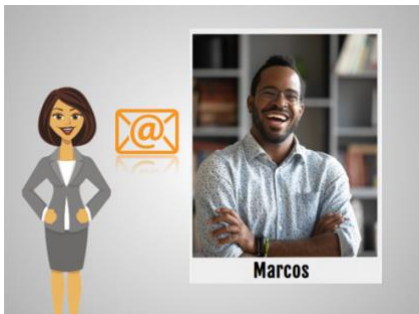California Emerging Technology Fund
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Module: Mobile Devices
Course: Using Email (Gmail)

1.1 Getting Started With Email On Your Android Mobile Phone
Script: Hi, I'm Nicole, and today, I'm here to help you get started with email on your Android mobile phone. Today we'll follow along with Marcos – who is learning how to use Gmail. We're going to talk about what email is and how it works.

1.2 What Is Email?
Script: If you've never used email before, it's just like sending someone a letter in the mail. Except that the letter is mailed electronically using the Internet and the person receives the email instantly. In order to receive email, you will have to sign up for your own account which is an electronic mailbox just for you. That account will have its own email address so that people know where to send you an email.
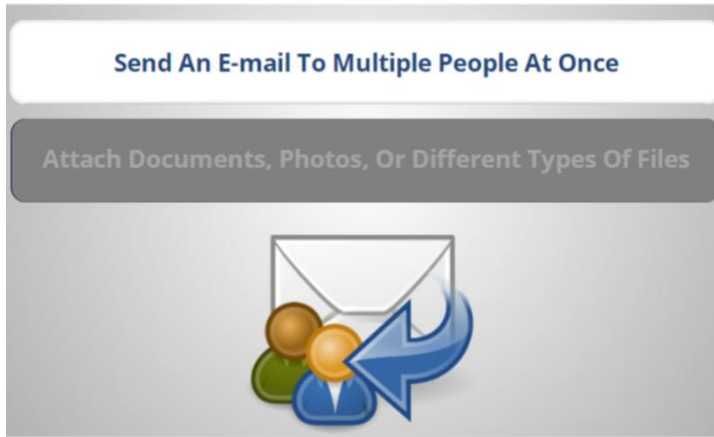
1.3 Things You Can Do With Email
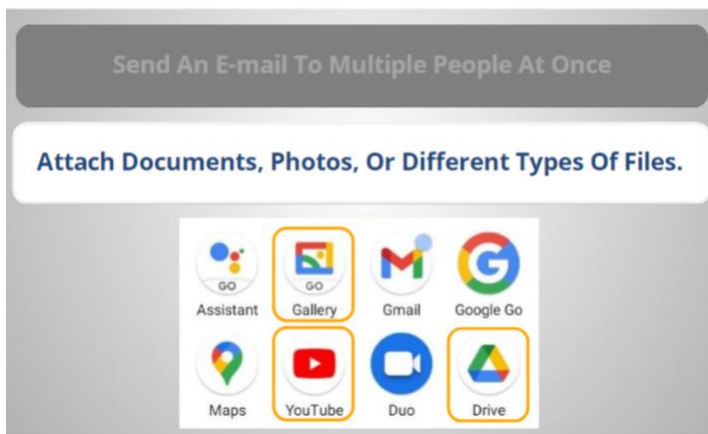Script: There's are a few different ways you can use email:

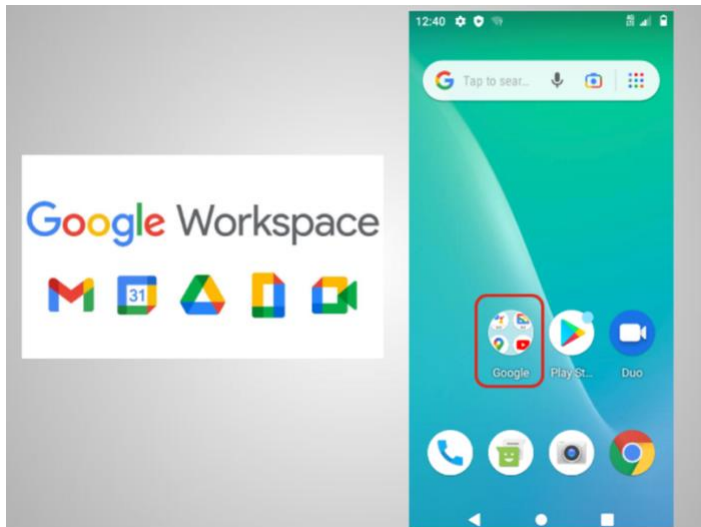Send An E-mail To Multiple People At Once

Things You Can Do With Email:

Send An E-mail To Multiple People At Once

Attach Documents, Photos, Or Different Types Of Files

Attach Documents, Photos, Or Different Type Of Files

Things You Can Do With Email:

Send An E-mail To Multiple People At Once

Attach Documents, Photos, Or Different Types Of Files.

