

Emails & Attachments

What we are going to cover:

- Inbox & other folders
- Sending emails
- Saving draft emails
- Receiving emails
- Sending attachments
- Opening attachments and Saving
- Deleting emails
- Blocking emails
- Empty junk/spam folder

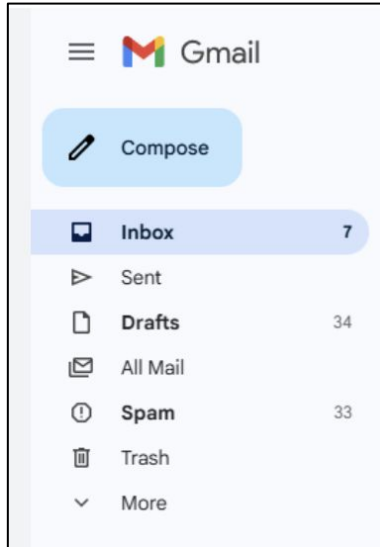


ORIGINAL

Emails

Inbox and Other Key Folders

To access other folders: **Gmail:** *Tap* 'menu icon' ☰ and *select* folder e.g. 'drafts'. **Outlook:** *Tap* on 'Outlook icon' (top left) and *select* folder. **iPhone/ipad email:** *Tap* 'mailboxes' and *select* folder



Inbox: where all your 'received emails' will appear (new emails will be in **bold**)

Sent: where all the emails that you have 'sent' will appear

Drafts: where emails that have been saved (drafts) will appear

Trash/Bin: where all your 'deleted emails' will appear


Junk/Spam: where emails that have been marked as 'junk/spam' will appear

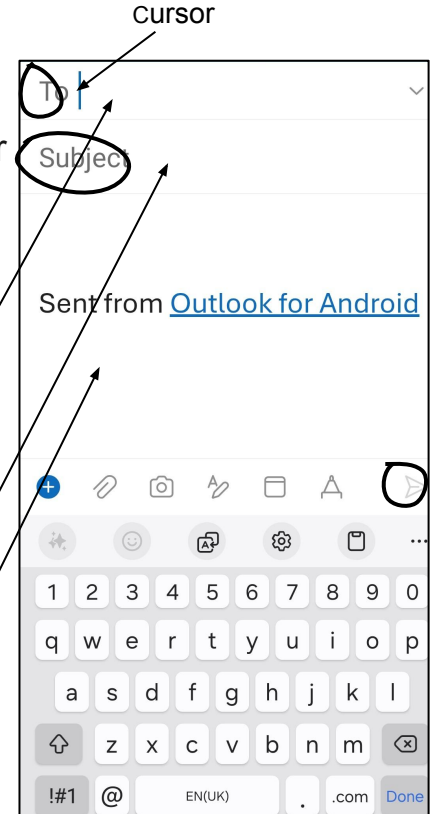
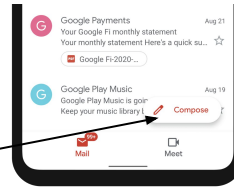
Emails- Sending new emails

How to send emails on your device:

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

The next steps:

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




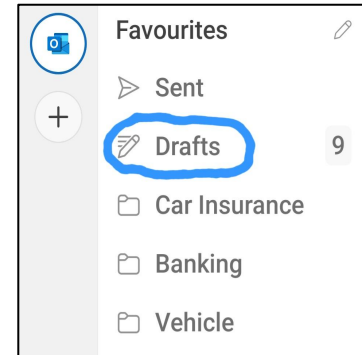
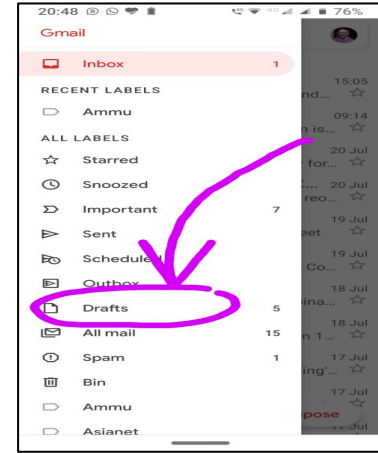
Emails - Drafts

How to save draft emails on your device:

Open the '*email provider/app*' pre installed on your device or your 'other email e.g. *gmail, outlook* or *hotmail*.

