

# ANDROID BASICS - SETTING UP YOUR EMAIL

OPERATION OF DEVICES > 0.3 OPERATING SMARTPHONES

TARGET GROUP	AGE GROUP	PROFICIENCY LEVEL	FORMAT	COPYRIGHT	LANGUAGE
Facilitators	N/A	Level 1	Background information	Protected by United States and international copyright and trademark laws	English, French

This resource contains information about how to set up an email account on an Android device.

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<b>General Objective</b>	Skillset building
<b>Preparation time for facilitator</b>	less than 1 hour
<b>Competence area</b>	0 - Operation of devices
<b>Name of author</b>	GCFGlobal.org
<b>Resource originally created in</b>	English

## WORKSHOP DIRECTIONS

### 1 Getting started with email

**Email** is probably one of the first things you'll want to set up on your device. All you have to do is sign into your account using the appropriate app—then you can start sending and receiving messages just like you would on a regular computer.

The big question is, which email app should you use? There are quite a few options to choose from. Most people use the “official” app for their email service, such as the **Outlook** app by Microsoft or the **Gmail** app by Google. Here are some tips to help you get started.

### 2 If you have a Gmail account

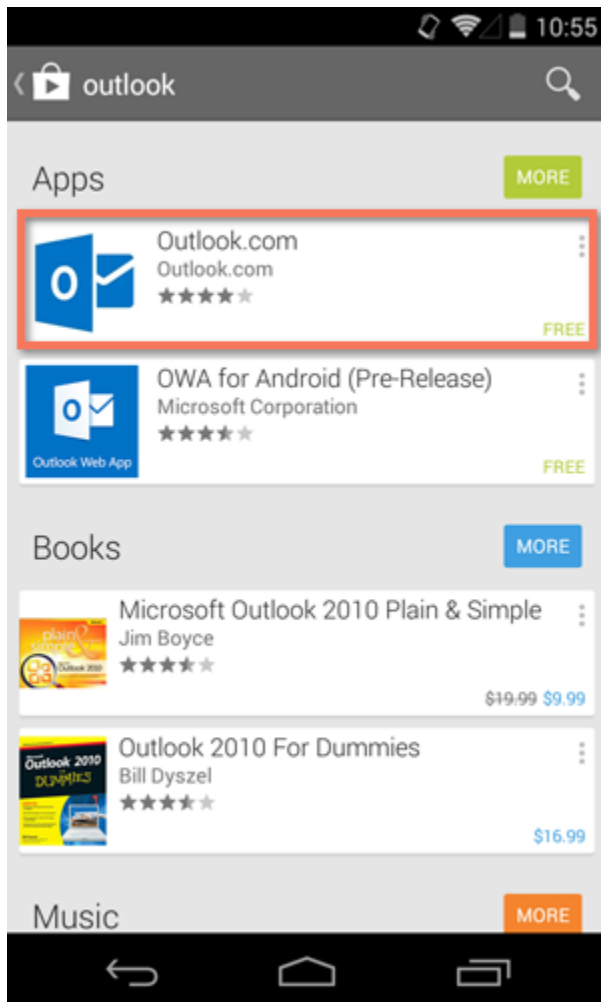
If you use Gmail, you're in luck. The Gmail app comes **pre-installed** on every Android device, so you don't have to download anything from the Play Store. In addition, there's a good chance your account is connected to the app already (as long as you used the same **Google account** to set up your device).



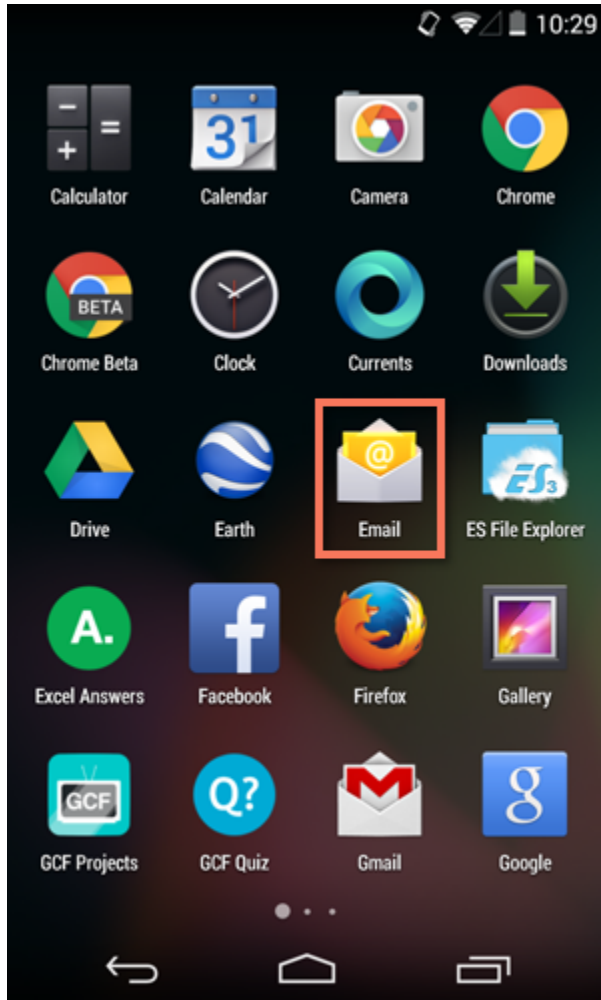
The Gmail app is designed to work a lot like your regular inbox. You can read and reply to messages and archive or delete the ones you don't want. You can even add **multiple accounts** to the app, so you can access them all in the same place (we'll show you how below).

## 3 If you use a different email service

Gmail isn't the only service with its own app. All of the primary services have one, including **Outlook**, **Yahoo!**, **Mail.com**, and **AOL**. All you have to do is download the app from the **Play Store**, then install it on your device.



Alternatively, you can use the all-purpose **Email** app, which comes pre-installed on most devices. Each version of this app is different, but it's generally designed to be more universal. In other words, you can use it to set up **any type of account**, including Outlook, Yahoo!, and everything in between. You can even use it to set up your **work email** (if your job or business uses some type of corporate account).



## 4 Adding multiple accounts

Almost every email app lets you add **more than one account** to your device. This option is great if you have multiple addresses—like separate ones for work and school—and you want to be able to access them in the same place.

The process for this can vary, but the general idea is the same. Start by going to your device's **settings**, then look for the option that says **Add Account**. Next, select the **account type**—for example, Google or

Yahoo!—and follow the instructions.

