



Computer / Mobile Literacy, Social Health Growth

Computer & Mobile Literacy Program

Email Part 2



Learning Objectives

To understand how to open email app in phone
了解如何在手机中打开电子邮件应用程序

To understand the concept of inbox, sent, trash
理解收件箱、已发送、垃圾箱的概念

To understand how to delete email
了解如何删除电子邮件

To understand how to send email
了解如何发送电子邮件



What is Email?

Email (electronic mail) is a primary way to send and receive messages across the Internet.
电子邮件（电子邮件）是通过 Internet 发送和接收消息的主要方式。

Email is a great way to stay connected with family members and friends.
电子邮件是与家人和朋友保持联系的好方法。

What is Email?

It is a way to stay engaged with groups, receive discounts and coupons on products.
这是一种与团体保持联系、获得产品折扣和优惠券的方式

In today's environment, it is also essential when you sign up accounts, look for a job.
在今天的环境下，注册账号、找工作也是必不可少的

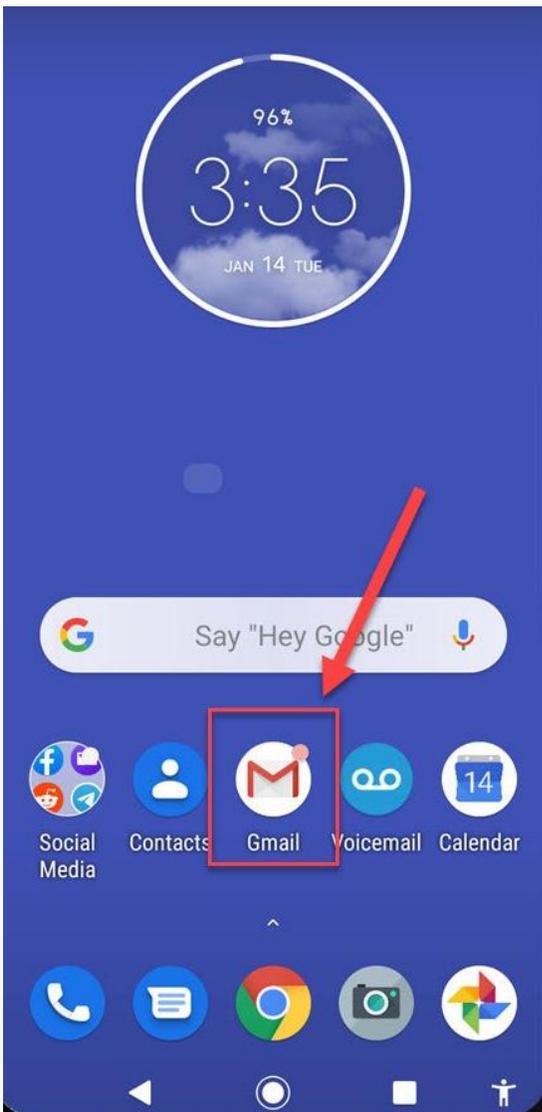
Gmail from Google is the default email platform of Android devices.
Google 的 Gmail 是 Android 设备的默认电子邮件平台。

