

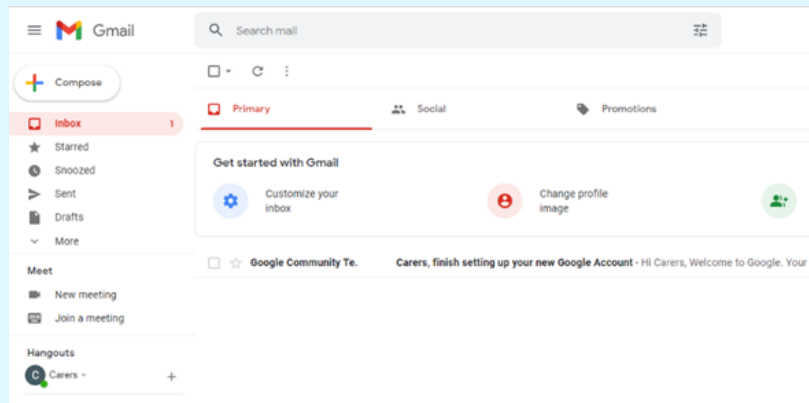
How to: Use Email on an Android Device

Emails allow us to exchange messages with others on our online devices. We can send, receive, and forward emails to people using email addresses. There are several email servers we can use (i.e. Gmail, Microsoft Outlook). These are both popular, but you can choose the best one for you. Note, we are looking at Gmail in this guide but other servers are very similar!

carers advice line
0113 380 4300

6-8 The Headrow, Leeds, LS1 6PT
Tel 0113 246 8338
Email advice@carersleeds.org.uk

Website carersleeds.org.uk
Twitter @CarersLeeds
Facebook Carers Leeds



Some terminology:

Inbox = folder of emails you have received from others

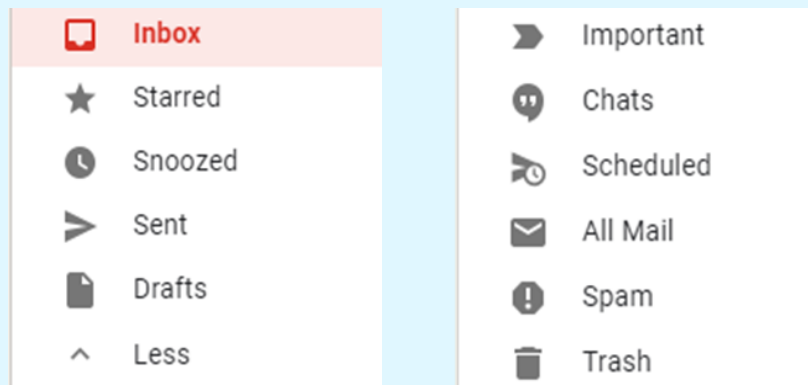
Sent = folder of emails you have sent to others

Drafts = folder of emails you started but did not finish

Spam = junk mail (emails from unrecognised or untrusted senders may go here)

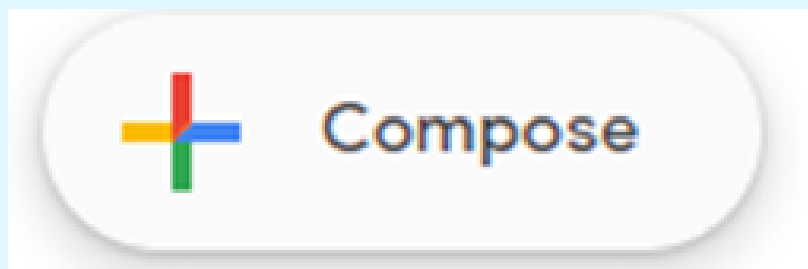
Trash = folder of emails you have deleted

To go to a specific folder, tap on the three horizontal lines next to the search bar and select the folder (i.e. Inbox).