Assistant   Gallery   Gmail   Google Go

Maps   YouTube   Duo   Drive

1.4 Finding Applications In The Google Workspace

Script: Your Android mobile phone is already set up with many Google applications. Just click on the Google Workspace icon to find the Gmail application.

1.5 Setting Up An Email Account

Script: You only need two things to set up an email account:

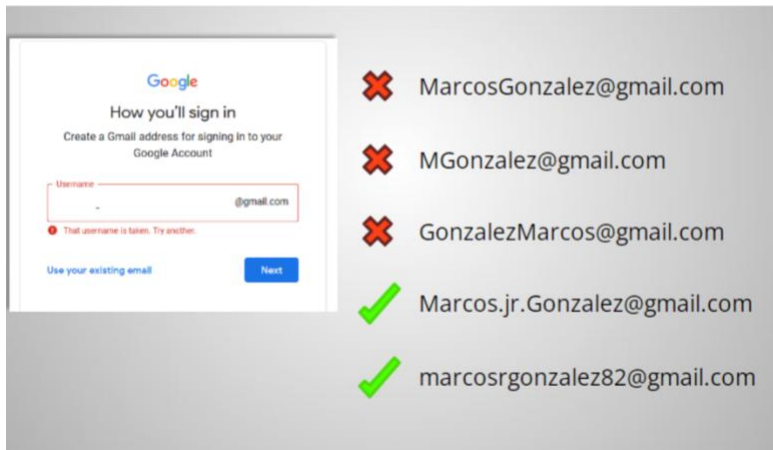You First Name, Last Name, And Date Of Birth.
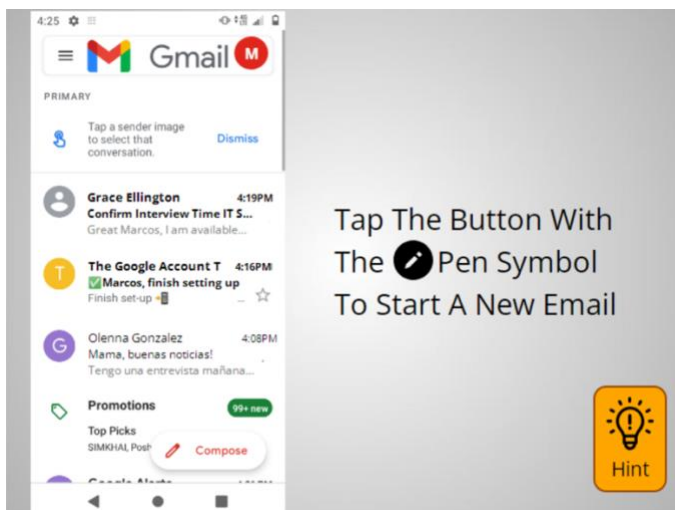
1.6 Choosing An Email Username

Script: Based on the information you provide, Google will suggest a few available usernames for your email account. Sometimes the username you want is already taken, so you have to try a few different letters or numbers to get an email address that works and is available.
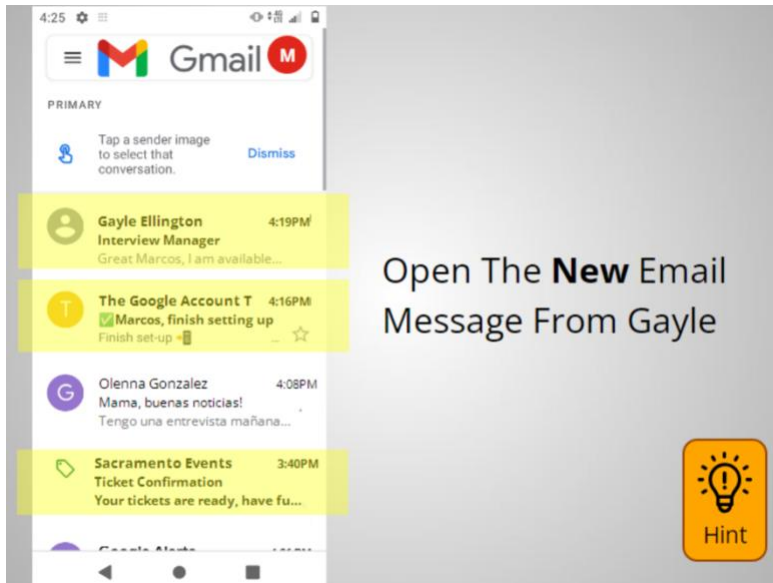