Finding Gmail App

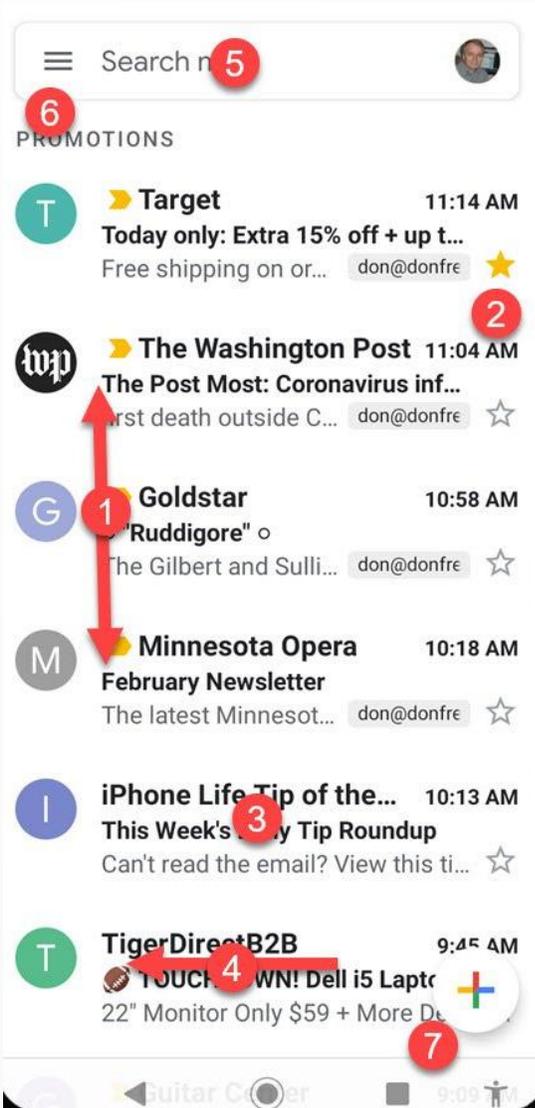
The Gmail app is available on virtually every Android device.
Gmail 应用程序几乎可在所有 Android 设备上使用。

The icon to launch the app is often found on the Home screen or in the App drawer.
启动应用程序的图标通常位于主屏幕或应用程序抽屉中。

Tap the icon to launch the email app.
点击图标以启动电子邮件应用程序。



Manage Your Inbox



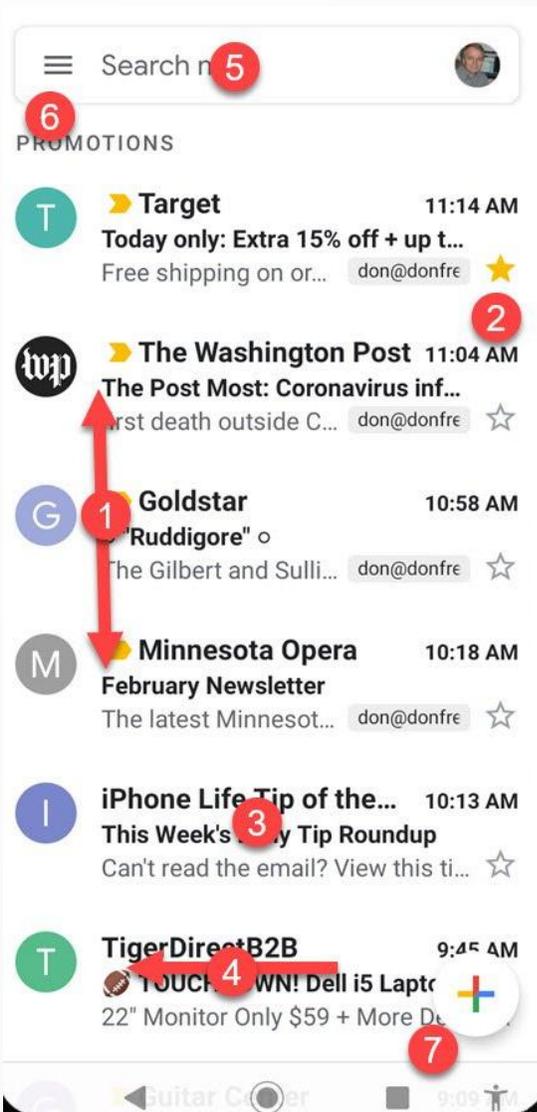
1: Inbox – Browse your emails by swiping up and down.

1: 收件箱 – 通过上下滑动来浏览您的电子邮件。

2: Star – If an email is important and you want to be able to retrieve it later, tap the star to “star” it. Starred emails can be retrieve from the menu.

