Writing an Email Handout

1. Turn on my phone
2. Start at the home screen
3. Tap the email symbol to open the email app
4. Tap "compose" at the bottom of the screen
5. Enter in the email address you want to send an email to
6. Type in your message in where it says “compose email”
7. Tap the send button at the top of the screen once you are finished writing
Reading an Email Handout

1. Turn on my phone

2. Start at the home screen

3. Tap the email symbol to open the email app

   - Tap the email message I want to read

   - New messages will be in bold or have a symbol next to them to show they haven’t been read

   - Tap the arrow button to reply and write an email back or close the email by hitting the back arrow

4. Close the email app when you are done