



# USING EMAIL ON YOUR AMAZON FIRE TABLET

## Table of Contents

<b>How to Create and Send an EMAIL:</b> .....	1
<b>Open and Reply to an Email in your Inbox:</b> .....	2
<b>Open and Forward an Email in your Inbox:</b> .....	3
<b>Create an Email with a Photo Attachment:</b> .....	4
<b>Sending an Email with a file/document attached:</b> .....	6
<b>Deleting an Email from your Inbox:</b> .....	7
<b>Deleting Multiple Emails from your Inbox:</b> .....	7
<b>Adding an Email Account to the Fire Email App:</b> .....	7

# Email Setup

The Fire Tablet is setup with a GMAIL account for you to use, however, you may choose to add your own email if you have one established on another device.

If you would like to add your own email, please go to page... in this guide. If you would like to use the email provided by Tablets & Tutors, then use the following directions for reading, writing and managing your emails.

## How to Create and Send an EMAIL:

- 1) Go to your **Home** page by tapping on the Circle button at the bottom of your screen (See Figure 1 below).



Figure 1: Click on Home Button

- 2) Open the **Email** program/app by pressing on the email icon on your home screen.



- 3) Your **Inbox** will appear.
- 4) Tap on the **pencil button** in the bottom right corner (see Figure 2 on the right).

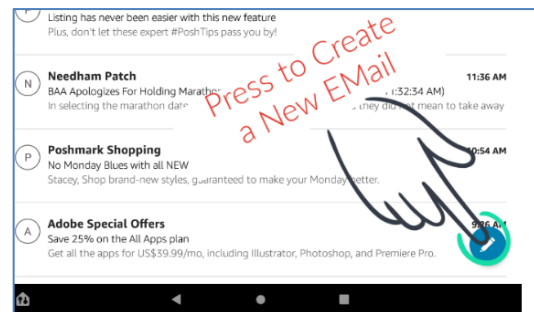


Figure 2: Click on Pencil to Create an Email

- 5) In the subsequent next, "**New Message**" screen, use the keyboard at the bottom of the tablet to type your email recipient's email address.
- 6) Tap in the **Subject** line and type the subject of your message and then tap on the gray text, "Compose email". Use the

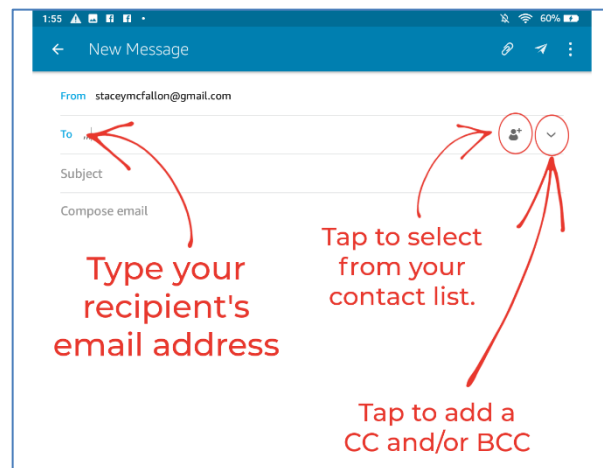
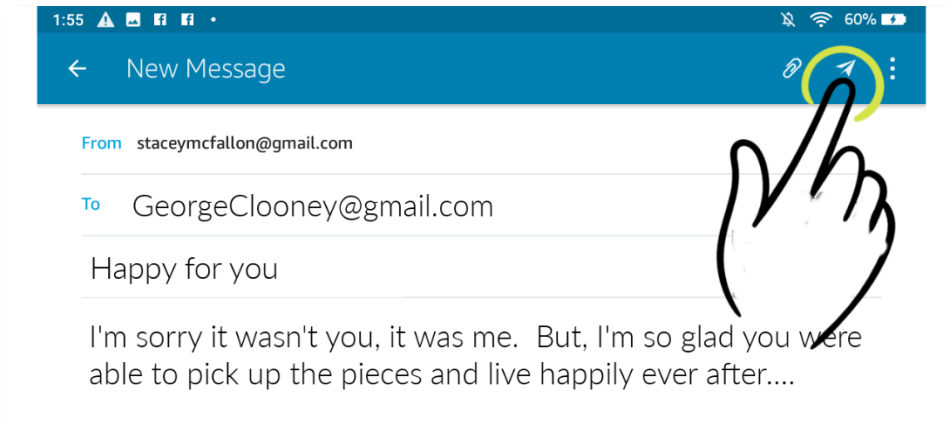