2: 星标 – 如果电子邮件很重要并且您希望以后能够检索它，请点按星标为其“加星标”。可以从菜单中检索已加星标的电子邮件。

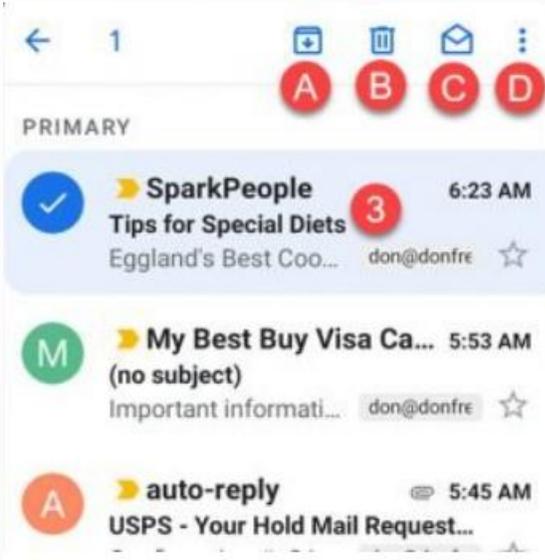
Manage Your Inbox



3: Press and Hold – long press an email in order to retrieve an action menu that includes the following actions for your inbox.

3: 按住 – 长按电子邮件以检索包含以下收件箱操作的操作菜单。

Manage Your Inbox



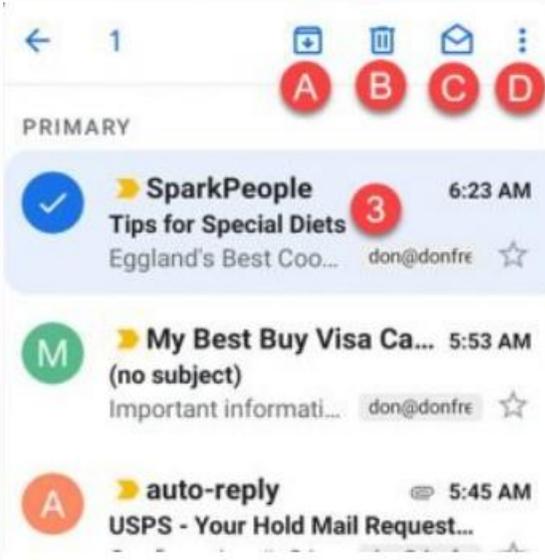
3A: Move to Archive. Removes the email from the inbox but retains the email in archive

3A: 移至存档。从收件箱中删除电子邮件，但将电子邮件保留在存档中

3B: Delete email

3B: 删除电子邮件

Manage Your Inbox



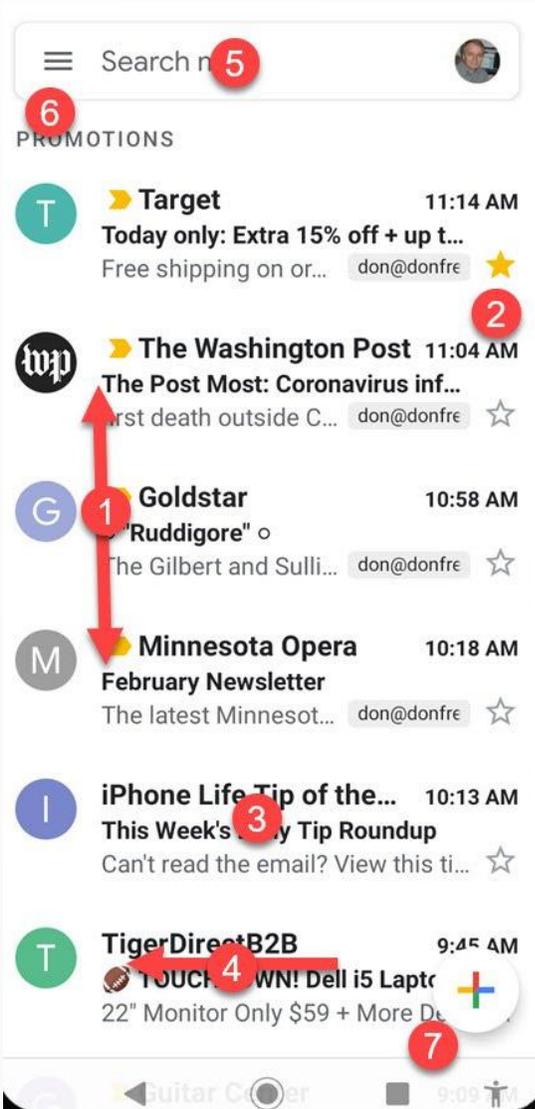
3C: Mark as Read or Unread.

