

Hilton Head Island Computer Club



Members Helping Members Learn Technology Since 1989

Parking

- **Be sure NOT to park directly in the back of the building as that is where the Sherriff's office parks. There is a lot across the road behind the building.**

Click **Q&A** text

- **Please hold your questions til after the slide show. It's a short one. We can spend more time on questions and the demo.**

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GMAIL

All you need to know!

Part 4: GMAIL APP

Jolyn Bowler

Monday, June 3rd, 2023

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As many of you know
we've covered three sessions on Gmail thus far.
Today we will cover Q&A as well as the use
of the Gmail apps on Android phones and tablets and
iPhone/iPads.

<i>I Security</i>	<i>Monday, April 3rd, 2023 ~ 4:00 pm</i>	<i>Zoom</i>
<i>II What Am I Looking At?</i>	<i>Monday, April 24th, 2023 ~ 4:00 pm</i>	<i>Zoom</i>
<i>III All Settings</i>	<i>Monday, May 15th, 2023 ~ 4:00 pm</i>	<i>Zoom</i>
IV Q&A – Gmail Apps	Monday, June 5th, 2023 ~ 2:00 pm	At the Center ~ In PERSON

Gmail vs Gmail App

Gmail is a free web-based email service that provides users with 15 GB of storage for messages and the ability to search for specific messages. The Gmail program also automatically organizes successively related messages into a conversational thread.

The Gmail app is the official Gmail app that brings the best of Gmail to your Android phone or tablet and the Apple iPhone and iPad. The app has robust security, real-time notifications, multiple account support, and search that works across all of your emails. The email app in a mobile is a generic email client that can be used with any email service.

The app will ONLY work with an actual Gmail address: @gmail.com

Gmail App

Regardless of whether you are using the Gmail app with your phone or tablet, it must first be downloaded from The Play store for Android the Apple App store for your iPhone.

Once installed, be sure your Gmail account has been added to your Account Settings on your device.

You can use the Gmail app to access/retrieve/read other email addresses.

Some of you may choose to use the Mail app on your iPhone or Android phone. That's fine too. It is YOUR choice.

