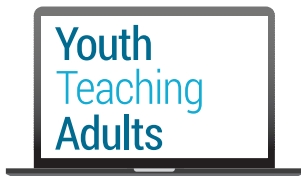




Gmail

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



Presented by



With funding from



Gmail

1

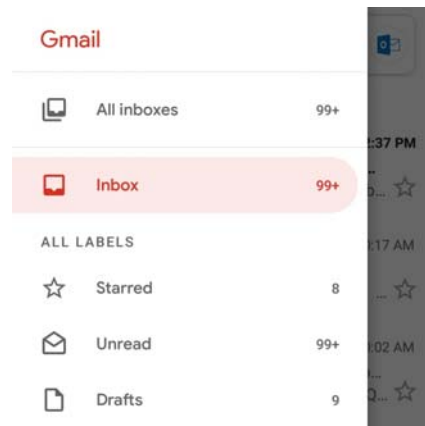
Find the Gmail app



- Ask your adult learner to open the App Store. Tell them to search for the **Gmail** app.
- Ask your adult learner to download **Gmail** to the device
- Then, ask your adult learner to open the app and sign into their e-mail account.

2

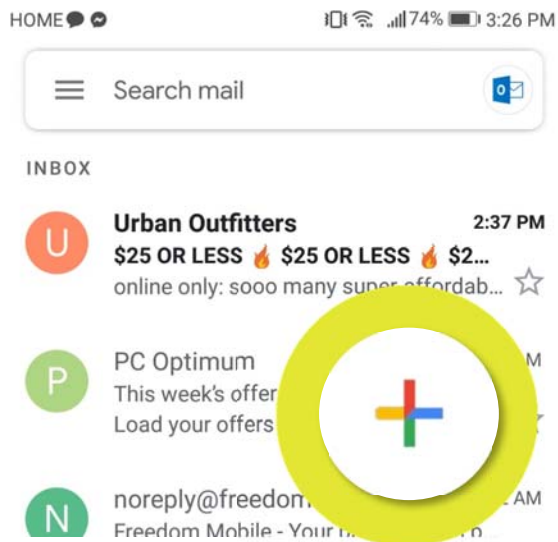
The Gmail menu



- Go through the Gmail menu with your adult learner
- Show them how to get to the **Inbox, Sent and Drafts** folders

3

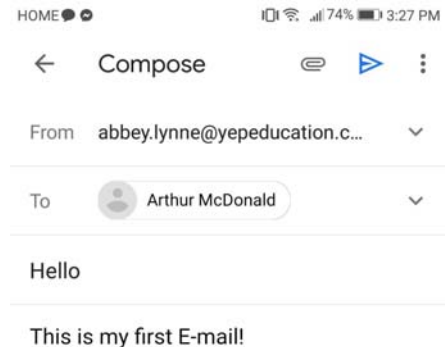
The Gmail Inbox



- Ask your adult learner to tap on the Inbox button. Then ask them to scroll through their inbox.
- Ask your adult learner to tap on the compose button to write an e-mail

4

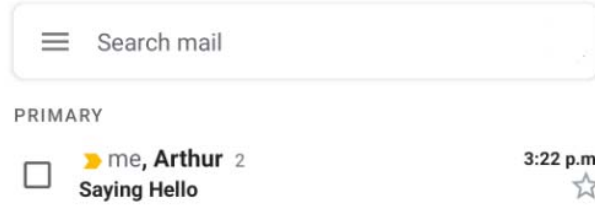
Send an e-mail



- Tell your adult learner about the "To" and "Subject" lines and the message space
- Ask your adult learner to write an email to arthur@yepeducation.com
- Ask them to write "Hello" in the subject line
- Ask them to write "This is my first email" in the message space
- Ask your adult learner to tap on "send"

5

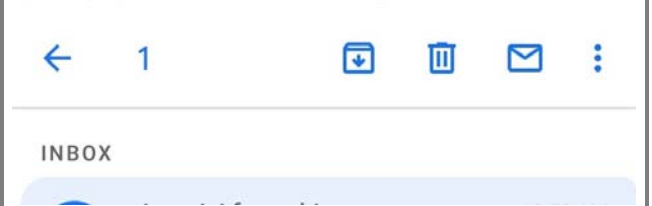
Open the inbox



- Ask your adult learner to tap on the Inbox button. Then ask them to wait 30 seconds for Arthur to email back.
- Ask your adult learner to tap on the email from Arthur to open it

6

Delete, forward and reply



- Show your adult learner how to reply to an email
- Show your adult learner how to delete an email that they don't want anymore
- Ask your adult learner to delete the email from Arthur