Figure 3: Addressing your New Email

keyboard again to enter the body of your email message.

*Note: As you type, that gray text will be replaced by the text you type.*

- 7) Press the **paper airplane** button in the upper right corner to send your message off!



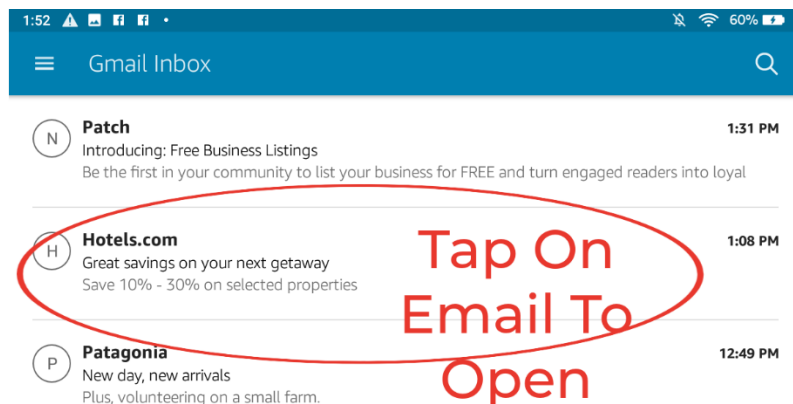
**NOTE:** The *message will disappear from view* so you may not believe it was actually sent but you can find it in your **“sent” folder**. ( See page....

## Open and Reply to an Email in your Inbox:

- 1) From your Tablet’s home screen, tap on the email app icon,
- 2) In the list of emails, **Tap** on an email you wish to open.

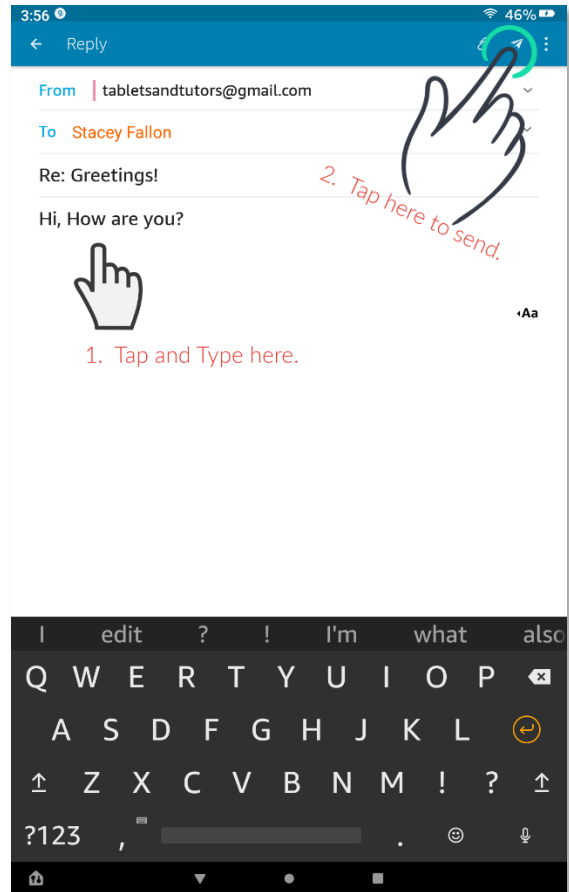
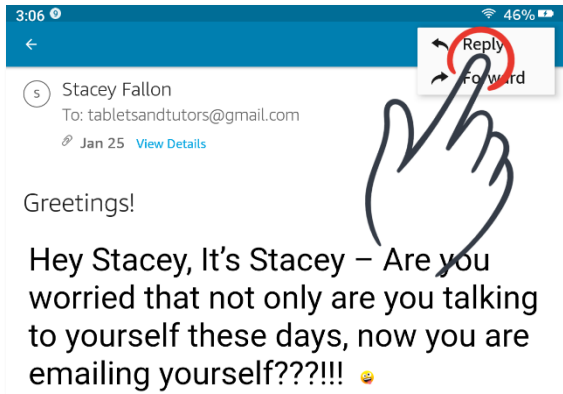