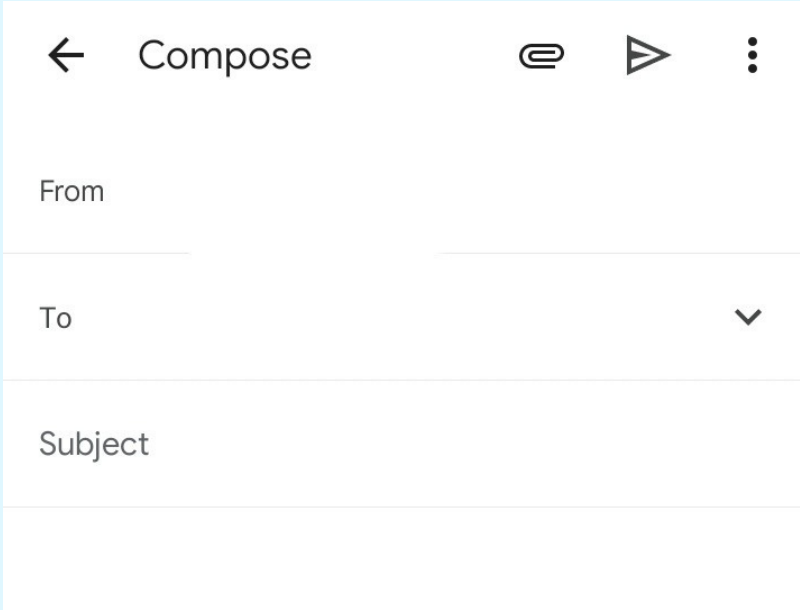





To send an email:

Tap on the 'Compose' button.




This should bring up the page where you write your email. Tap the 'To' box. This is where you enter the email address of the person you are sending your email to. You might also like to add a subject - if so, tap in the 'Subject' box to enter it. Then tap in the large blank space below to type your email.



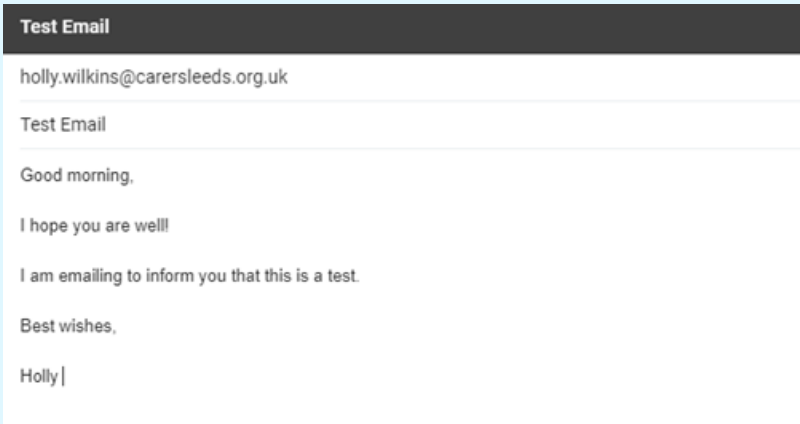
← Compose   

From

To 

Subject

Here is an example email:



Test Email

holly.wilkins@carersleeds.org.uk

Test Email

Good morning,

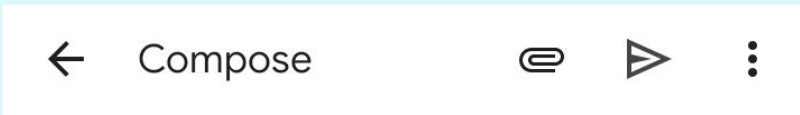
I hope you are well!




I am emailing to inform you that this is a test.

Best wishes,

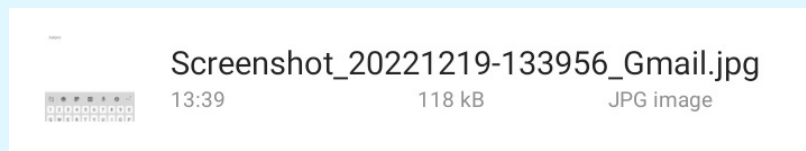
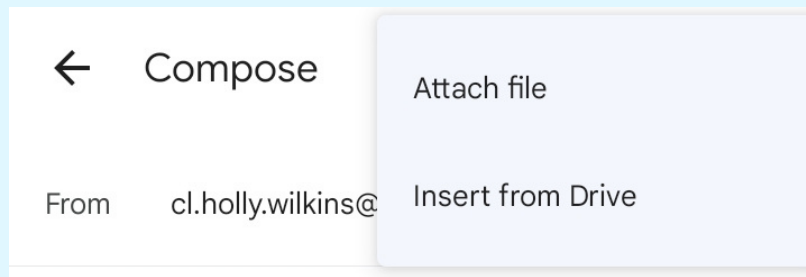
Holly|

To add an attachment (i.e. a picture or document) tap the paperclip at the top of the email box.

