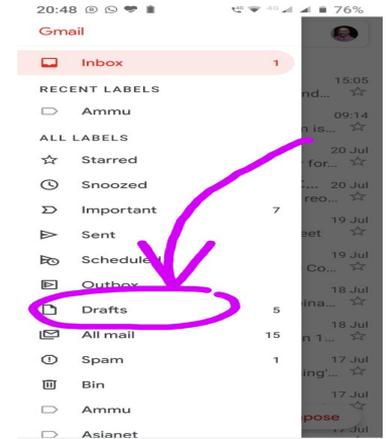
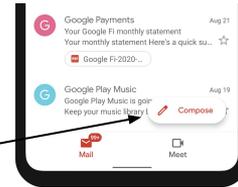
Smartphone - Emails

How to save draft emails on your mobile phone:

Tap the email app pre installed on your phone or your other email app e.g. gmail, outlook or hotmail.

The next steps:

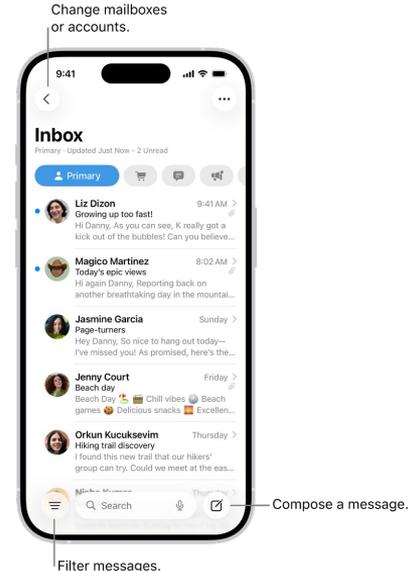
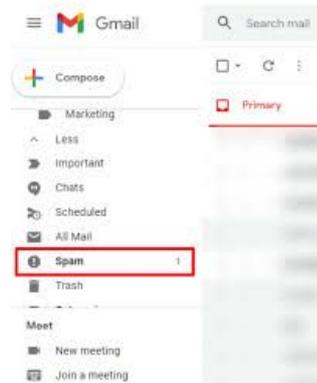
- **Tap** on the **New email** icon or **Compose** button
- In the 'To' box **type** in the name or full email address of the person you are emailing (using onscreen keyboard)
- **Type** the **Subject** using your onscreen keyboard
- **Type** your email message in the box below using your onscreen keyboard (*Note: Make sure your cursor is in the box*)
- **To Save as a 'Draft'** simply **close** the email app. Your email will automatically be saved as as a Draft in your 'Drafts' folder.
- **To find** your Draft emails **tap** on the 'Drafts' folder and they will be listed there. **Tap** on one to amend or when you are ready to send



Smartphone - Emails

How to receive emails on your mobile phone:

- **Tap** on the email app pre installed on your phone or your other email apps like gmail, outlook or hotmail.
- **To view new emails** go to your **Inbox**. Here you you will see your new emails **in bold**
- Some emails may go into your **Spam folder** so check here!



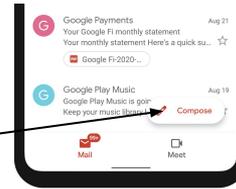
Smartphone - Emails

How to send attachments:

Tap the email app pre installed on your phone or your other email apps like gmail, outlook or hotmail.

The next steps:

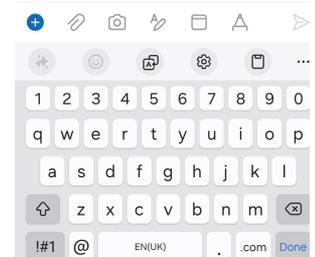
- **Tap** on the **New email** or **Compose** button
- **Type** in the name or full email address of the person you are emailing or select from dropdown
- **Type** the **Subject** using your onscreen keyboard
- **Type/compose** your email message using your onscreen keyboard
- **Tap** on the **paper clip** icon 
- **Select** the folder to find file to be sent e.g. document, image/photo etc
- **Select** file, this will then appear in your email (this is your attachment)
- **To Send** email with attachment **tap** the send icon 



To | ✓

Subject

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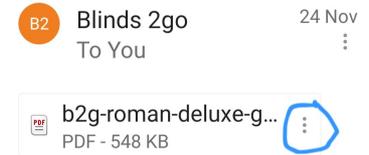
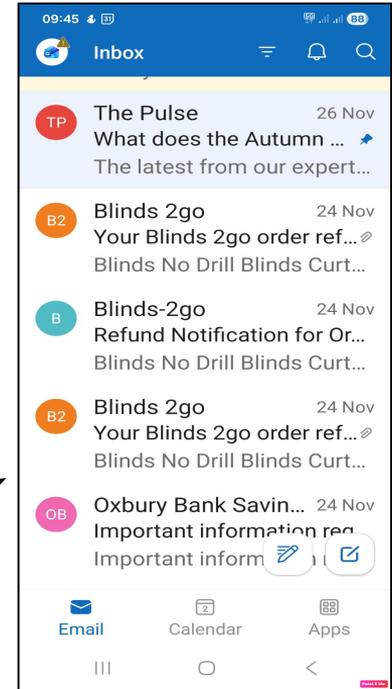
Smartphone - Email basics

How to open and save attachments:

Open the email app pre installed on your phone or you can use your other email app like gmail, outlook or hotmail.