**NOTE:** Unread emails are **bold** and read emails are not.



- 3) To **reply** (or forward) to your opened email, **tap** on the on the **left facing arrow** in the upper right corner of the blue bar directly next to the trash can.

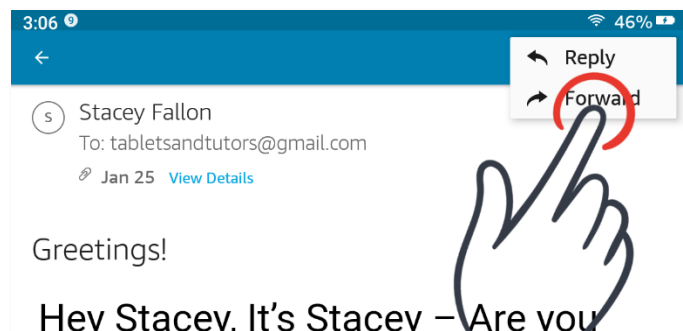




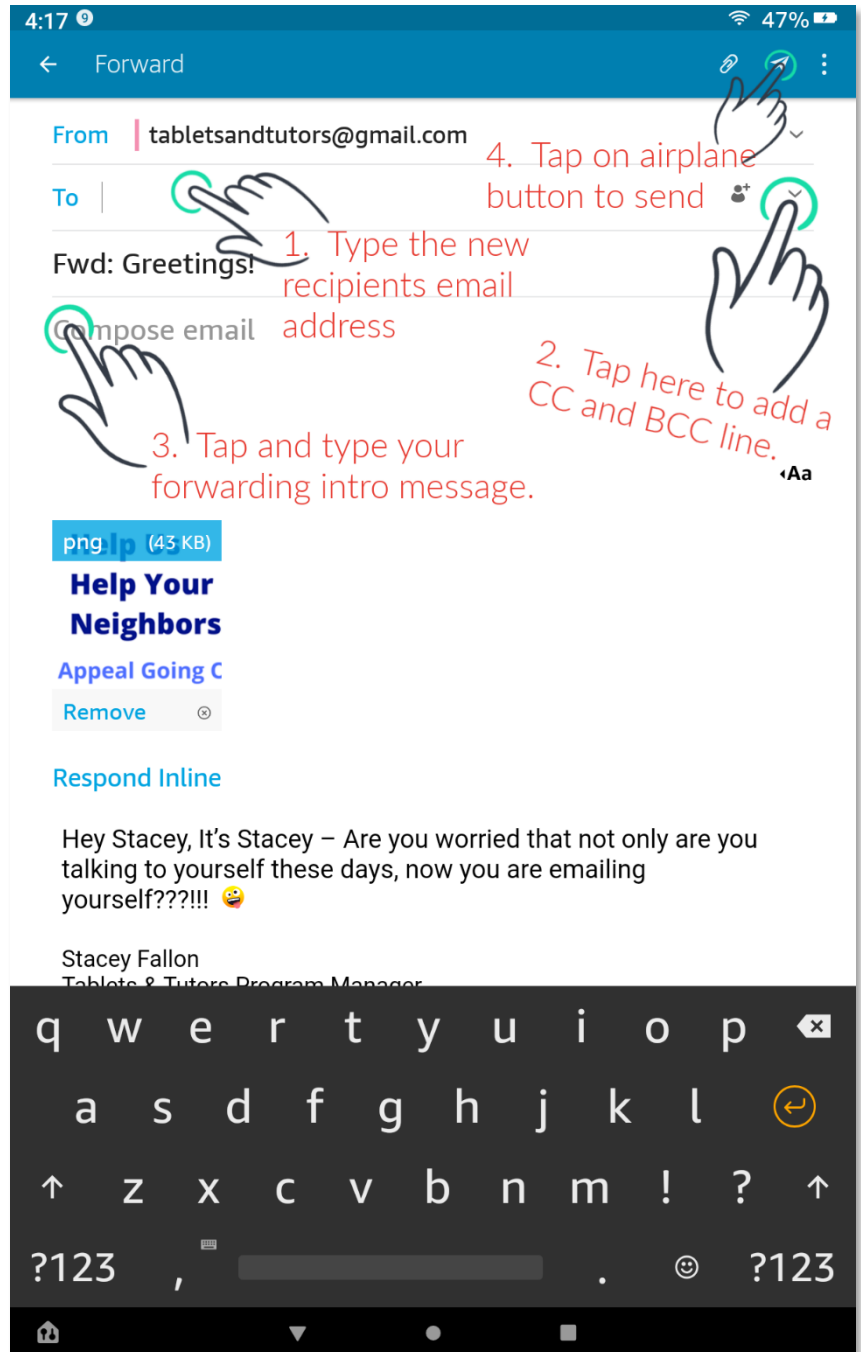
- 4) Tap on **Reply** (see above.)
- 5) In the subsequent window, you will have a blinking cursor in the Compose Email section (see right)
- 6) **Tap** to bring up keyboard.
- 7) **Type** your reply message.
- 8) **Tap** on the Paper Airplane button in the upper right corner to send.