The next steps:

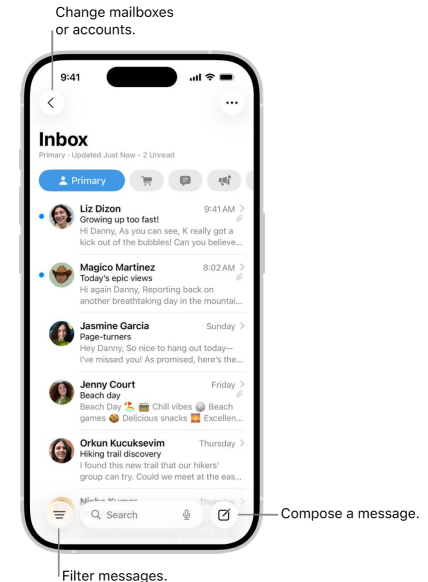
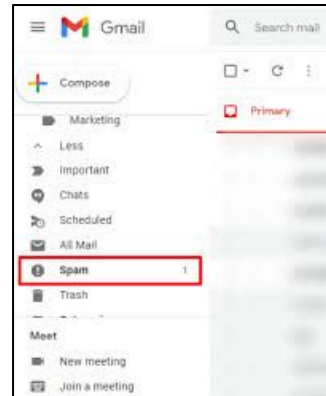
- Follow previous steps for '**Sending a New email**'
- To Save as a '**Draft**' simply **close** the email app. Your 'email will automatically be saved' as a '**Draft**' in your '**Drafts**' folder.
- To find your **Draft** emails **tap** on the '**Drafts**' folder and they will be listed there. **Tap** on an email and finish typing and then click the 'blue 'Send' icon 



Emails- Receiving emails

How to receive emails on your device:

- **Open** the email provider/app pre installed on your device or your 'other email' e.g. *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!






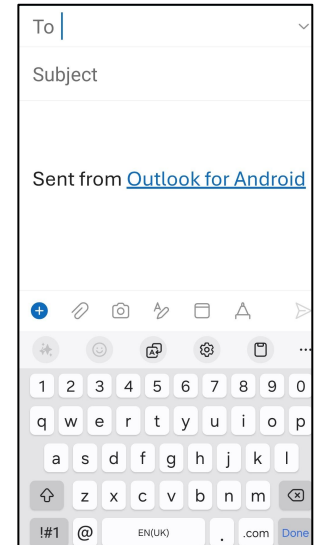
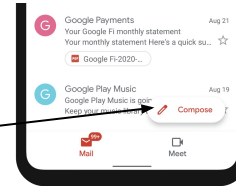
Emails- Sending attachments

How to send attachments (Gmail & Outlook):

Open the Gmail or Outlook provider/ app on your device.

The next steps (similar to sending new email):



- Tap on the **New email** [icon  or **Compose** button]
- Tap in the 'To' box & **type** in the 'name' or 'full email address' of the person you are emailing (if you want to send a **copy** to someone else **click** the drop down arrow & select '**Cc**')
- Tap in 'To' box & **type** the **Subject** (*using your onscreen keyboard*)
- Tap in the box below & **type/compose** your email message
- To send an attachment 'tap' on the **paper clip** icon 
- Select the **folder** to find attachment to be sent e.g. **Files (for document)** or '**Photos**' (*for image/photo etc*)
- Select 'file', this will then appear in your email. **This is your attachment!**
- To Send email with your attachment **tap** the 'blue send icon' 




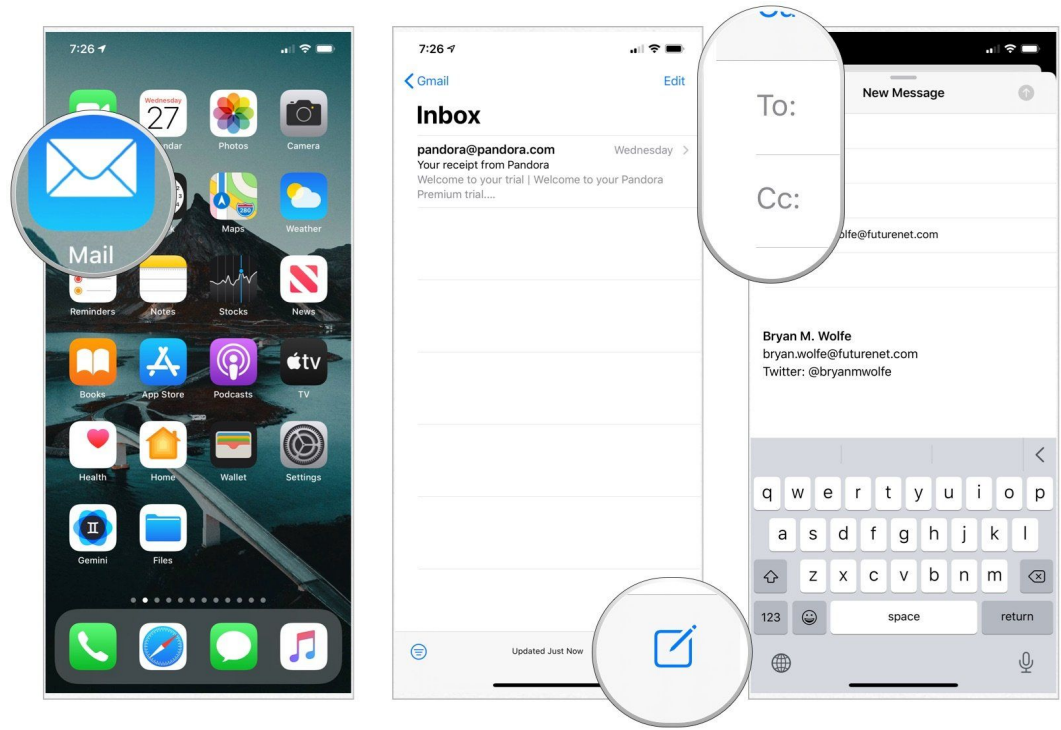
Emails -Sending attachments (cont)

