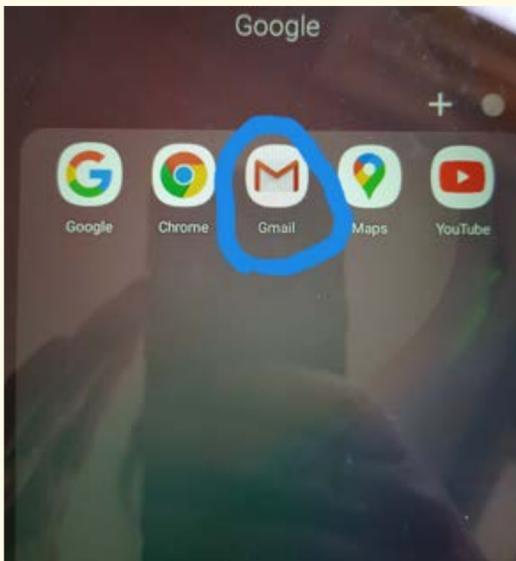
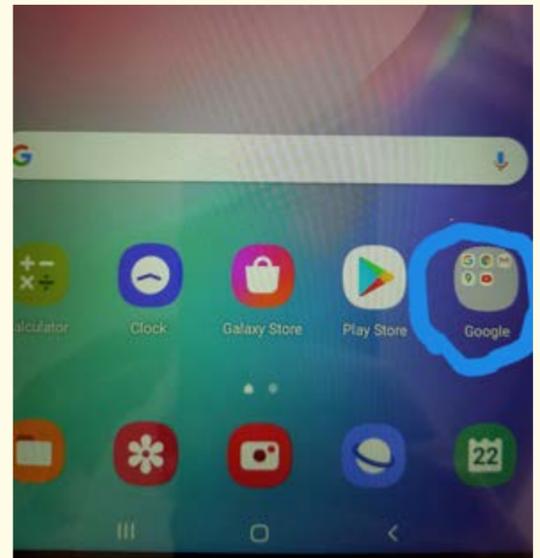




Sending an email using gmail on a Samsung tablet

1

To find your gmail account on your Samsung tablet tap on the google folder

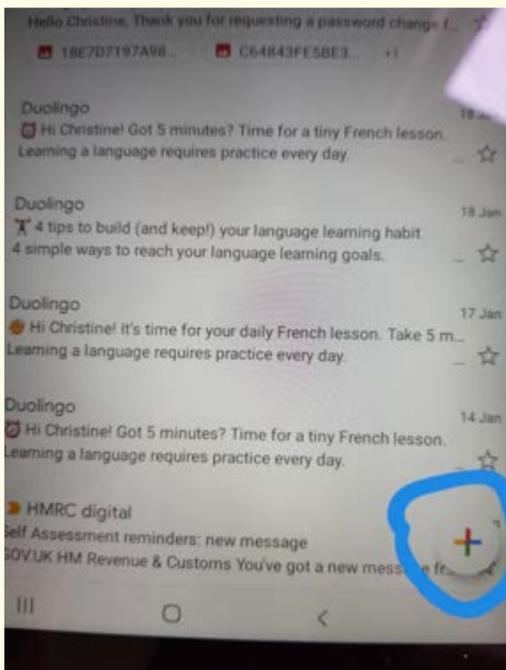
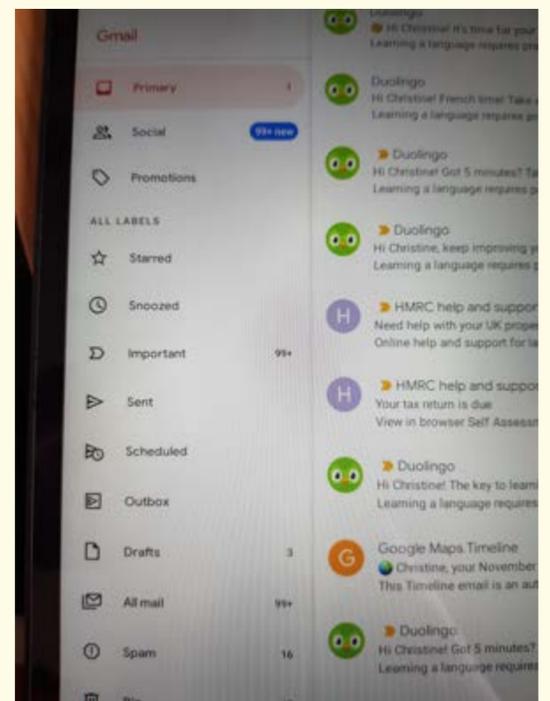


Tap on the circle with the red M - this is your gmail email account.