## Open and Forward an Email in your Inbox:

- 1) Follow steps 1-2 on page 2.
- 2) To forward your opened email, tap on the on the **left facing arrow** in the upper right corner of the blue bar directly next to the trash can.
- 3) Select **Forward**.
- 4) In subsequent screen tap in the to line and type the new recipients email.

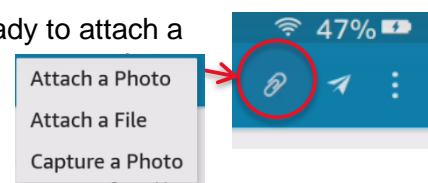


- 5) Use steps 1-4 pictured right to create and send your forwarded email.

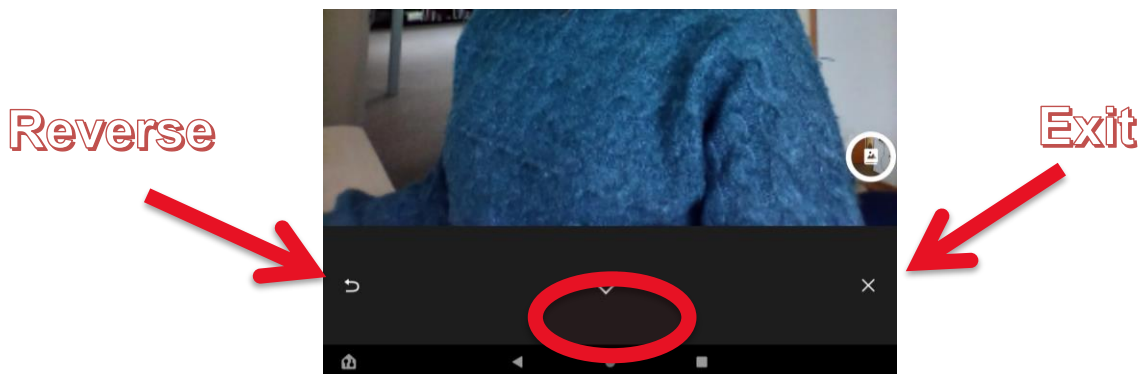
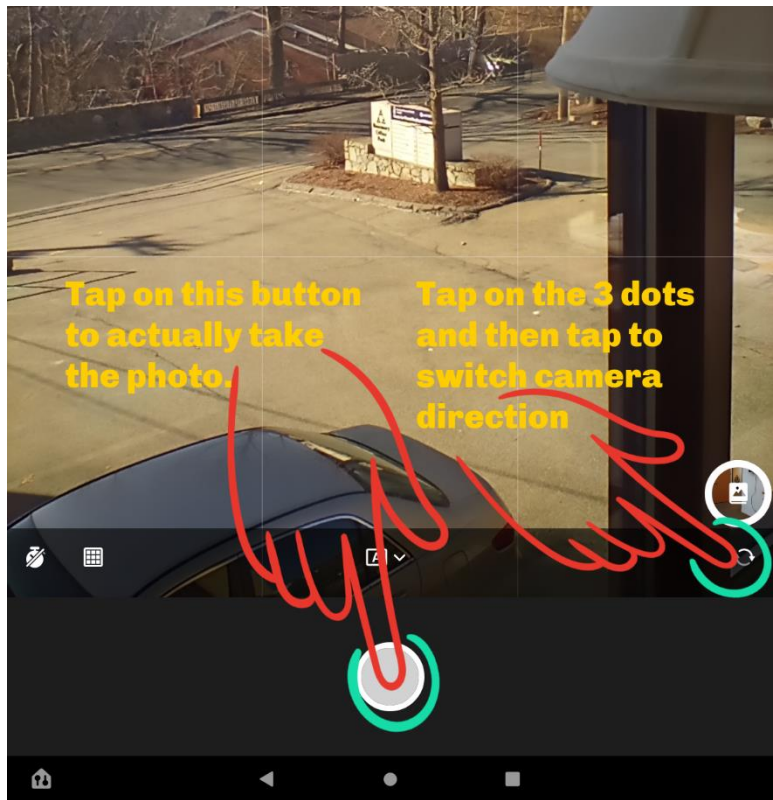



## Create an Email with a Photo Attachment:

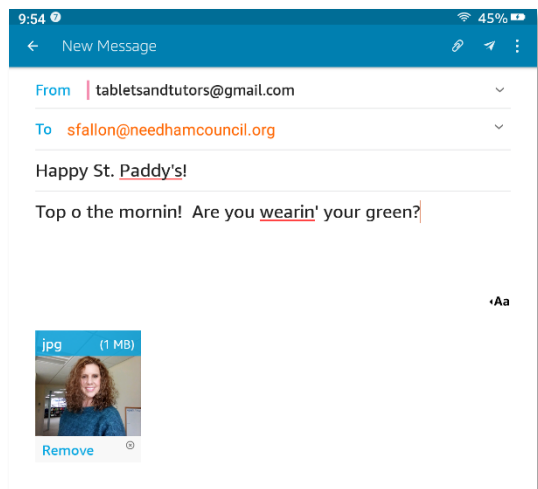
- 1) Follow steps 1-6 on page 1.
- 2) After email is addressed and composed and you are ready to attach a photo, **tap** on the **paper clip** in the upper right hand corner and a pop up menu will appear.



- 3) If you want to take a picture to send, select **Capture a Photo** and the camera will activate on your tablet.
- 4) To change the camera's facing direction, tap on the **3 dot button** to toggle on a circle button.
- 5) **Tap** on that circle to turn camera direction towards you or away from you (see photo below).
- 6) **Tap** on the large centered circle button (see below) to capture your photo.
- 7) In the subsequent screen, **tap** on the **check mark** to attach. (Tap on the reverse button to retake the photo or the X to undo the attachment and return to the email.)

