

Emailing with the Gmail App

Gmail is a free electronic mail (email) platform created by Google. Emails can be sent and received from those with an email account from any email service such as Outlook, Yahoo, Aol, Comcast, etc. Having a gmail account grants you access to Google Drive for free, which includes Google Docs, Google Slides, Google Drawing, Google Forms, and Google Sheets.

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Gmail

Downloading Gmail on Your Device

1. On the home screen, tap on the App Store app (iPad/iPhone) or Google Play app (Android, Samsung, Google Pixel, etc.).

iPhone/iPad

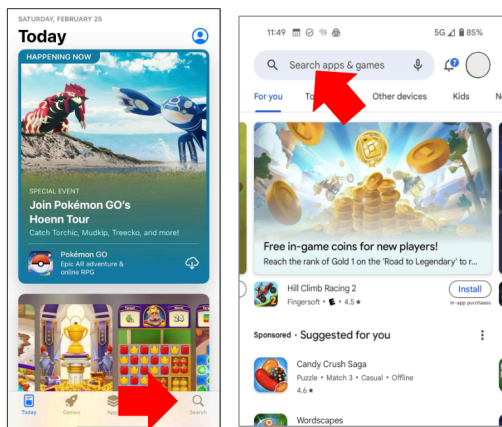


Android

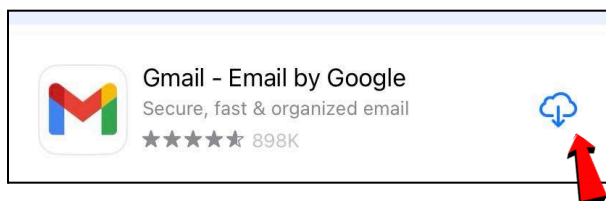
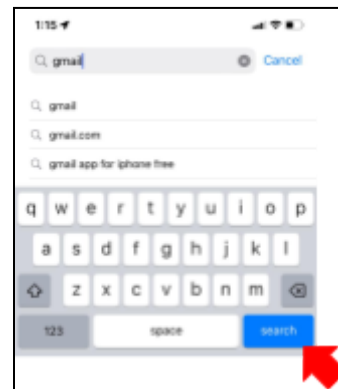


Home Screen

2. Tap on the search icon to display the keyboard.



3. Type "Gmail" into the search bar (pictured right).
4. Tap the "search"/"enter" key at the bottom of the screen.
5. Locate "Gmail - Email by Google" and tap the down download icon.



Get



Download

'Download' icons

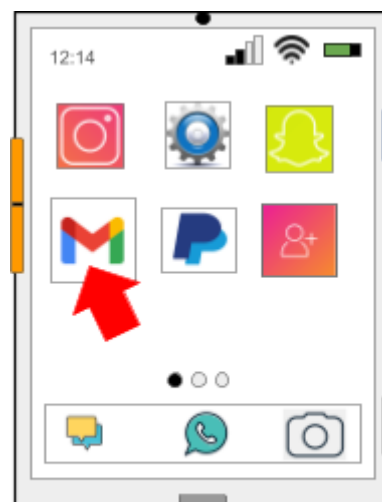
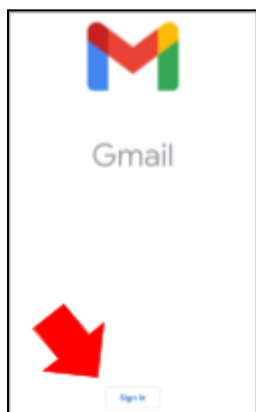
Tech Tip

If you do not see Gmail on your device, scroll down by dragging a finger from the bottom to the top of the screen