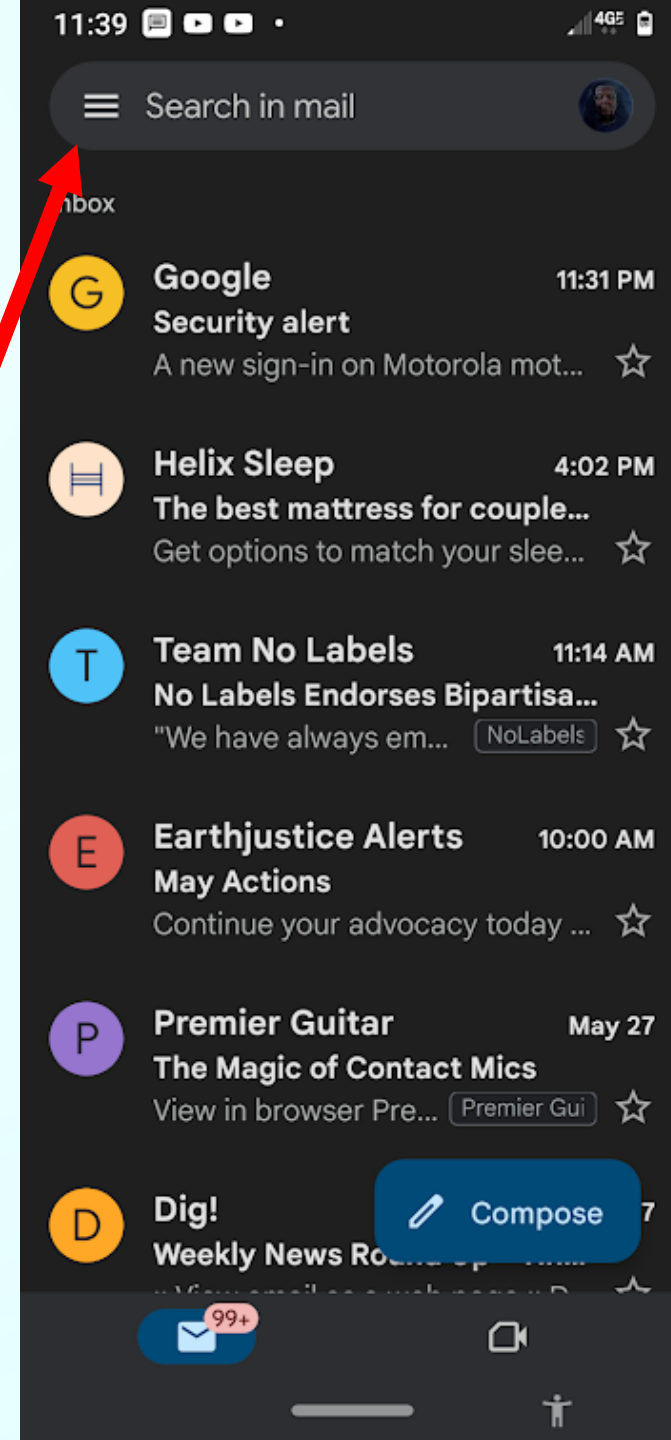
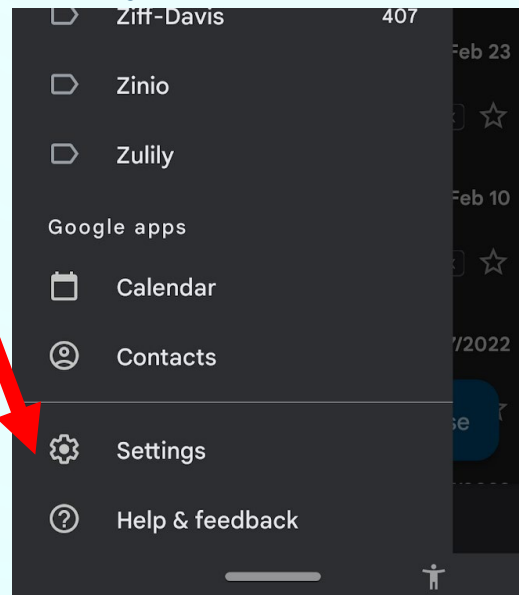
Once your Gmail account has been added to your device, you may begin receiving your