1.7 Starting Your First Email

Script: After setting up an email address you will start receiving e-mail.
And soon your inbox will look like Marcos's – full of messages! In order to start a new email, Marcos will tap the button with the pen symbol.
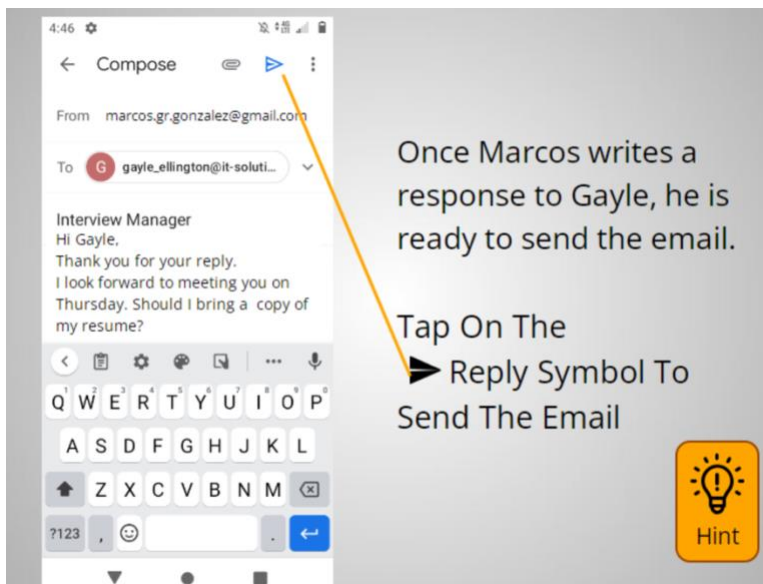
1.8 Looking At The Email Inbox

Script: There are a few emails Marcos not opened yet.   You can tell an email was not opened because the message will stand out in bold. It looks like Marcos has an important message from Gayle. Will you help him open the message from Gayle?
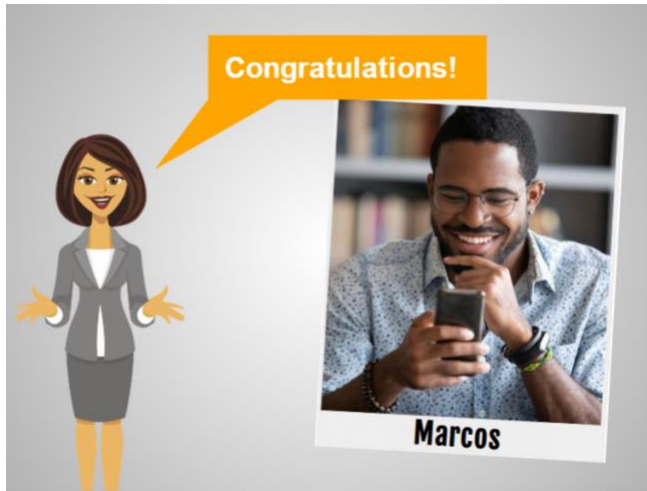

1.9 Sending Your First Email

Script: Nice job! Now, Marcos can send his response to Gayle. Will you help Marcos tap the reply button so he can send his response to Gayle.

1.9. Congratulations On Helping Marcos Send His First Email
Script: Great job! We successfully helped Marcos send an email.

Review

– Emails can be sent instantly

– The email username is connected by the @ symbol to the email address.

  · Example: marcos.jr.gonzalez@gmail.com

– You can send emails to multiple people at once

– You can add attachments to an email

– To start a new username for an email account, you will need to provide a First Name,

   Last Name, and Date Of Birth

– Unread emails will stand out in **bold**

– Look for this symbol ✎ to write a new email

– Look for this symbol ▷ to send an email

– Look for this symbol 📎 to attach a picture, video, or document.