How to send attachments:

iPhone:

- **Open the 'Mail' app**
- **Tap** on the new email icon 
- **Type** in the 'name' or 'full email address' of person you are emailing in the '**To**' box
- **Tap** in the '**Subject**' box & type **Subject**
- **Tap** on the **paper clip** icon 
- **Select** 'Attach File' (for document) or 'Photo Library (to send photo)
- **Select** the 'file' you want, this will then appear in your email. ***This is your attachment!***

To **Send** email with attachment **tap** the send icon 



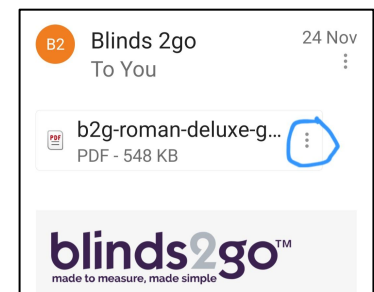
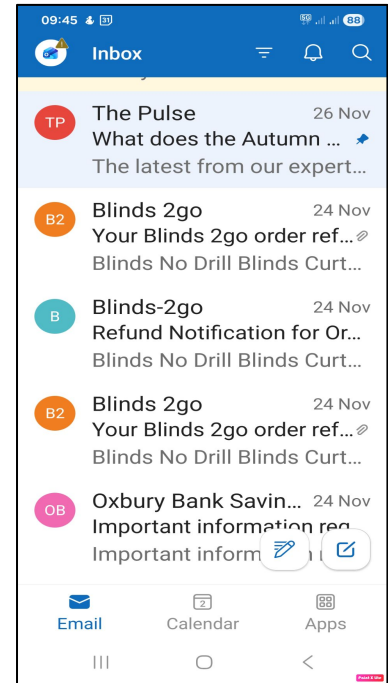
Emails- Opening & saving attachments

How to open and save attachments:

Open the email app pre installed on your device or you can use your 'other email' e.g. *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' e.g. PDF, Word, JPG)
- **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**'.

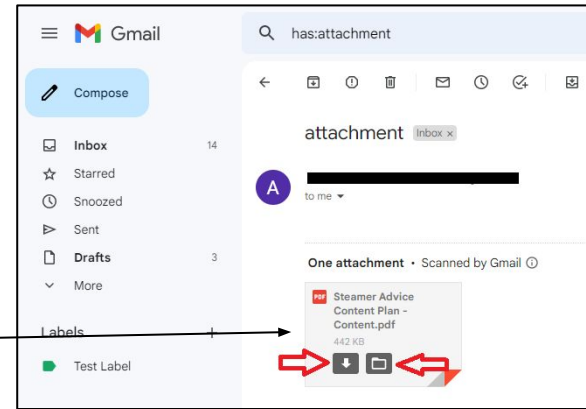


Emails -Opening & saving attachments (cont)

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 where prompted (*i.e.* **'Photos'** for Images/photos and **'Files'** for documents) and then **tap** 'Done'.
- **Alternatively** you can **tap** on the download icon  and then save in 'Google Drive' (online storage).

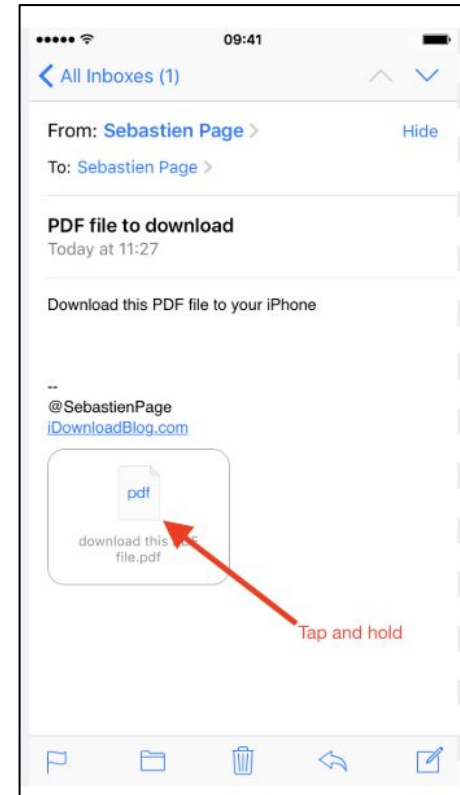


Emails -Opening & saving attachments (cont)