3C: 标记为已读或未读。

3D: Ellipsis – access to functions like label move and more. This is also where you will find the Print command if you have enabled a print service on your Android device.

3D: 省略号 – 访问标签移动等功能。如果您在 Android 设备上启用了打印服务，您也可以在此处找到打印命令。

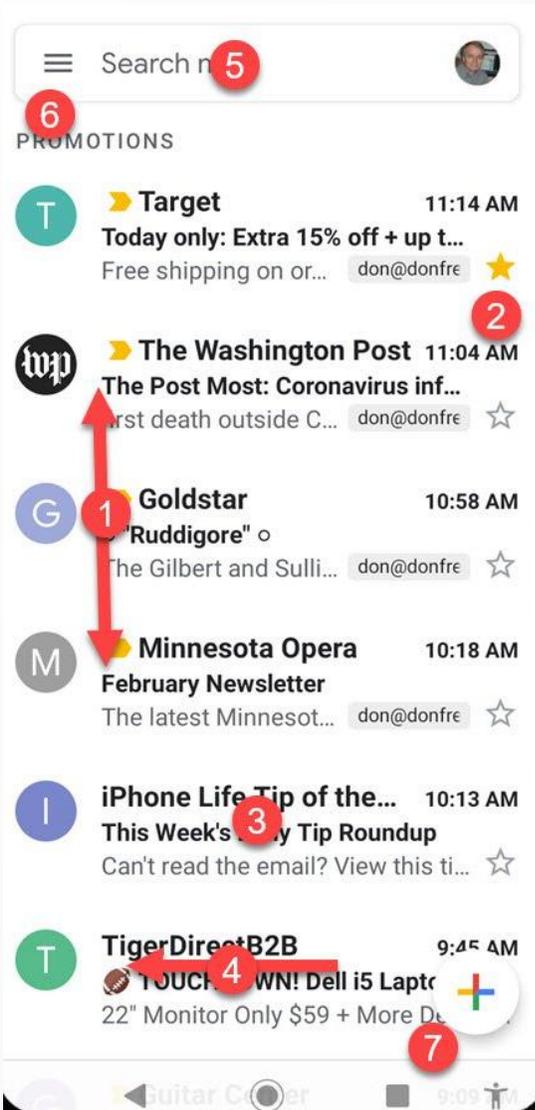
Manage Your Inbox



4: Archive Swipe – An alternate method for sending an email to the archive is to swipe left on an email. It’s a quick way to keep you inbox clean.