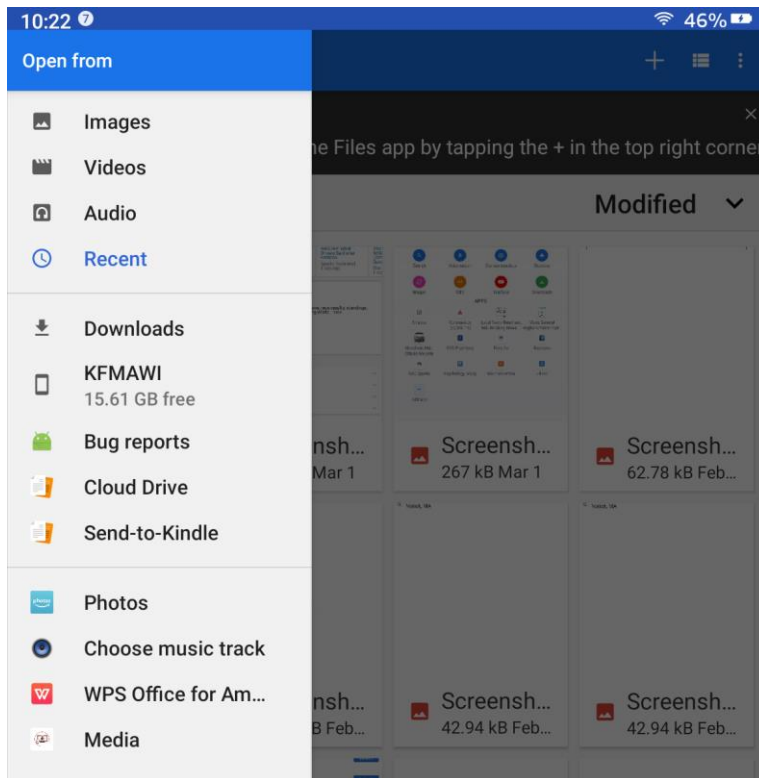
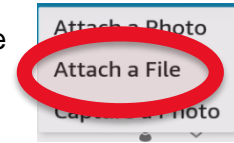
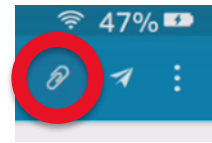


- 8) The Email will reappear and you will see the picture you took reduced to a "jpg" thumbnail photo at the bottom of your message (pictured right). You can tap on the tiny encircled x or tap on the word **Remove** to delete the photo attachment.)
- 9) **Tap** on the **paper airplane**  to send your email with attachment(s).



## Sending an email with a file/document attached:

- 1) Follow steps 1-6 on page 1.
- 2) After email is addressed and composed and you are ready to attach a file, **tap** on the **paper clip** in the upper right hand corner and a pop up menu will appear.
- 3) If you want to take a picture to send, select **Attach a File** and the camera will activate on your tablet.
- 4) **Tap** on the 3 horizontal lines aka “**The Hamburger**” button in the left corner to get a menu of where to find the file you want to attach.

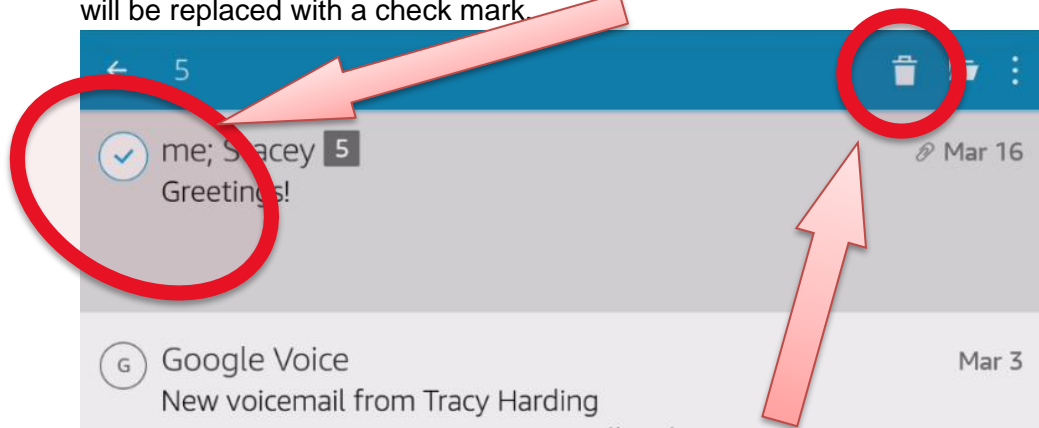


- 5) **Tap** on the **+** button to create a Document, Spreadsheet or Presentation to attach.  
 (See right example of spreadsheet.)  
***\*However, we don't recommend this method. We recommend that you create the document using a separate app, save the document and then use the steps above to select and send it.***