Gmail

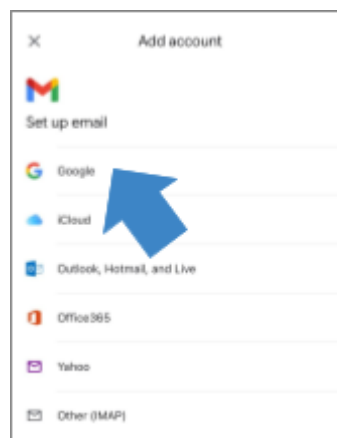
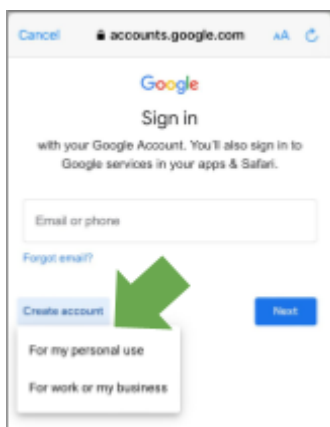
Creating a Gmail Account

1. Tap on the "Gmail" app on the home screen.
2. Tap on "Sign In" at the bottom of the screen.

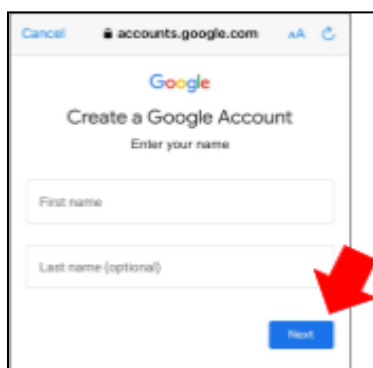


Home Screen

3. Tap "Google"
4. Tap "Create Account." Then, tap "For my Personal Use."



5. Tap "First name" to type your name using the keyboard. If you would like to add your last name, tap on "Last name" to type in your last name. Then, tap the blue "Next" button.



Gmail

6. Tap each box for month, day, year and gender to type in the appropriate information related to your birthday and gender. Then, tap the “Next” button”

Cancel accounts.google.com

Google

Basic information

Enter your birthday and gender

Month Day Year

Gender

To learn more about why we ask for birthday and gender, go to [g.co/age-gender](#) in your browser

Next

Cancel accounts.google.com

Google

Choose your Gmail address

Pick a Gmail address or create your own

☐ [john.smith@gmail.com](#)

☐ [john20@gmail.com](#)

☐ Create your own Gmail address

Next

7. To create your email address, tap on a generated email address or create your own. Then tap the blue “Next” button.
8. Tap on the “password” text box to type in a password. Then, tap the “Next” button.

Cancel accounts.google.com

Google

Create a strong password

Create a strong password with a mix of letters, numbers and symbols

Password

☒ Show password

Next

9. Tap on the text box under “Phone Number” to type in your phone number. Then, tap “Next” at the bottom of the screen.

Cancel accounts.google.com

Google

Add phone number?

If you like, you can add this phone's number to your account for use across Google services. [Learn more](#)

Phone number

This won't make your number public

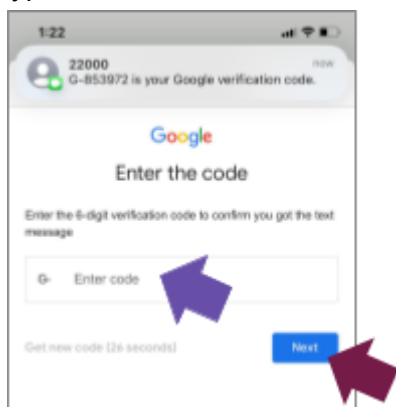
For example, your number will be used to