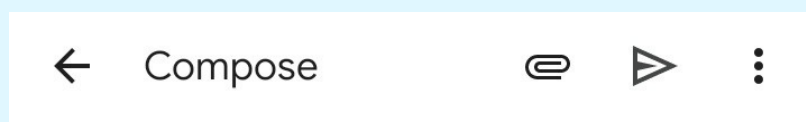


← Compose   

Then select the file you want to attach
tap 'Attach file', then select the file you
want to add.



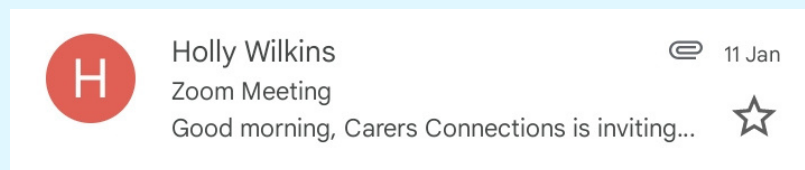
To send your email, tap the aeroplane
icon.



You can check your email has sent
successfully by going to your 'Sent'
folder and seeing if the email is there.
You have now sent an email!

To reply to/forward an email:

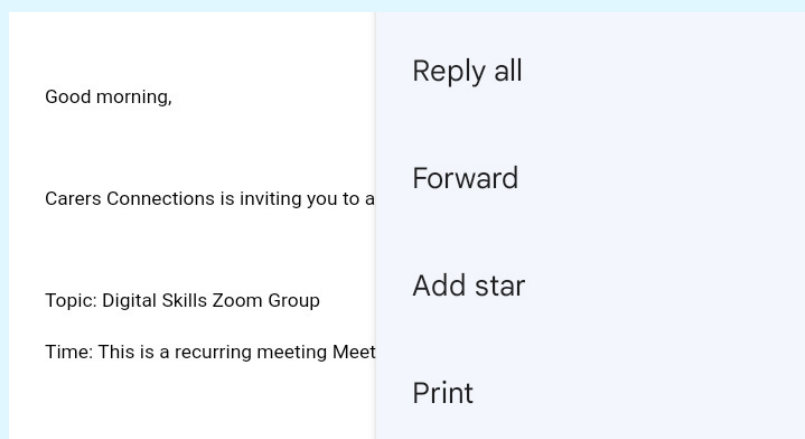
Tap on the email in your inbox that you want to reply to.



To reply, tap the left facing arrow.



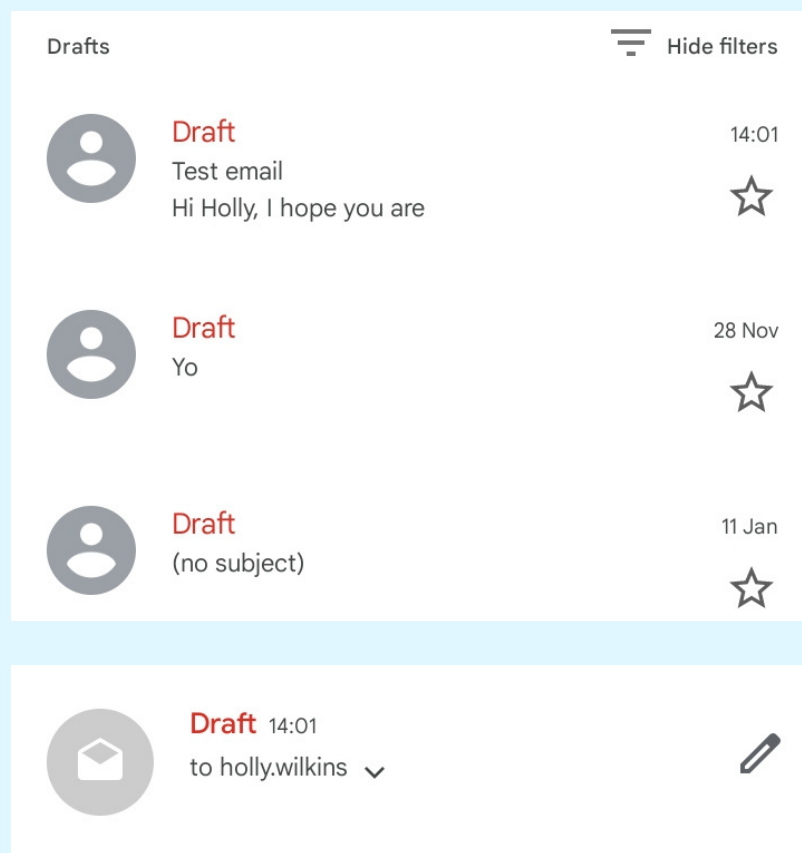
To forward an email to somebody else, tap the three dots and select 'Forward'.



