

Email Apps

All tablets come pre-loaded with an email app that is designed to work with any email account you already use. This includes Outlook/Hotmail, Google, Yahoo!, AOL, and more.

Most major email providers have created their own email apps that you can download for free to use with your email account such as the Gmail app for Google Accounts or the Outlook app for Outlook and Hotmail accounts. These apps will work exclusively with your matching email account and often include extra features not available in the pre-loaded email app.



Apple Mail



Android Mail



Gmail



Outlook

Setting Up Email

- When you first open your email app you will be prompted to start setting it up. If not, move on to the next step.
- Open your Settings app.
- Tap the Mail option.
- Tap Account and/or Add Account.
- Select your email provider.
- Type in your email address and password.
- Follow any additional prompts.

Have multiple email accounts? You can add multiple email account to your app. Add additional accounts using the steps above.

Address Book

My best tip is to start using your address book app, which is often called **Contacts** or **People**. Enter in an email address for your friends and your email app will work with your address book to quickly and easily send emails to your friends and family.

When you start a new email simply start typing your contacts name and your email app will automatically fill in the email address for you.

Email Tips

- **Cc** stands for carbon copy. This is used when you want to send an email to someone who is not the main recipient. This helps to keep that person in the loop while letting him or her know that there's no need to reply to your message.
- **Bcc** stands for "blind carbon copy." It works almost the same way as Cc, except all of the email address in the Bcc fields are hidden, making it ideal when emailing a very large number of recipients or when privacy is needed.
- An attachment is a file (like an image or document) that is sent along with the email message.
- Email is not totally secure, so you should avoid sending sensitive information like credit card numbers, passwords, or Social Insurance Number.
- Certain emails pretend to be from a bank or trusted source in order to steal your personal information. It's easy for someone to create an email that looks like it's from a specific business. Be especially cautious of any emails requesting an urgent response.
- Some email attachments can contain viruses and other malware. It's generally safest not to open any attachment you weren't expecting. If a friend sends you an attachment, you may want to ask if he or she meant to send it before downloading.

Helpful Websites & Resources

GCF Learn Free website

www.gcflearnfree.org

Free courses on iPads and Android tablets with sections on setting up and using email. Very useful course on using Gmail.

Youtube Videos

www.youtube.com

Follow along with step by step instructions from professionals.

Search for these helpful Youtube videos in the Youtube search bar

- [How to Use an Android Tablet - Email Setup](#)
- [New to Android - A Full Tutorial of the Droid OS for Beginners \(tablet\)](#)
- [How To Use The iPhone eMail App - Full Tutorial](#)
- [How to Use the Apple iPad's Mail Application : iPad Answers](#)