email. However, you may have to go into Gmail app Settings.

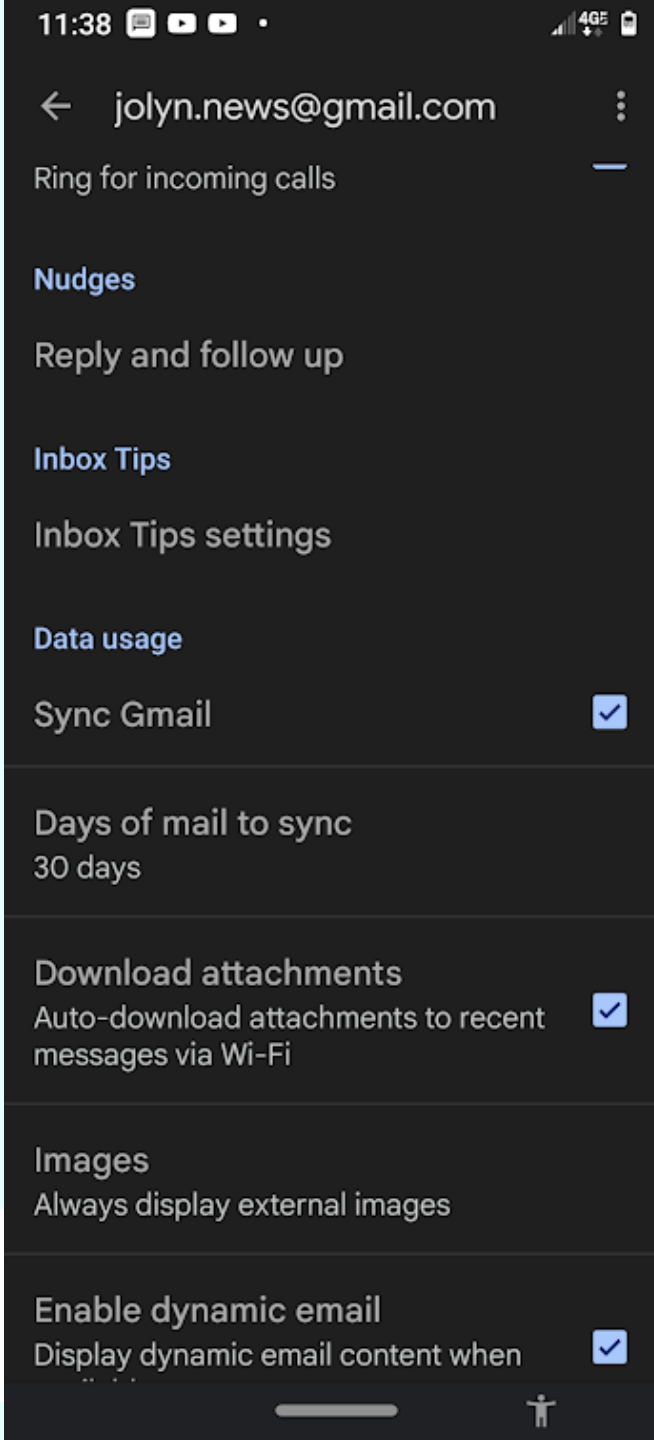
Tap on the “Hamburger Menu” icon in the upper left corner.