To draft an email:

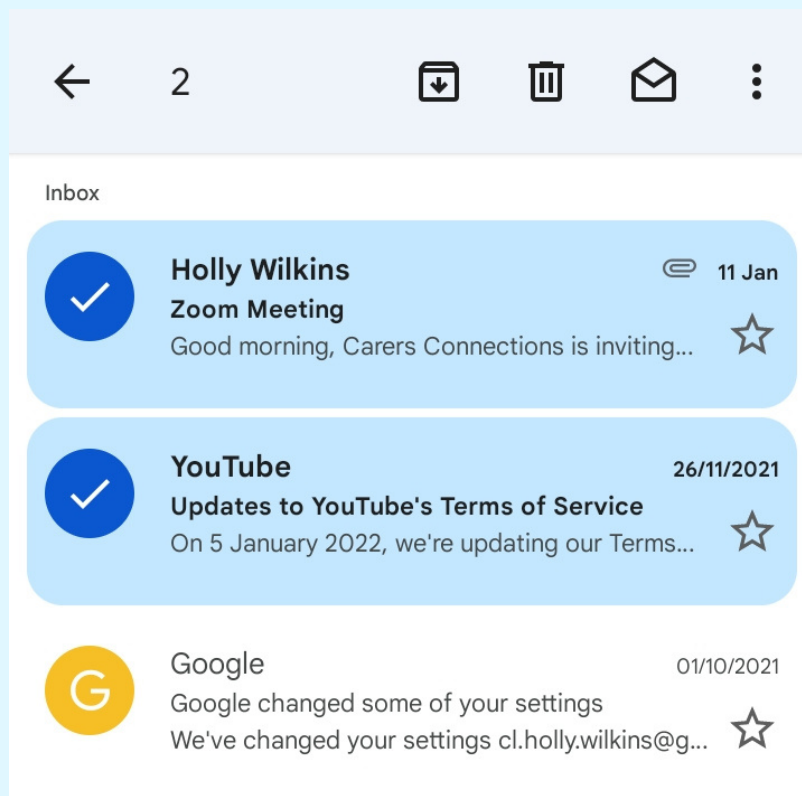
If you close an email before you send it, your email will usually save as a 'draft'. These emails are all stored in your 'Drafts' folder.

To edit a draft, tap on the email and then the 'pencil' icon to edit.

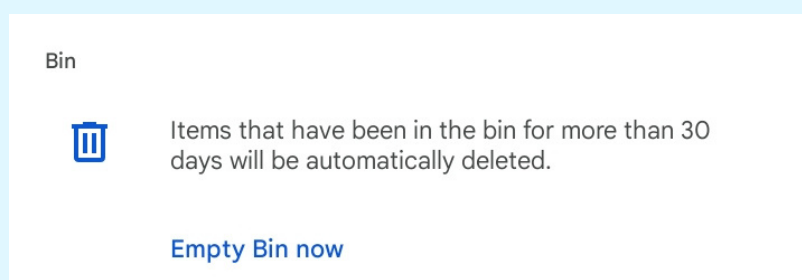


To delete an email:

Hold down for 3 seconds on the email to select it. Tap the 'bin' icon to delete. This email will now go into your 'Bin' folder.

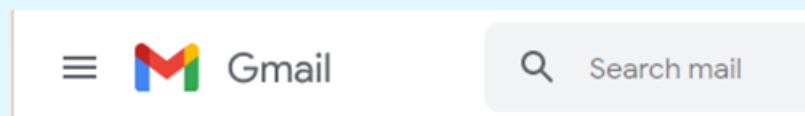


If you deleted an email by accident, you can go to your 'Bin' folder to move it back to your inbox. You can also empty your bin folder.

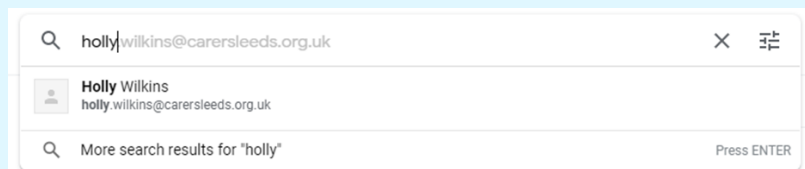


To search for an email:

Tap the 'Search Mail' bar at the top of your email workspace.



Type the word that you want to filter your emails with and press enter (i.e. a name, email address, subject, or key word).



Any emails with your filter word will appear in the search result.