	A	B	C	D	E	F	G	H	I	J	K
1	Month	Food	Supplies								
2	Jan	10	40								
3	Feb	100	10								
4	March	30	15								
5	Total	140	65								
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## Deleting an Email from your Inbox:

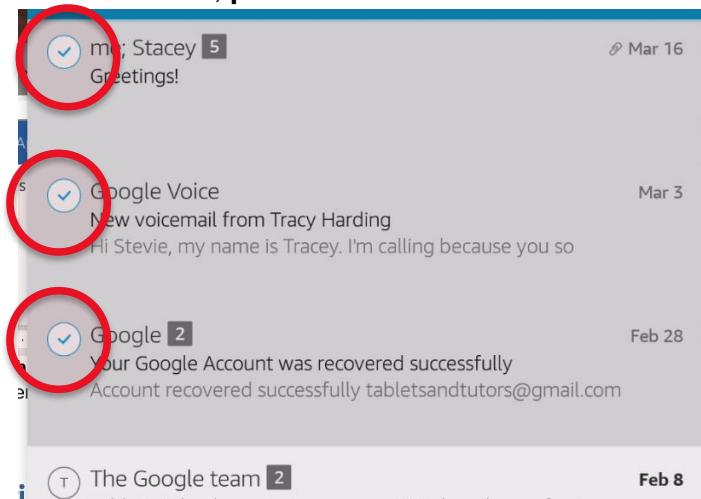
- 1) From the inbox, you can **slide** the **email** to the left to delete it.
- 2) Also from the inbox, you can **press and hold** on the **circle** with the initial in it. The initial will be replaced with a check mark.



- 3) **Tap** on the **trash can** in the blue title bar at the top of the inbox.
- 4) **Or**, you can open the email and then **tap** on the **trash can** button at the top of the email window.

## Deleting Multiple Emails from your Inbox:

- 1) From the inbox, **press and hold** on the circle for each email you wish to delete.



- 2) Then **tap** on the **trash can** button in the blue title bar.



## Adding an Email Account to the Fire Email App:

If you get a Fire Tablet from the Tablets and Tutors program, you get a new gmail account that is tied to your email, Google Go, Zoom, Amazon and other apps on the Fire Tablet. But, if you want to also see the emails you get on your other devices, you can add those accounts to your tablet and see all the emails together or just one account at a time. *\*There is a video on these steps on our Tablets and Tutors page of the Needham Community Council website.*



## To add an account:

- 1) Open the email app on your fire tablet.
- 2) **Tap** on the 3 lines “Hamburger” in the top left corner to get a pop-up Email menu.
- 3) Choose **Add Account**
- 4) In the Email address line, type your email address you’d like to add, for example, [jimmyfallon@yahoo.com](mailto:jimmyfallon@yahoo.com)
- 5) Then, in the subsequent screen you will be asked to authorize the account by entering the password or retyping the username and then entering the password.

**NOTE:** Depending on the type of account you have the screen will be different for each type. For example if you have Yahoo, you will get the Yahoo authorization, for Gmail, the Gmail authorization, etc. **It is not possible to add an AOL, IOS, Verizon, etc. account.** You can call Amazon support for assistance, they may have updated the system to allow for that but at the time of this document’s production, that is not possible. However, adding Yahoo, Hotmail and Gmail is very easy. (Please call Tablets and Tutors or Amazon Support if you need further assistance.)

**NOTE:** There is a video on how to complete steps 1-5 on the Needham Community Council website, in the Tablets and Tutors section under Current Users, Other Resources, Quick Reference Videos.