You will then have to scroll all the way to the bottom where you will find Settings.

Tap on the Gear icon/Settings.

This will open your Gmail App Settings.





When Settings opens, you will see your address at the top.

You can scroll down to see the various options available. Be sure that under Data Usage,

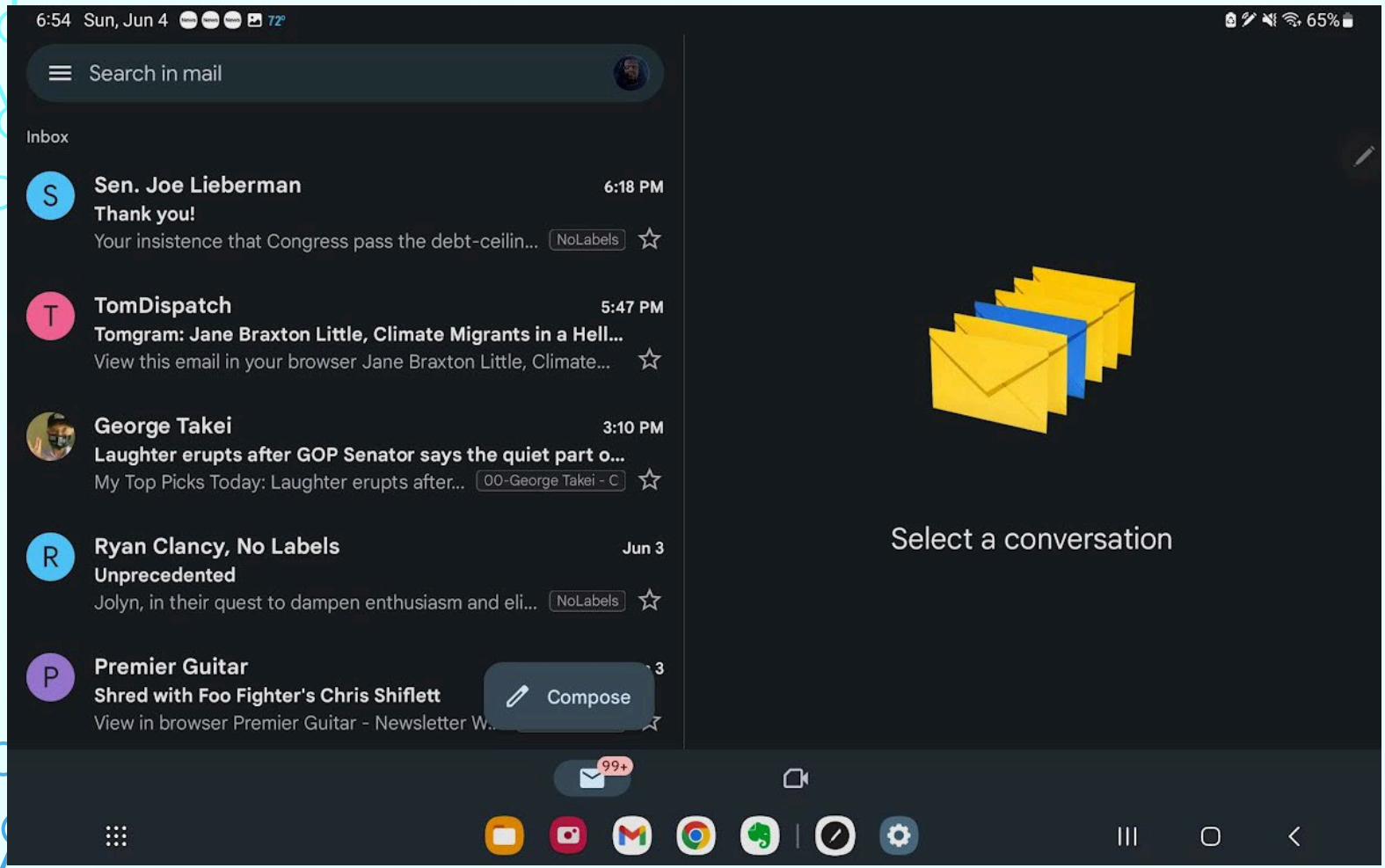
Sync Gmail is turned on.