存档滑动 – 向存档发送电子邮件的另一种方法是在电子邮件上向左滑动。这是保持收件箱清洁的快速方法。

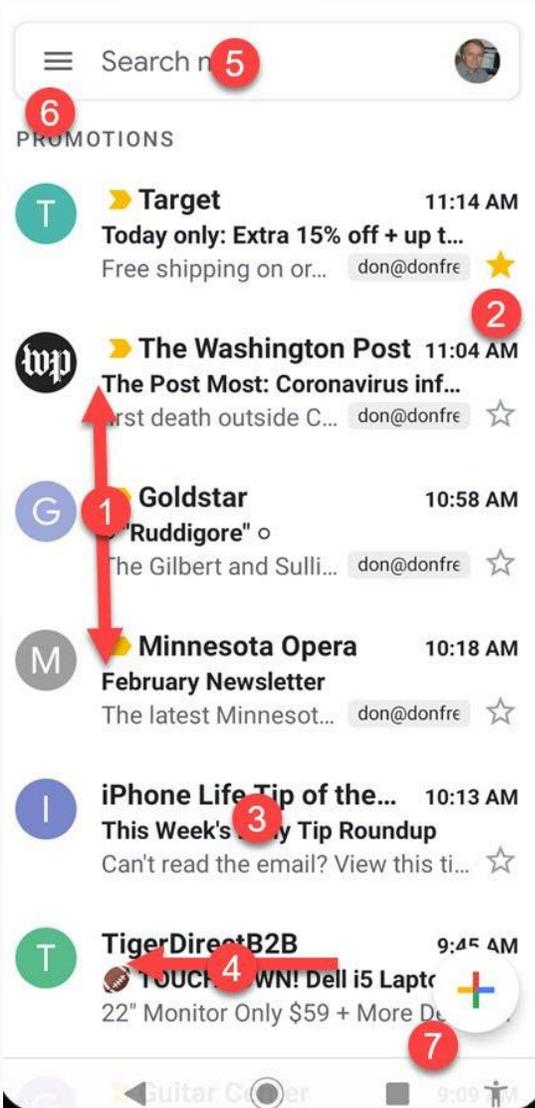
Manage Your Inbox



5: Search You can search for emails by using the search bar at the top of the inbox. When you tap the Search bar, your previous searches will be presented. When typing a new search, check the recommended searches to save typing. The search function is very effective in order to retrieve a previous email

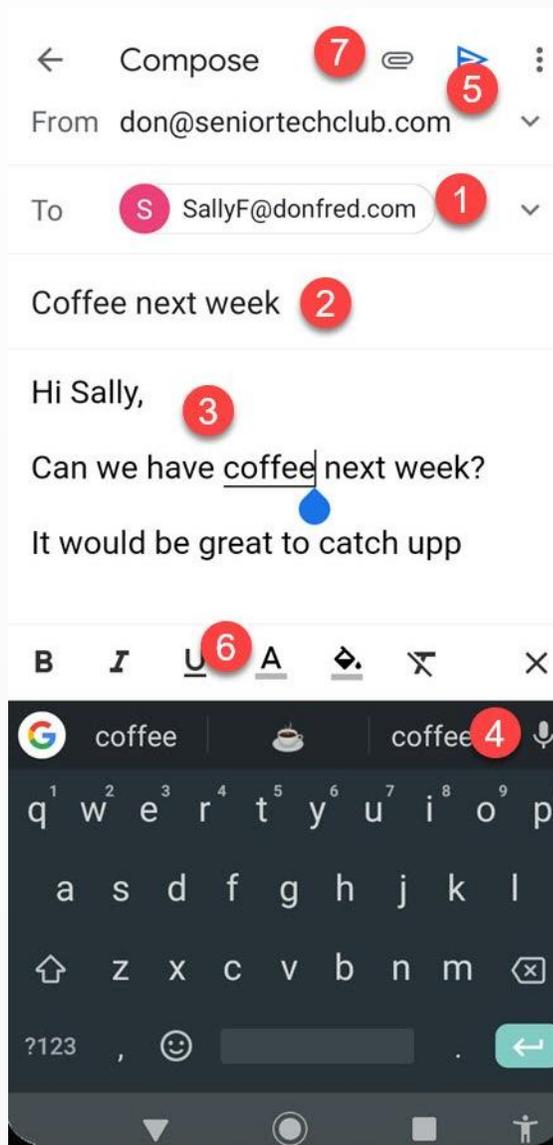
搜索 您可以使用收件箱顶部的搜索栏搜索电子邮件。当您点击搜索栏时，将显示您之前的搜索。键入新搜索时，请检查推荐的搜索以节省键入。搜索功能对于检索以前的电子邮件非常有效

Manage Your Inbox



6: Menu – Tap the menu to retrieve a menu of organizing options. Two handy function that are particularly useful.
6: 菜单 – 点击菜单可检索组织选项菜单。两个特别有用的方便的功能。