The steps:

- Go to your **Inbox**. Here you will see your emails
- **Select** and open the email (with a 'paperclip' icon or 'file attachment')
- **Click** on the paper clip or the attachment to open
- **To Save** the opened attachment select the menu (3 dots)
- **Select** 'Save as file' and choose file type e.g. PDF, Image etc. if prompted.
- **Choose** location (e.g.folder) and then tap 'Done'.

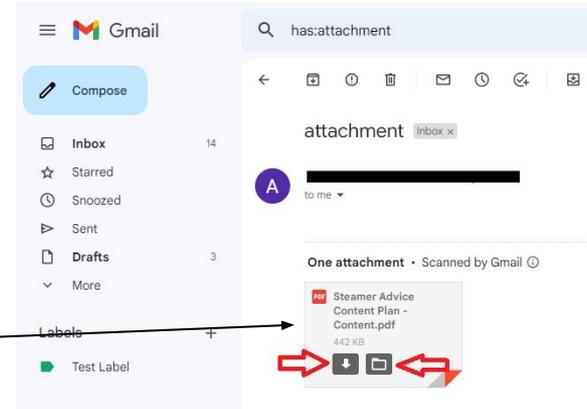


Smartphone - Emails

How to open and save gmail attachments:

The steps:

- **Go to your Gmail Inbox.**
- **Select** the email with a file attachment icon e.g pdf, image etc.
- **Click/tap** on the attachment to open
- **To Save** the attachment select the menu (3 dots) top right
- **Select** 'Save as file' or 'Save' and choose file type e.g. PDF, Image etc. (if prompted).
- **Select** the location if prompted (e.g.folder) and then tap 'Done'.
- **Alternatively** you can **tap** on the download icon  and then save in 'Google Drive'.



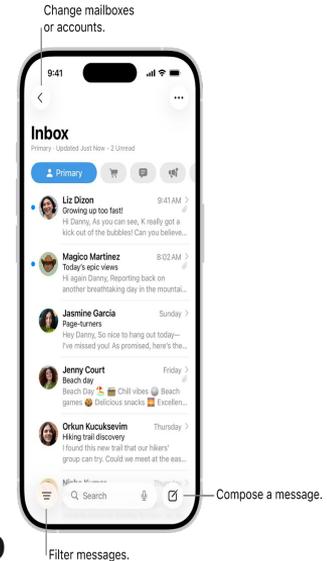
Smartphone - Emails

How to delete emails:

- **Tap** on the email app pre installed on your phone or your other email apps like gmail, outlook or hotmail. This will open your **Inbox**.
- **To delete** an email tap on the email
- Next **Tap** on the 'bin' icon  at the top or bottom of the email
- The deleted email will be then go to your **bin/deleted folder**

To delete all emails in the bin/deleted folder:

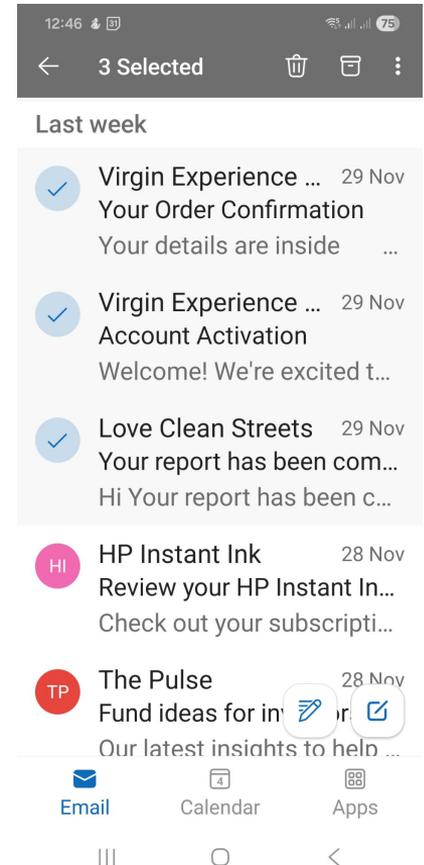
- In **Gmail**: Tap on **Bin folder** & **Empty Bin Now** & then confirm. Tap on **Menu icon**  to return to **Inbox**
- In **Outlook**: Tap **Deleted folder** & the **bin icon**  at the top & tap 'Permanently Delete'. Tap on the 'Outlook' icon to return to Inbox



Smartphone - Emails

How to delete multiple emails:

- **Tap** on the email app pre installed on your phone or your other apps like gmail, outlook or hotmail. This will open your
- **To delete** multiple emails tap and/or hold on the emails
- A tick will appear against the selected emails
- **Tap** on the 'bin' icon  at the top or bottom of the screen
- The deleted emails will be then go to your **bin/deleted folder**



Thank you

Any Questions?