The other choices we can discuss in the live demo.

Once you have reviewed your Settings, you'll be able to open, read, label, respond, create new email and more. The App is not as flexible as the website. This is why it is a good idea to learn both. Once set on the website, those settings will be reflected in your Gmail app.

I am currently using a Motorola MotoZ4 Android phone.

I also enjoy using my Samsung GalaxyTab S6. It does give a bit more options because of the size.

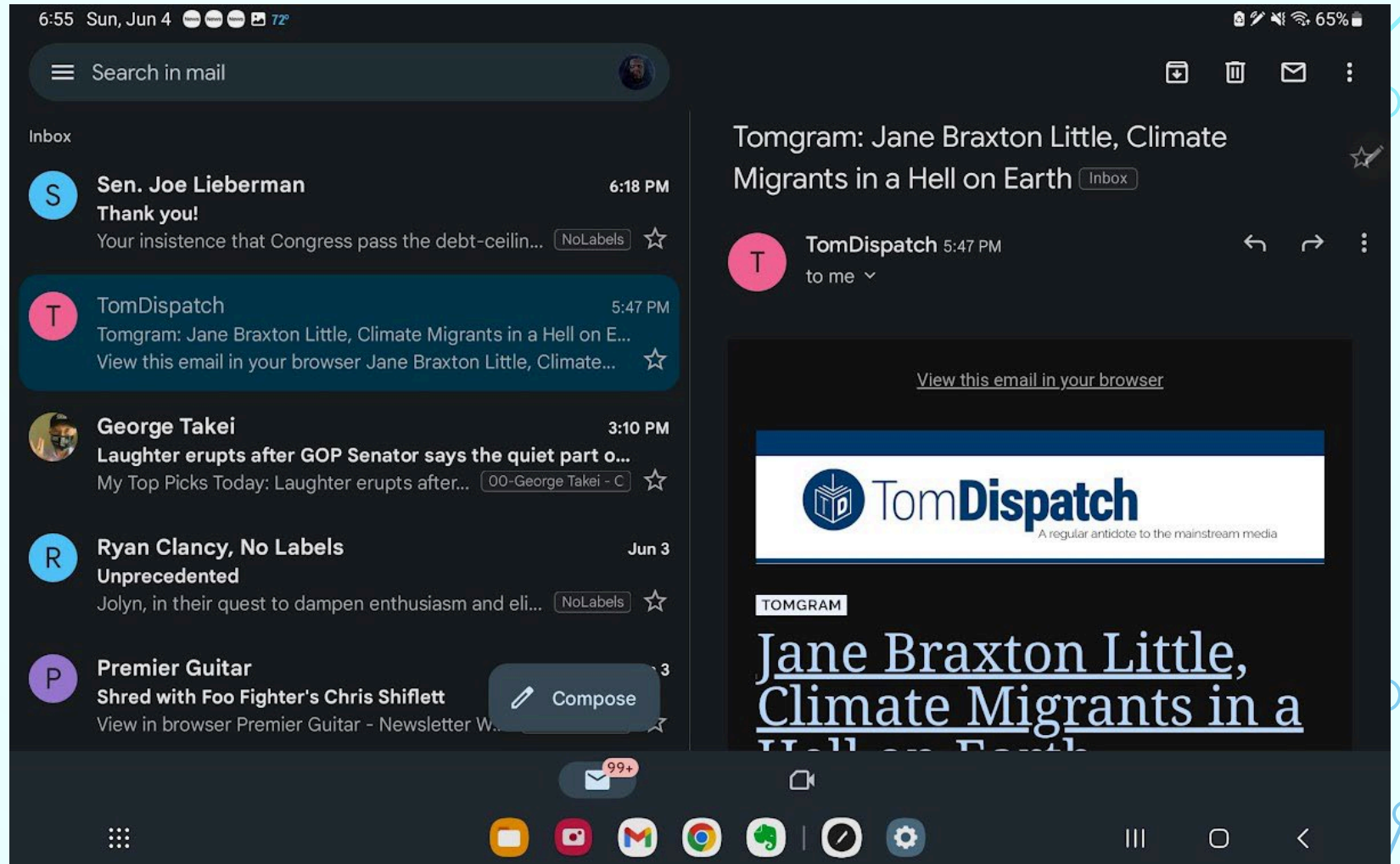


The tablet works in both portrait and landscape view.