Compose an Email

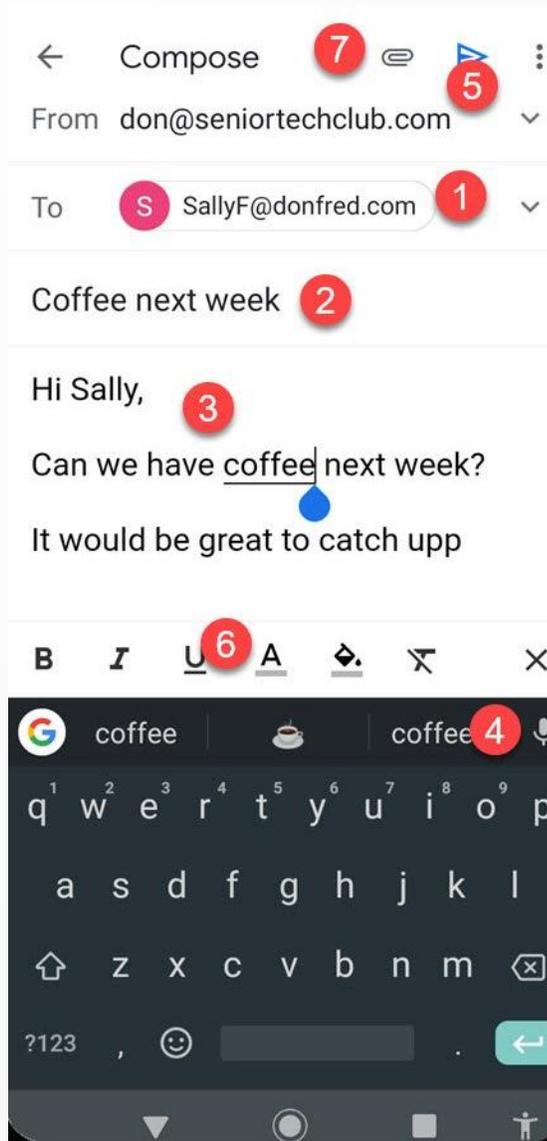


1: **To:** Every email needs a recipient address. Email addresses are always written in a standard format that includes a **user name**, the **@** (at) symbol, and the **email provider's name**.

For example dave.test@gmail.com.

1: 收件人：每封电子邮件都需要一个收件人地址。电子邮件地址始终以标准格式书写，其中包括用户名、@ (at) 符号和电子邮件提供商的名称。例如 dave.test@gmail.com。

Compose an Email



2: **Subject:** What is this email about. The people that receive your emails will appreciate a descriptive subject.

2: 主题：这封电子邮件是关于什么的。收到您的电子邮件的人会喜欢描述性的主题。

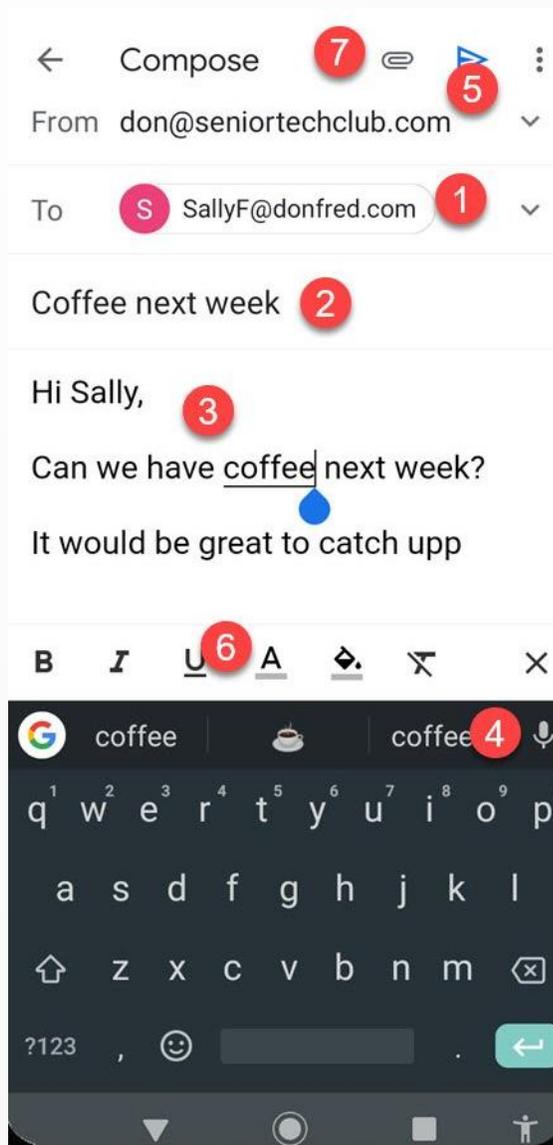
3: **Message:** This is where you will type your message.