☐ Reset your password if you forget it

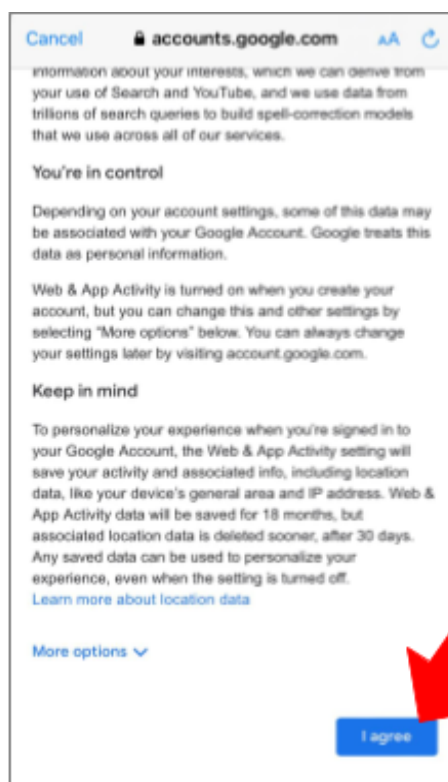
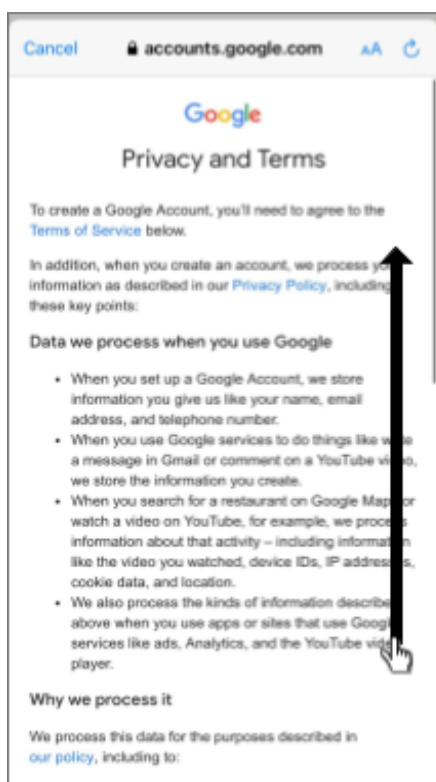
☐ Receive video calls & messages

☐ Make Google services, including ads, more relevant to you

10. Locate the verification code in the Messages app, then return back to the Gmail app to type the code in the text box.



11. Read the terms and conditions and scroll down to the bottom of the screen. Tap "I agree" to finish creating an account.



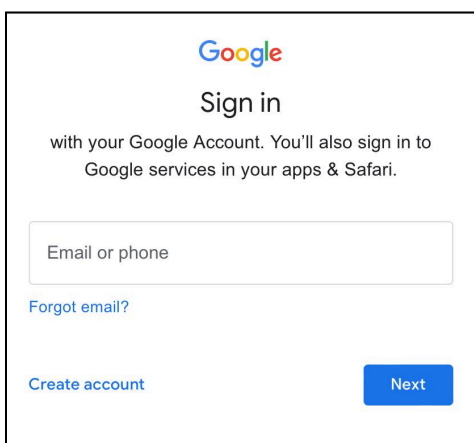
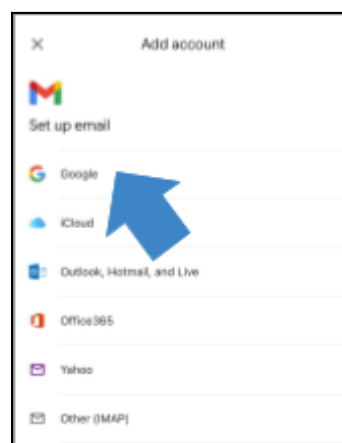
Signing in on the Gmail App

1. Tap on the “Gmail” app on the home screen.
2. Tap on “Sign In” at the bottom of the screen.

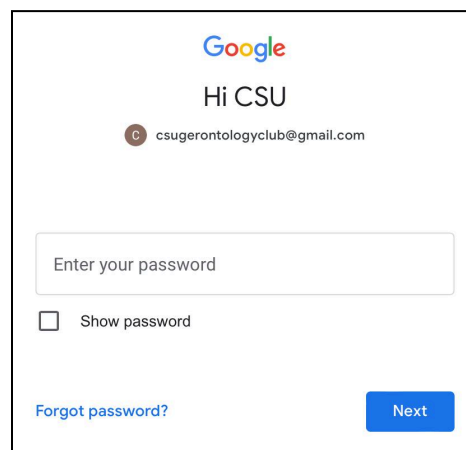


Home Screen

3. Tap “Google”
4. Tap “Sign In” located at the bottom of the screen.
5. Tap on the “Email or phone” text box. Then, type in your email address and tap the “Next” button.