In landscape view, my tablet gives me a split screen to see the email list on the left and the one email I am reading on the right.

Once you tap on an email on the left, that one will appear in the right side of my screen.

The email can be read, deleted, mark as read/unread and there is more under the 3-dot menu.



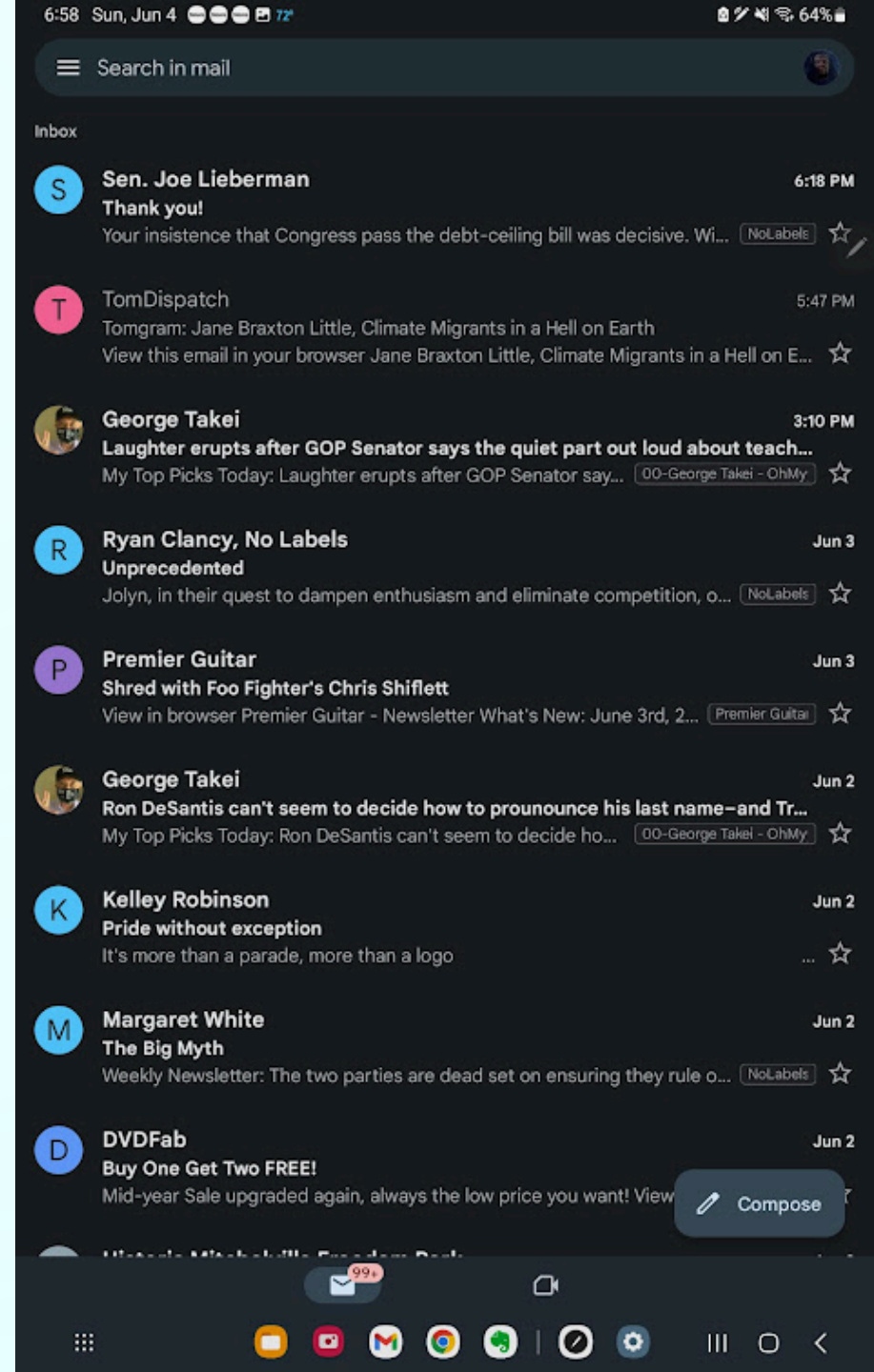
When turned to portrait mode, only the list of emails is visible. In order to read an email, you need to Tap on it and it will open in a new screen. You will also see a small ARROW at the top left to return to the list.