2

3

Your inbox will appear.
This is where all the emails you have received are stored.



To write an email to someone, first you need to know the email address of the person you want to send an email too. If you know it tap on the plus symbol at the bottom right of your screen. Sometimes it says compose instead of the plus symbol, if it does tap compose.

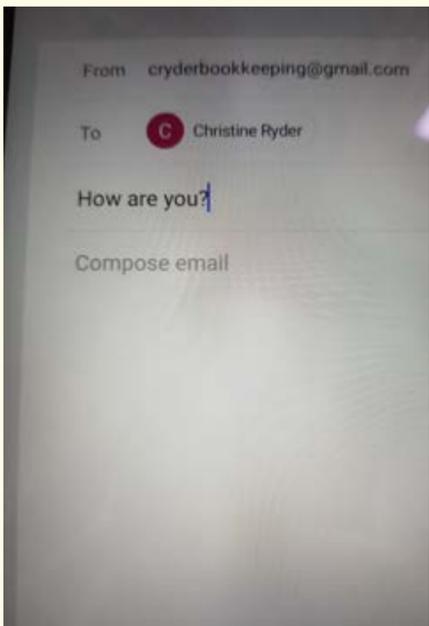
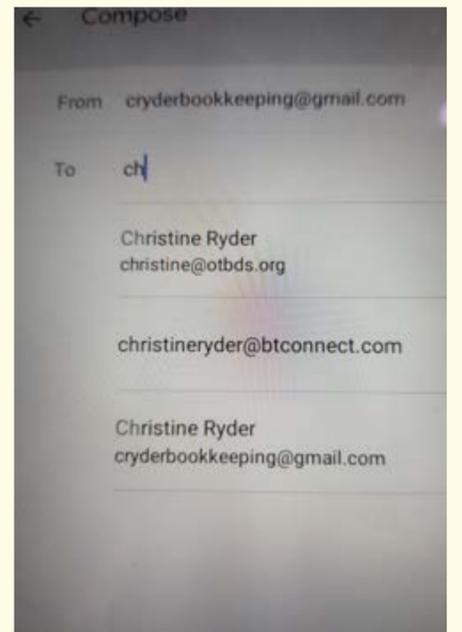
4



Sending an email using gmail on a Samsung tablet

5

A new window will open with compose at the top. Your email address will already be completed in the From box. In the To box start to type the email address of the person you want to email. If you have sent or received an email from them their email address should appear in the list. tap the one you want to email

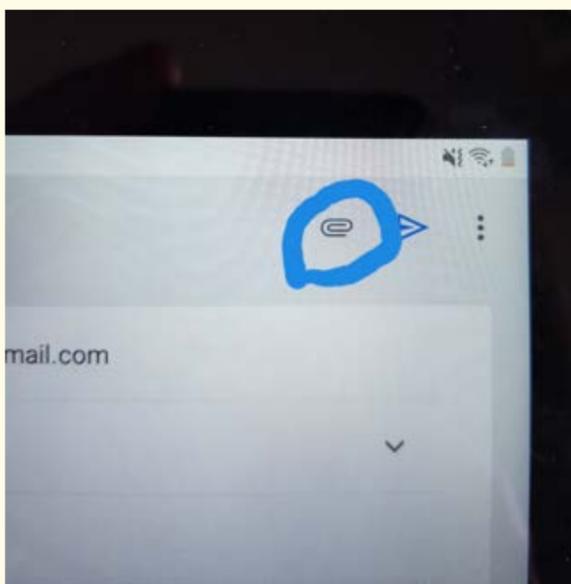
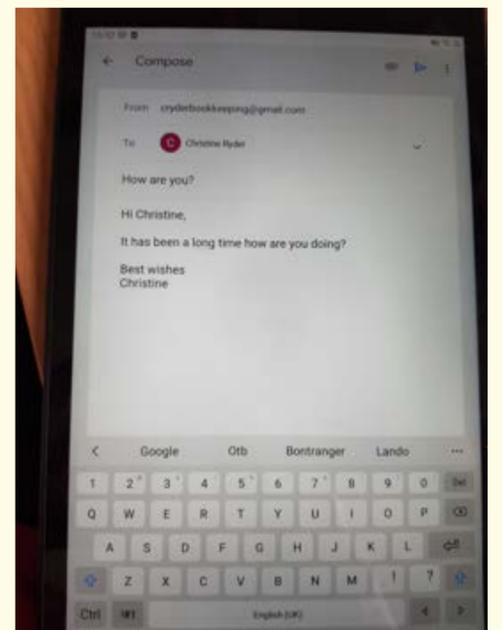


6

Where it says subject, tap and then type what your email is about.

