Create

Using The Blue Mail Email App (Kindle)

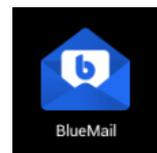In this lesson we will look at using the Blue Mail app to send and receive emails.

Contents

Lesson 1: Opening Blue Mail

1. Locate the "Blue Mail" app from the app list and press it

You should now be looking at the Blue Mail app. Let's look at some of the parts of the screen:
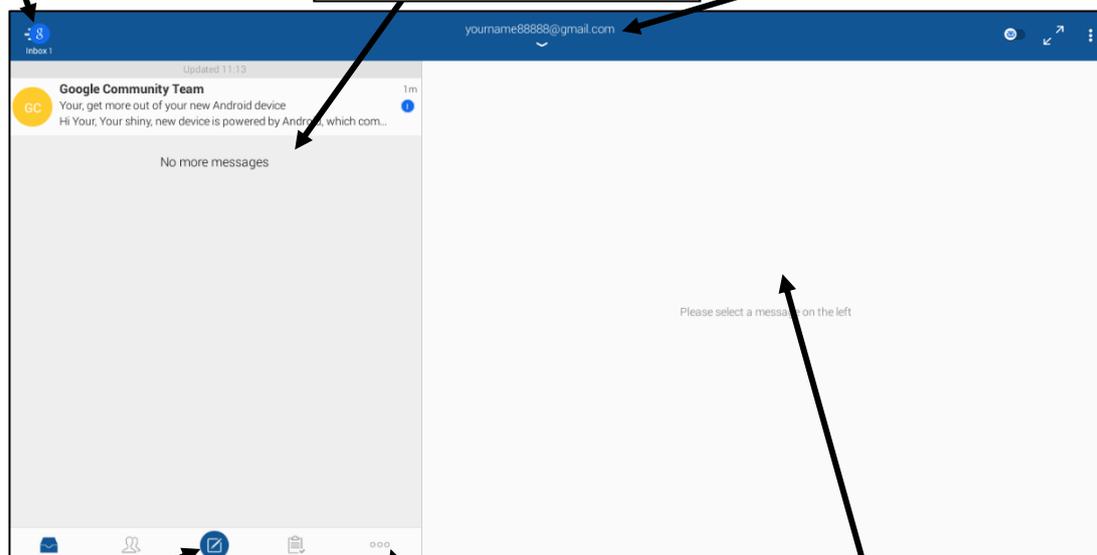
Folder:
This indicates which "folder" you are currently in – we'll look at this in detail later

Email List:
This is where you can see a list of all the emails you've received – they're in chronological order with the newest at the top

Your Email Address:
This is the email address you will be using – if you're ever asked what your email address is and can't remember just check here

Compose Email:
Pressing this button will start a brand new blank email for you to complete and send
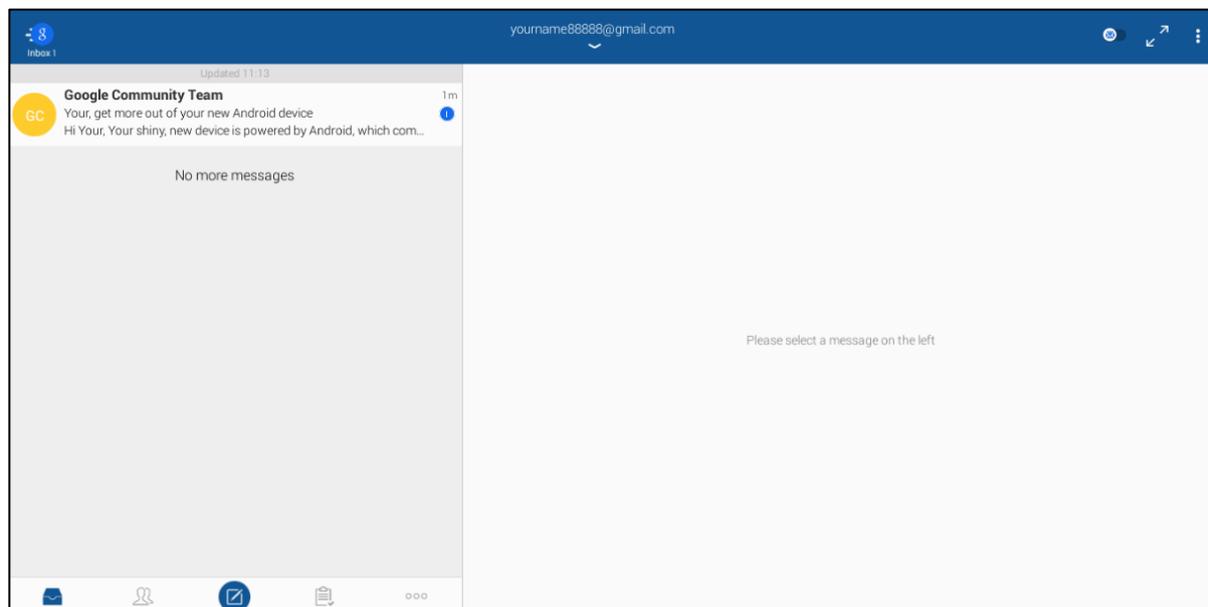
Reading Panel:
When you tap on an email in the "Email List" it will open in full here for you to read

Settings:
This is where we can access and change settings on this app to make sure it works best for you. We'll be looking at this in the next lesson

