

Gmail

Gmail is Google's email app. You can send email messages and receive messages straight from your device.



WITH FUNDING FROM



This resource created in collaboration with:



Youth Empowering Parents

Gmail

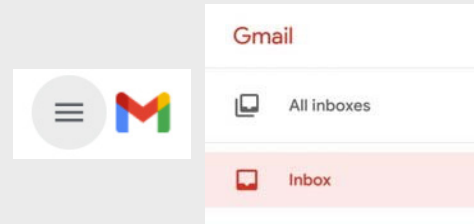
1



Find the Gmail app

- Find the Gmail app. You can look for it on your device's home screen or in the app launcher. The app launcher shows you all the apps you have on your device.
- Tap on the Gmail app to open it
- If Gmail isn't installed on your device, open the Play Store. You can search for **Gmail** and download the app. If you've never downloaded apps before, do [this lesson](#) first.

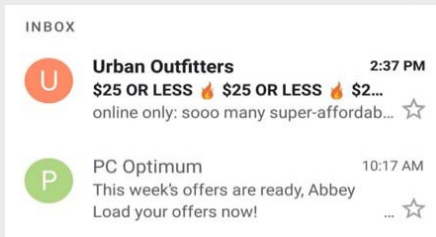
2



The Gmail menu

- To get to the Gmail menu tap the **3 horizontal lines** at the top left of your screen
- To see the emails you receive tap **Inbox**
- To see emails that you have sent others tap **Sent**
- To look at emails you've started writing but haven't sent yet, tap **Drafts**

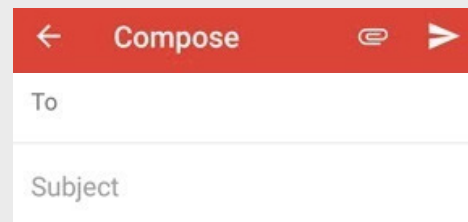
3




The Gmail inbox

- Tap the **Inbox** button. Then, scroll up and down through your inbox.
- Tap on an email to open it
- New emails you receive will be in bold font

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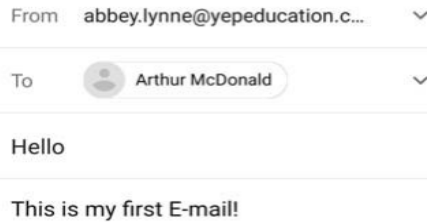


Compose an email

- Tap the **compose** button  to write an email
- In the "To" line, type the email address or addresses of the person or people you want to send your email to
- In the "Subject" line, write a title to let the other person know what your email is about


Gmail

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From abbey.lynne@yepeducation.c...
To Arthur McDonald
Hello
This is my first E-mail!

Send an email

- Write your email in the space below the subject line
- Write an email to arthur@yepeducation.com
- Write "Hello" in the subject line
- Write "This is my first email" in the message space
- Tap the **send** icon  in the top right of the screen

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Search mail

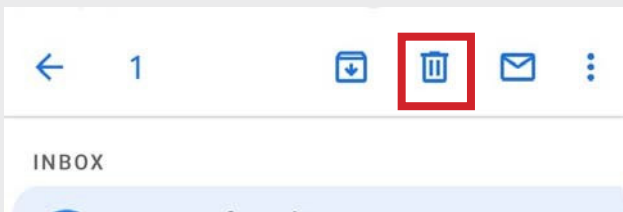
PRIMARY




me, Arthur 2 3:22 p.m.
Saying Hello

Open the inbox

- Tap on the **Inbox** button. Then, wait 30 seconds for Arthur to email back.
- Tap on the email from Arthur to open it


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← 1    ⋮

INBOX

Delete, forward, and reply

- To reply to an email, tap the **curved arrow** pointing to the left 
- To delete an email you don't want anymore, tap the **trash can** icon
- Delete the email from Arthur