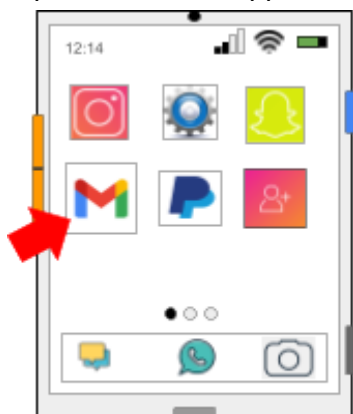
6. Tap on “Enter your password” to type in your password. Then tap the “Next” button to finish signing in.



Gmail

Composing an Email

1. Tap on the Gmail app on the home screen.

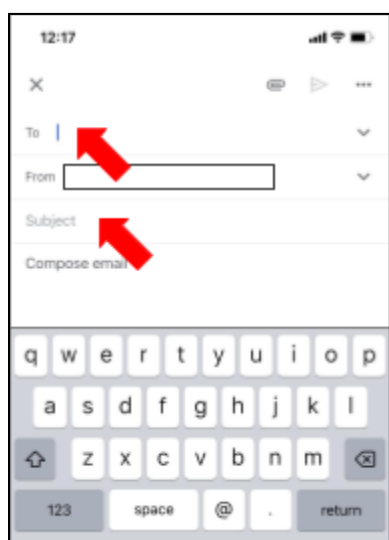
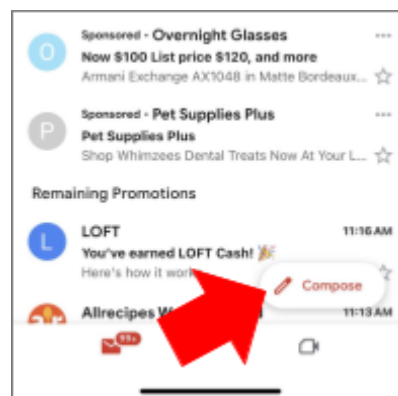


Home Screen

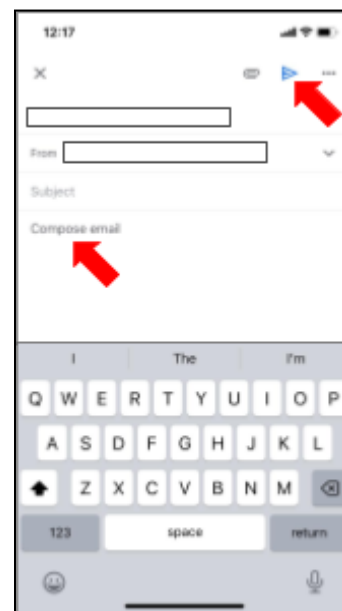
Tech Tip

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2. Tap "Compose" at the bottom of the screen.
3. Tap on the text box next to the words "To:" and type in the email address of the recipient.
4. Tap "Subject" and type in a few keywords regarding the content of the email.



5. Tap on "Compose Email" and type the message you would like to send the recipient.
6. Tap on the "Send" icon to send the email to the recipient.

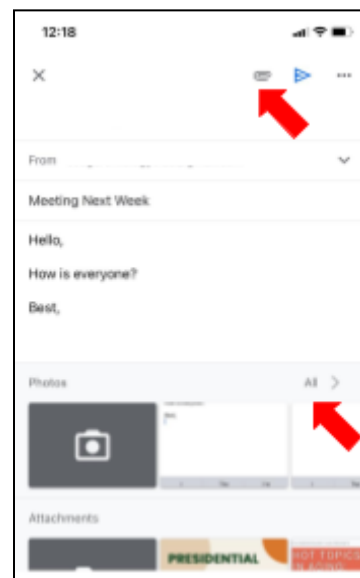


Emailing a Picture

1. Tap on the “Attach” icon usually characterized by a paperclip
2. Tap “All” across from the word “Photos” at the bottom of the screen.
3. Tap on the picture you would like to include in the email. To view more photos scroll vertically by dragging a finger up and down on the screen.