3: 消息：您将在此处输入消息。

4: **Dictation** – you can type by speaking to the phone. Press the microphone to try it.

4: 听写 - 您可以通过对着电话进行输入。按麦克风试试。

Compose an Email



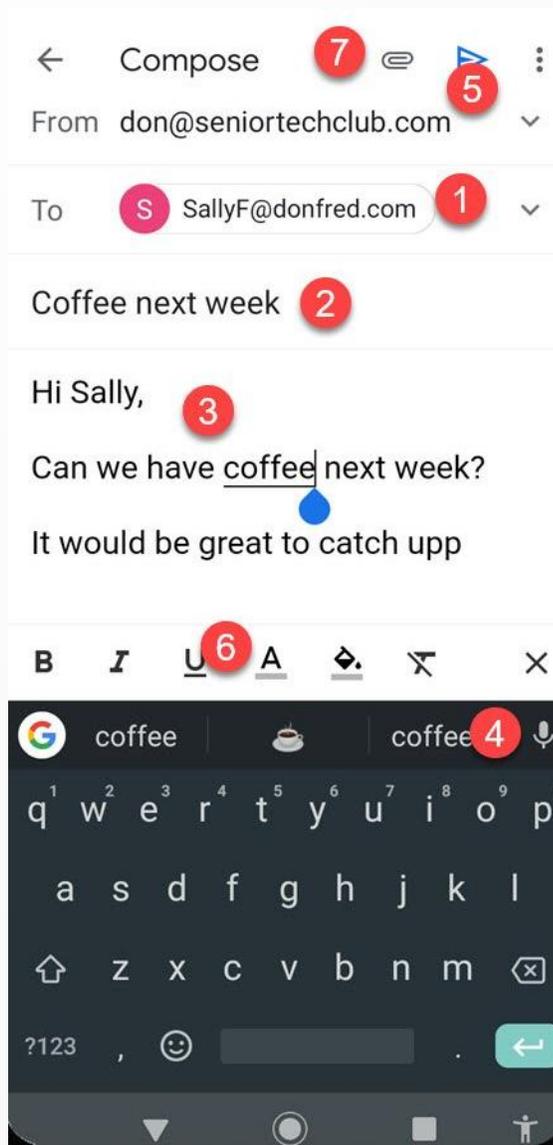
5: **Send:** Tap the Send arrow to send the email.

5: 发送: 点击发送箭头以发送电子邮件。

6: **Format Text** – You can format the text and add Bold, italics, underline etc. Double tap a word in the message and the format line will appear.

6: 格式化文本 - 您可以格式化文本并添加粗体、斜体、下划线等。双击消息中的单词，将出现格式行。

Compose an Email



7: Attachments – You can attach pictures and files to the email by tapping the paper clip icon. You will be able to select from your photo library.

7: 附件 - 您可以通过点击回形针图标将图片和文件附加到电子邮件中。您将能够从您的照片库中进行选择。

Thank You!

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SHG is a registered Charity with Ministry of Social and Family Development

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