How to open and save attachments on iPhone/ipad


The steps:

- **Go to** the 'Mail' app on your iPhone/ipad
- **Select** and open an email
- **To Save** 'tap and hold' attachment'
(e.g. PDF, Word, Image (Jpg))
- **To Save a photo:** select 'Save to Image'. (*Photos will be saved in your 'Photos App/ Photo folder'*)
- **To Save a document :** select 'Save to File'
(*Documents will be saved in your Files App/Document folder*)




Emails- Deleting

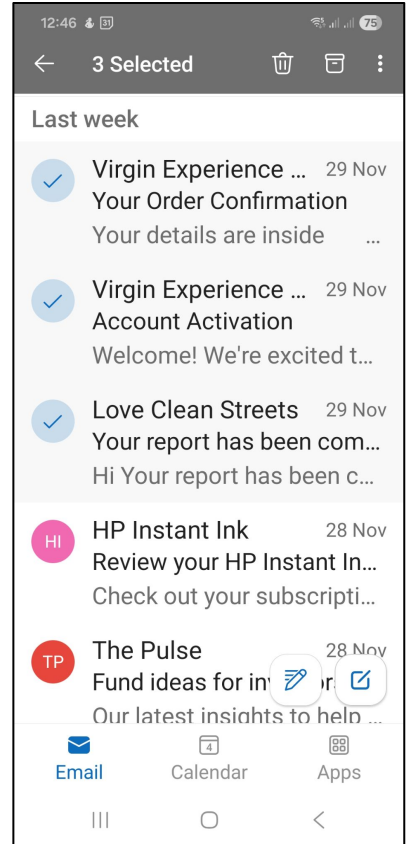
How to delete emails:

- **Tap** on the 'email provider/app' pre installed on **your device** or your other email e.g, *gmail, outlook or hotmail*. This will open your **Inbox**.
- **To delete** an email '**tap and hold**' on the email. A '**tick**' will appear next to the email
- Next **Tap** on the 'bin' icon  at the 'top' or 'bottom' of the email
- The deleted email(s) will then go to your **bin/deleted folder**

Emails - Deleting (cont)

How to delete multiple emails:

- **Tap** on the email provider/app pre installed on your phone or your other email e.g. *gmail, outlook or hotmail*. This will open your **Inbox**.
- **To delete** 'multiple emails' **tap and 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**




Emails - Deleting (cont)

To delete all emails in the **bin/deleted folder**:

Gmail:

Tap on menu  icon (top left), **tap** 'Bin  folder', **tap** 'Empty Bin now', then **tap** 'Empty' to confirm. **Tap** on 'menu' icon to return to **Inbox**

Outlook:

Tap 'Outlook' icon (top left), **tap** 'Deleted folder', **tap** 'bin icon'  at the top & **tap** 'Permanently Delete'. **Tap** on the 'Outlook' icon to return to **INBOX**

Iphone/ipad email app:

Open the 'Mail app', **tap** 'Mailboxes' (top left), **select** the 'Trash folder', **tap** 'Edit' and **select** 'Delete All'

Emails - Blocking

How to block emails (spam):

Gmail app:

- **Open** an email, **tap** the 'menu icon' (three vertical dots) next to sender and **select** 'Block'

Outlook, Yahoo etc:

- **Open** an email, **tap** the 'menu icon' (three horizontal dots) at the bottom and **select** 'Block Sender'

iPhone/ipad (email app):

- **Open** an email, **tap** the sender's name/email address, **select** 'View Contact Card', **tap** 'Block this Contact'

Note: Blocked emails will be sent to your 'Spam' or 'Junk' folder



Emails - Emptying junk/spam folder



To empty 'Junk' or 'Spam' folder:

Gmail:

- **Open** 'Gmail app', **tap** 'menu icon' (three horizontal lines), **scroll down**, then **tap** on 'Spam' or 'Junk' folder and **select** 'Empty Spam now' and **tap** 'Empty' to confirm

Outlook, Yahoo etc:

- **Open** 'Outlook' app, **tap** the 'Outlook icon' (top left), scroll down and **select** 'Junk' folder, then **tap** 'Bin icon' at top, then **select** 'Permanently Delete' to confirm.

iPhone/ipad (email app):

- **Open** 'Mail app', **tap** 'Mailboxes', **select** 'Junk' folder, **tap** 'Edit'(top right), **tap** 'Select All', **select** 'Trash' or 'Delete'

Thank you

Any Questions?