7

Tap where it says 'compose email'. This is where you write what you want to say in your email.



If you would like to attach a photo, video or file to your email tap on the paper clip symbol on the top right.

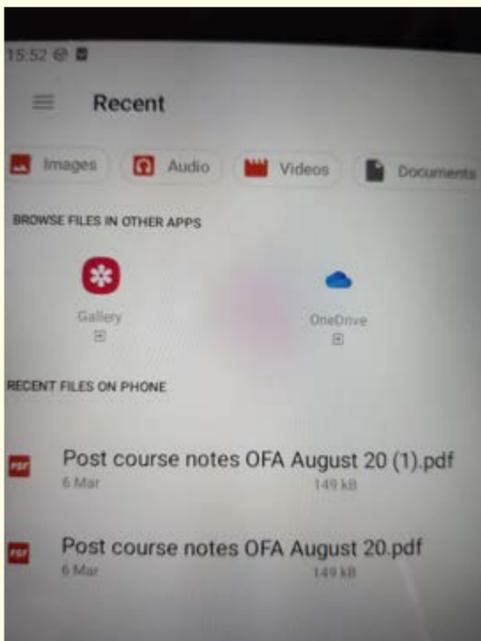
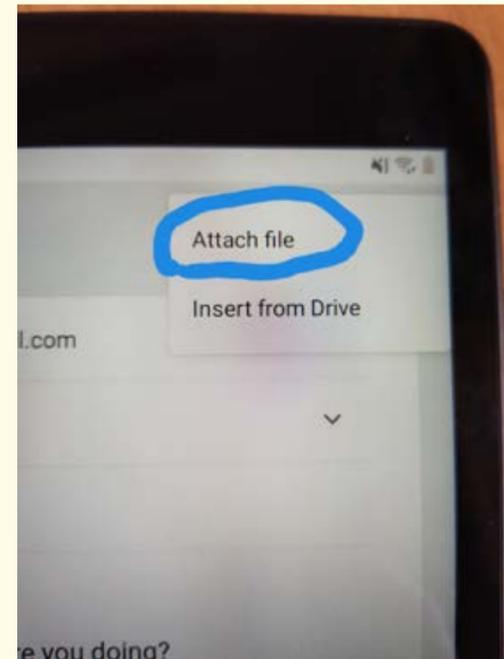
8



Sending an email using gmail on a Samsung tablet

9

You will then get an option to attach file or insert from drive. Tap attach file

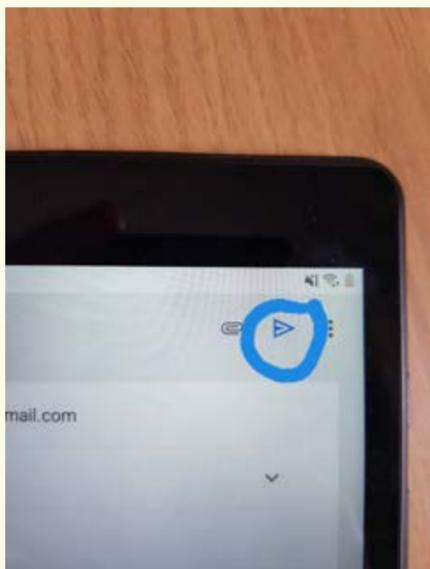
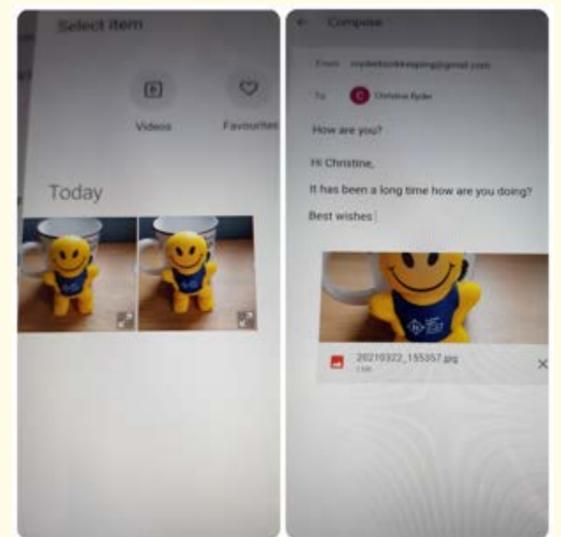


A new window will open up with options as to where what you want to attach could be saved. If it is a file it could be in documents or if it is a photo you want to attach either tap gallery or images

10

11

Tap on the file/image you want to attach. You will then be taken back to your email with your file/photo attached to the email.



When you have finished writing your email tap on the arrow in the top right corner to send it.

12