

How to send and read email using Gmail on your tablet

1. You should already
 - Be connected to the Internet. (see **How to connect to the Internet**)
 - Have an email/gmail account set up on your tablet (see **How to create a Gmail account for your tablet** and **Setup_an_email_account_on_your_device**)

2. Click on the **Apps** icon to go to the apps screen.

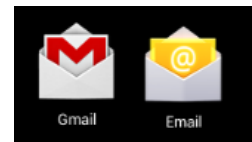


3. Touch on the apps menu on the top right of the apps screen. Swipe your finger sideways to go to the correct screen if necessary.



Send an email

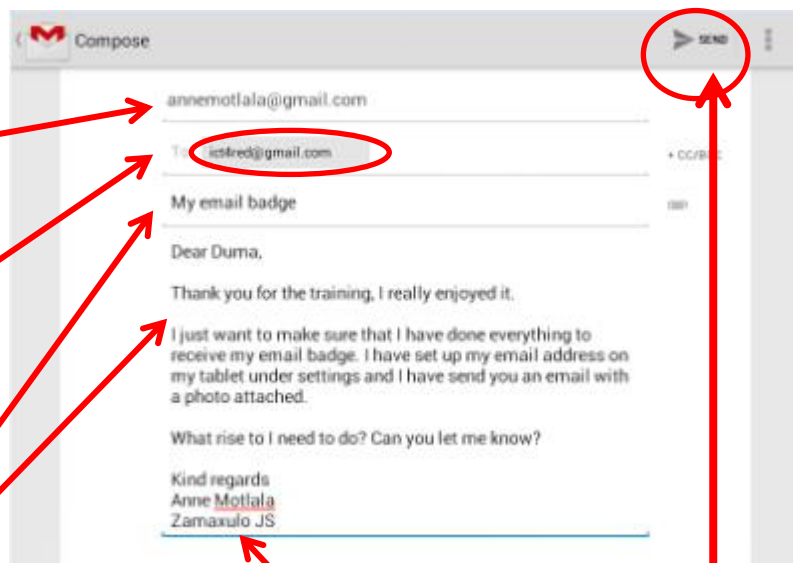
4. Open (touch) the Gmail app on your tablet (or if you have set it up as an email open the e-mail app).



5. Touch the Gmail **Compose icon** in the top right hand corner.

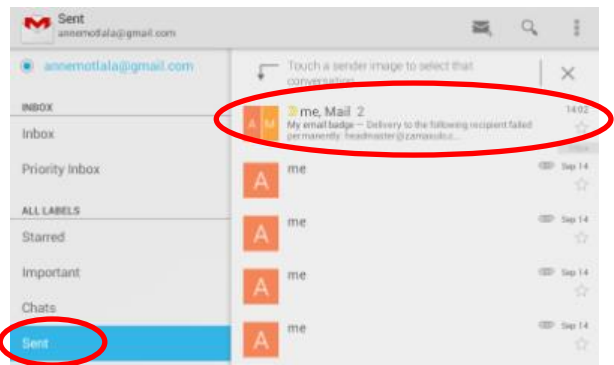


6. The **Compose** window will open.



7. An email will open with your email address already inserted into the **From** field.
8. Touch **To** and type in the person to whom you want to send the photo's email address.
9. Enter a **Subject** so that the person will know what the email is all about.
10. Touch **Compose email** and type in a message.
11. Remember to always mention your school so that we know where you teach.
12. When you are ready to send, touch the **Send icon** at the top right.

- You can see if your message was sent by touching the **Send folder** on the right and looking for your send message on the left.



Sending to more than one person

- If you are addressing an email to more than one person, you can put all their emails in the **To** field separated by a comma.
- If you want others to also get a copy of the email, you can insert their names in the **CC field** by touching **+CC/BCC** and completing the fields.

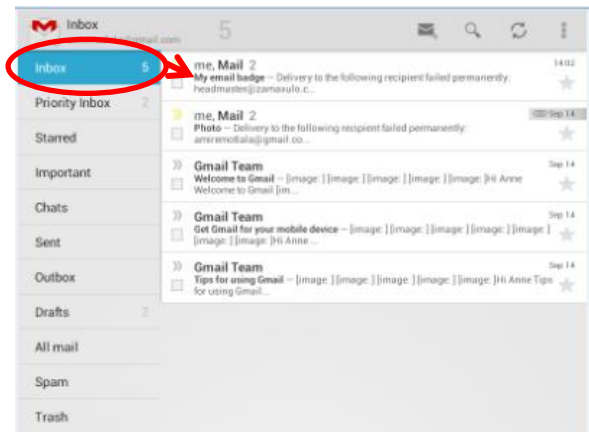


- CC: Carbon copy.
- BCC: Blind carbon copy. The person in **To** and **CC** will not know that you have also send the email to the person in **BCC**.

- Complete your email and touch **Send**.

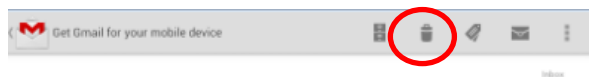
Read an email

- Touch the **Inbox** folder or you can touch the folder that you want to read on the left hand side.
- Touch the email that you want to read- it will open on the right (horizontal view) or full screen (vertical view).

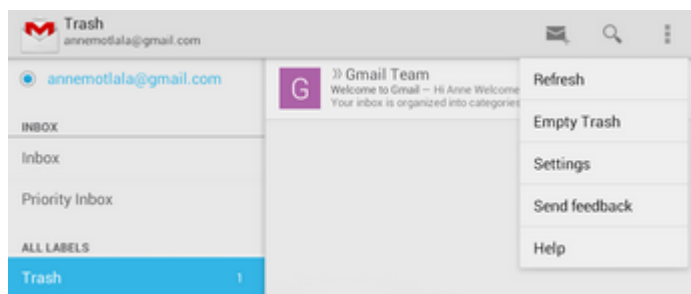


Delete or archive an email

- To delete an email, just touch the **bin** at the top of an open email. It will put the email in the **Trash** folder.



- To delete all the e-mail in the trash folder, touch the **Trash** folder, touch the menu on the right hand side and choose Empty trash.



- Archived email will still be available to you for reading and will still show up in searches. To archive an email, click on the **Filing cabinet icon** at the top right.

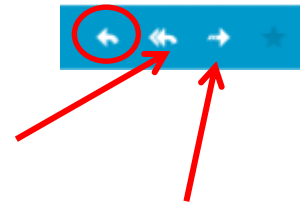


Reply to or forward email

6. To **Reply** to an email that was send to you, just click on the **Reply arrow** on the top right of the email message, to reply to the person who send you the message.

Reply All double arrow → if you want to reply to everybody whom the email was addressed to including the sender).

7. To forward an email to other people, open (touch) the email to open it and then touch the forward single arrow.
8. The email **Compose** window will open, complete all the relevant fields and **Send**. (see 6 to 12)



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ICT4RED (<http://ict4red.blogspot.com>)

Tutorial creator: Maggie Verster