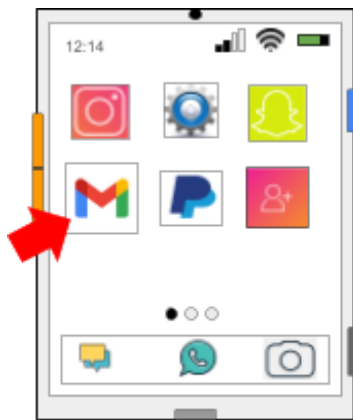


4. Tap on the “Send” icon



Replying to an Email

1. Tap on the "Gmail" app on the home screen.

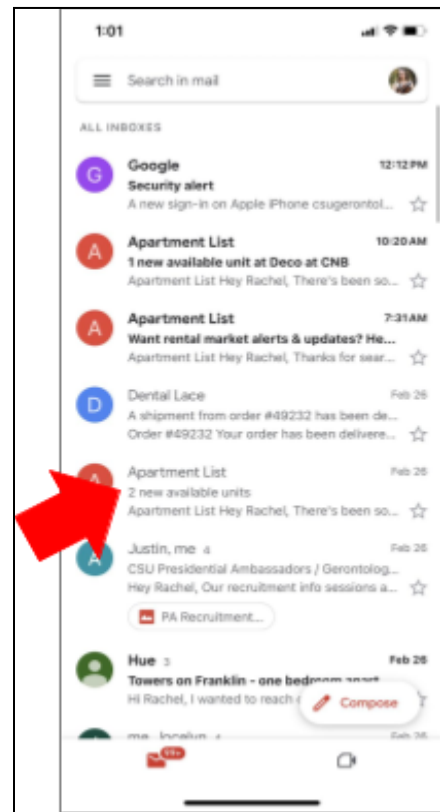


Home Screen

2. Tap on the email you would like to reply to.
3. Scroll down to the bottom of the screen, then tap the "Reply" button.



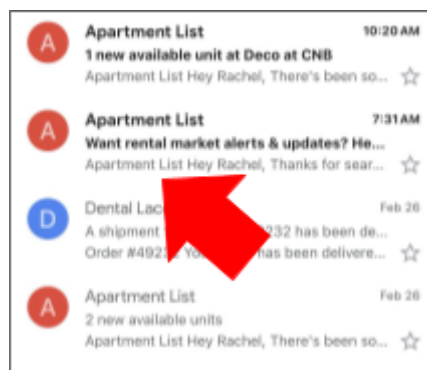
4. Type in the email message and tap the "send" icon to reply to the email.



Gmail

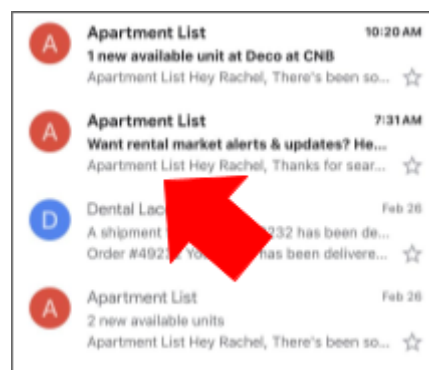
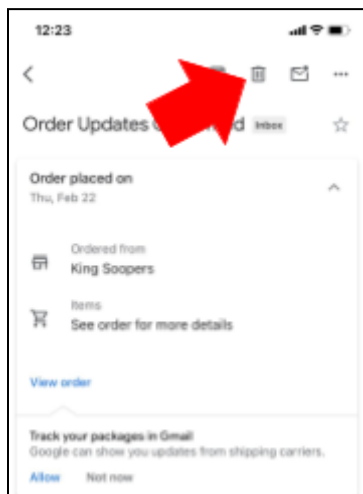
Unsubscribing from an Email Subscription

1. Tap on an email
2. Scroll down to bottom by dragging a finger from the bottom to the top of the screen.
3. Tap "Unsubscribe"

**Deleting Emails**

To delete 1 email:

1. Tap on the email you would like to delete
2. Tap on the "trash" icon located at the top right corner.



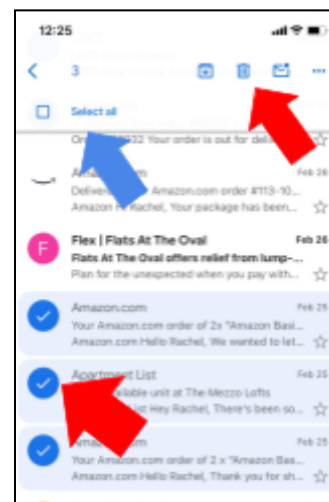
Gmail

To delete several emails:

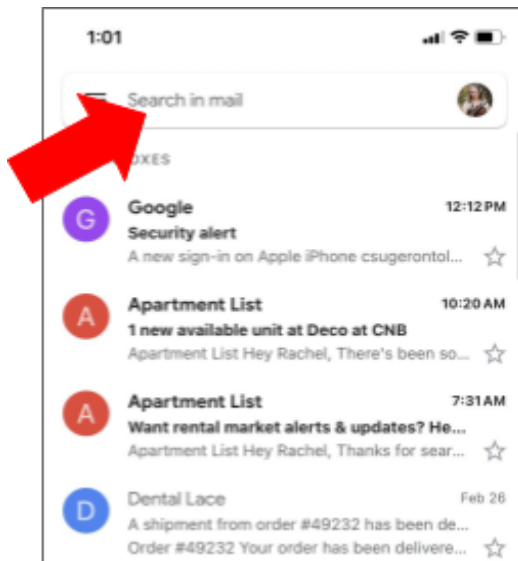
1. Hold a finger down on 1 email for a few seconds until there is a blue checkmark.
2. Tap on other emails that you would like to delete.
3. Tap on the “Trash” icon located at the top right corner.

To delete all emails:

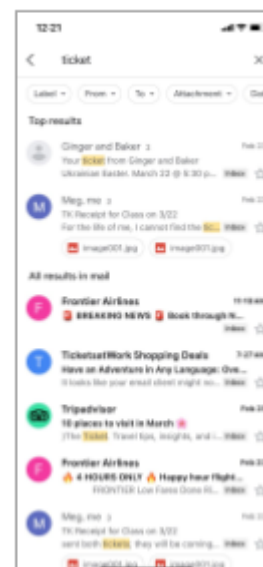
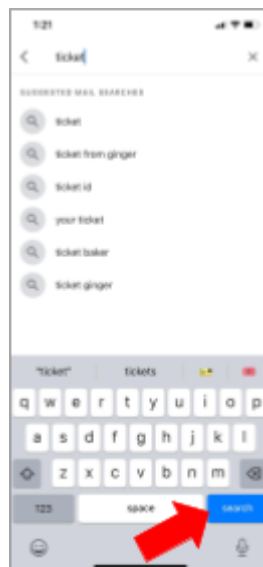
1. Hold a finger down on 1 email for a few seconds until there is a blue checkmark.
2. Tap on the box next to “Select All.”
3. Tap on the “Trash” icon located at the top right corner.

**Searching for an Email**

1. Tap on “Search in mail” at the top of the screen

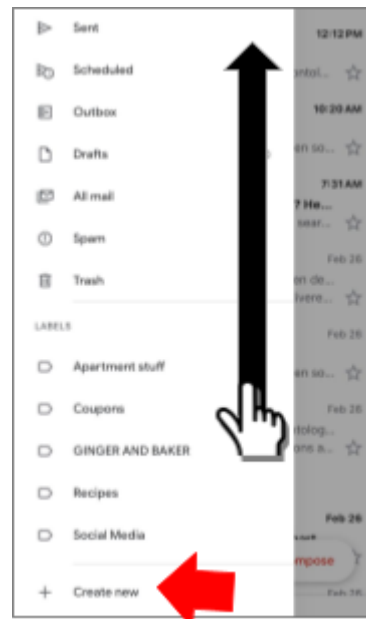
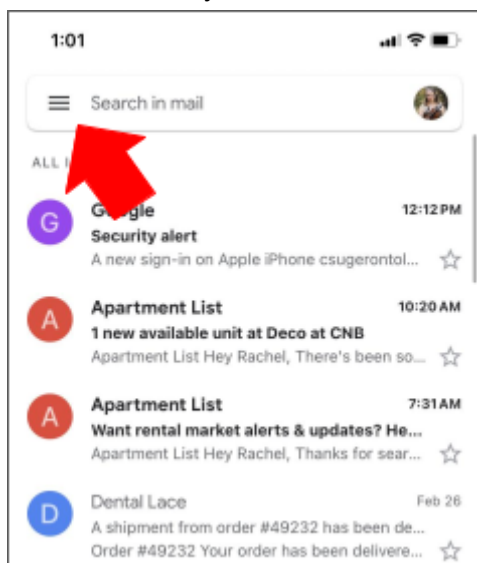