One of the best tools, still, is being able to search within your email list. Remember a long press can pick a word or name and then paste it into the search bar. It will show ALL the emails that match the search.

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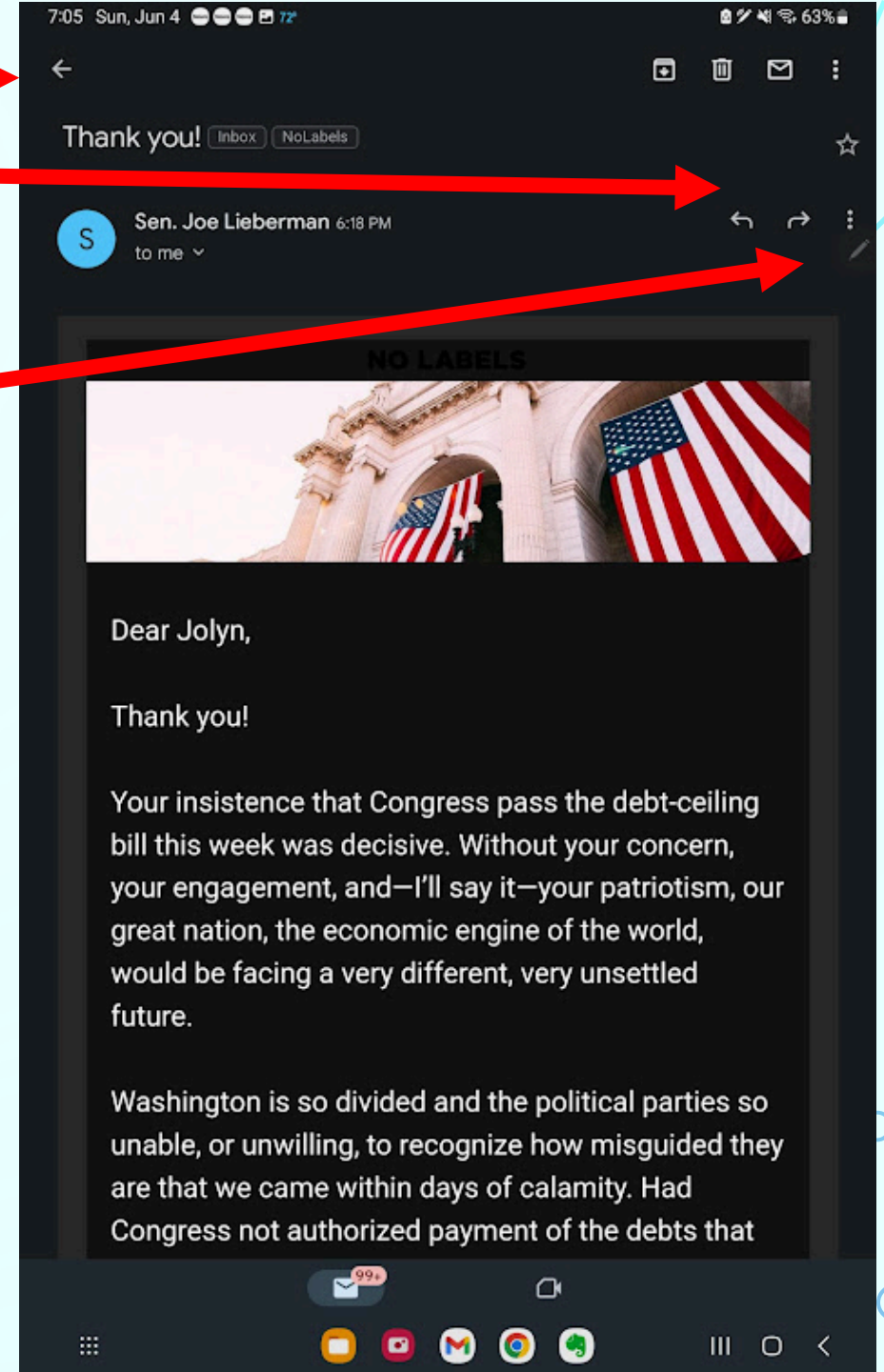
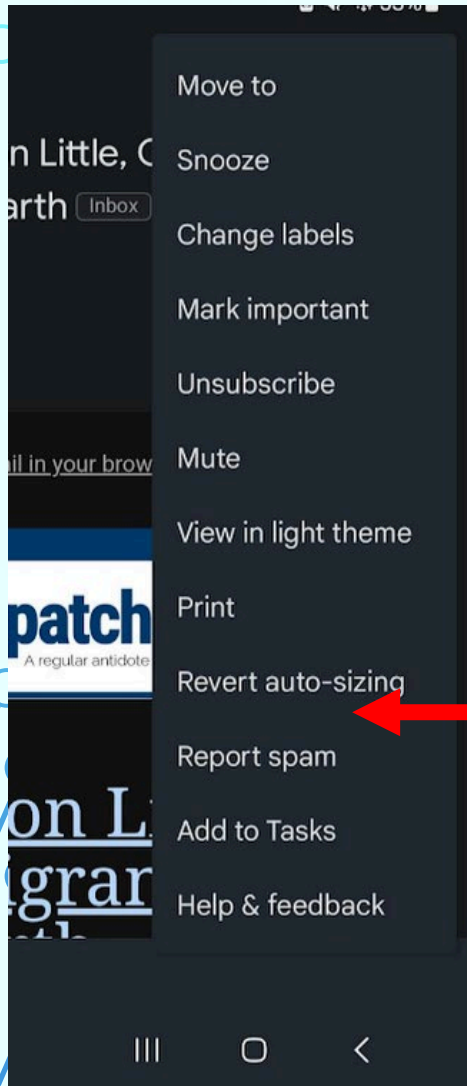
The back arrow is here... 

You will see the “reply”
arrow that turns to the left

and the “forward” arrow
that turns to the right.

Scroll down to read your
email. At the top right you
will see the Archive,
Delete, Read/Unread, and
the 3-dot menu icons.

If you click on the 3-dot
menu, you’ll have more
options available to you.



Now let's take a live look at the Gmail App on an Android. Sorry, I don't use the Apple side, but it should work somewhat the same. Hopefully, some of you have information for us.

I also have two articles for you to go learn more.

Android ~ 11 best tips for using Gmail on Android

<https://www.androidpolice.com/best-tips-for-using-gmail-on-android/>

iPhone ~ Tips to Use Gmail App Like a Pro on iPhone and iPad

<https://www.igeeksblog.com/gmail-for-iphone-ipad-tips-to-use-the-gmail-app-like-a-pro/>

Q & A

and a demonstration.

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thank you

Jolyn Bowler

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**Resource Center Director
Volunteer Shift**

Mondays from 10 am to 1 pm

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