2. Type keywords related to the email you are looking for. After tapping “Search” emails with the keywords will generate.

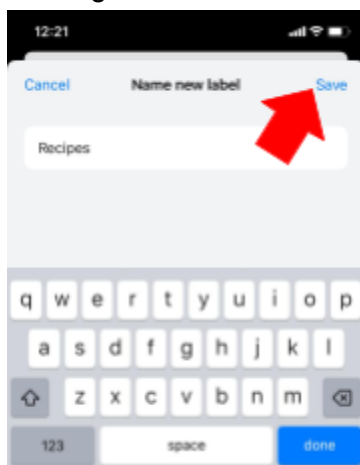


Sorting Emails with Labels

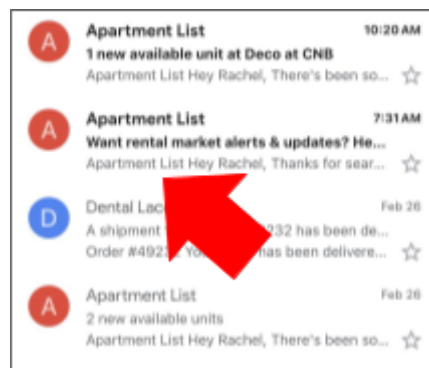
1. Tap the “menu” icon located at the top left corner of the screen. The “Menu” icon is characterized by 3 stacked horizontal lines.



2. Scroll down and tap “Create new” under “Labels”
3. Type the name of the label and tap “Save” to finish creating a label

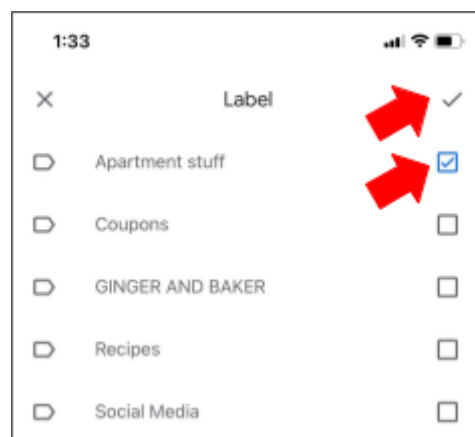
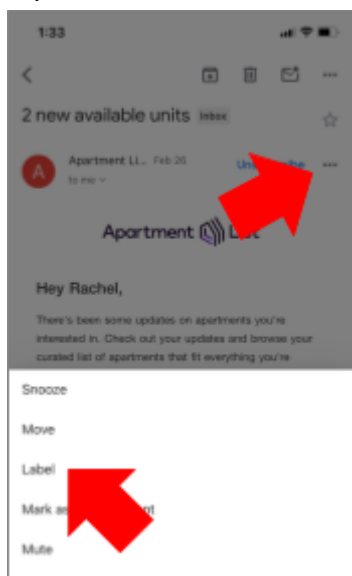


4. To label an email, return to the email list of the gmail app and tap on an email.



Gmail

5. Tap on the “More” icon characterized by 3 dots arranged in a horizontal line. This is located at the top right corner of the screen.
6. Tap the “Label” button.



7. Tap on the appropriate label, then tap the check mark at the top right corner of the screen.
8. To view labeled emails, tap on the “menu” icon located at the top left corner of the screen.
9. Tap on the label to view emails you have sorted using the label.