Lesson 2: Creating An Email

1. You should now be at the main screen of the Blue Mail app – we're now going to send your first email!

2. At the bottom left of the screen you should see a button that looks like a blue circle with a pencil and paper in the middle. This is the "Compose Email" button. Press on it.
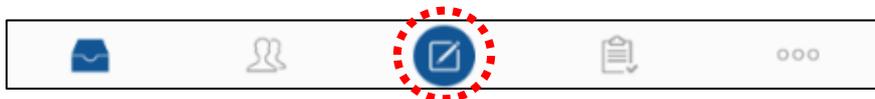

3. You should come to a screen that looks like this and your keyboard should immediately appear (there should be a blinking vertical line beside where it says "To" to indicate where your typing will appear).
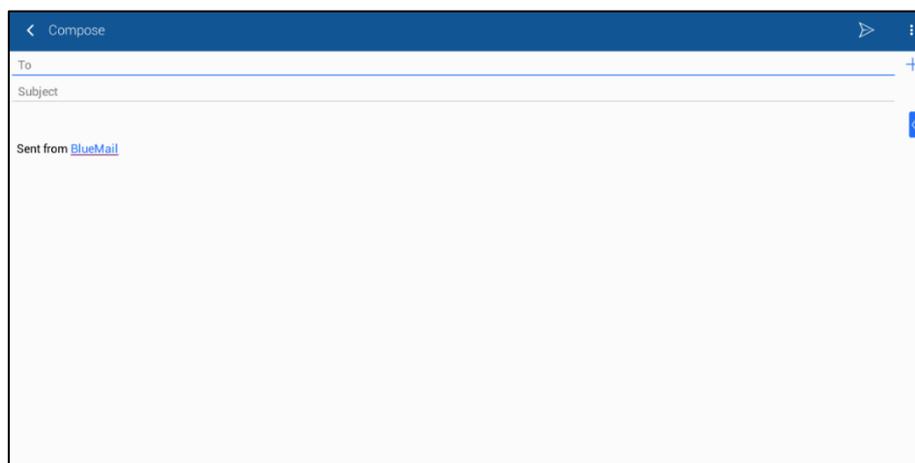
4. For the sake of this exercise we're going to send an email to your own account. Type your full email address EXACTLY into this box (if you get even 1 letter wrong it won't arrive)
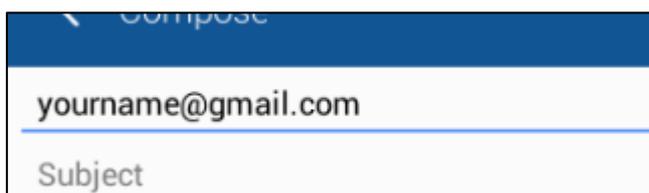
5. Now tap where it says "Subject" and type "My First Email"
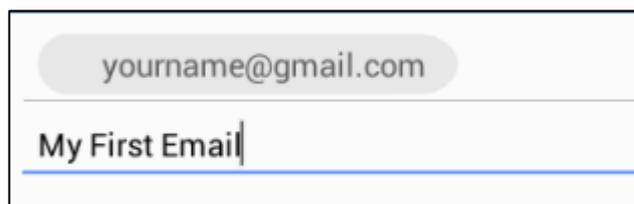
> yourname@gmail.com
>
> My First Email

The "Subject" of your email should only be a few words and is there to let the receiver know what the email is going to be about when the email first arrives.

It's quite important to do this as otherwise people will have to open and check through all of the emails from you to find a particular email from you that they're looking for. A subject will let the person know immediately what the email is about and narrow down the search
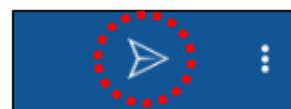
6. Now tap in the white space just below where you've typed the subject. This is where you're going to type the content of your email – treat it as if you would be writing a letter. Type in this text:

> Hello,
>
> This is my first email.
>
> Yours Sincerely,
>
> Your Name

TIP: Use the "Enter" key on the keyboard to move to the next line when necessary

7. When you're ready to send your email press the button that looks like a paper airplane at the top right of the screen.
You should immediately return to the main Blue Mail screen where the email should arrive shortly. Move onto the next lesson and we'll show you how to open and view the email.

Lesson 3: Opening and Reading Emails

All being well the email you just sent should have arrived into the "Inbox" folder of your Blue Mail app. Your "Inbox" folder is where all new emails arrive and wait to be read. You can tell you're in your "Inbox" folder by looking at the top left of the screen where there should be a blue circle and below it the word "Inbox" and a number indicating how many new, unread emails are waiting for you. In a later lesson we'll be looking at other "folders" that can contain emails other than the "Inbox".
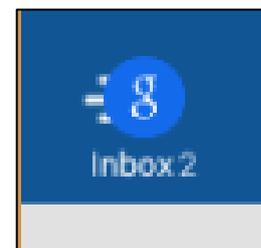
1. At the top of your email list you should have email the email you sent in the previous lesson. In the email list it shows a summary of the information about the email. Let's look at it a bit more closely.

This is the name of the sender (in this case it says "You" because you sent it to yourself

**This is the subject the sender gave when writing the email**

This is when the email was sent (it can also have a day or date)

This shows the initials of the person who sent the email

This will show you the first lines of text in the email

2. Tap anywhere on the middle of the message in the email list and it should appear in the "Reading Panel" to the right where you can read it in full. The subject will be at the top, next the name of the person it's from and then below that the full message that was sent.
**If you have any other emails in your email list, tap on them and read them.**
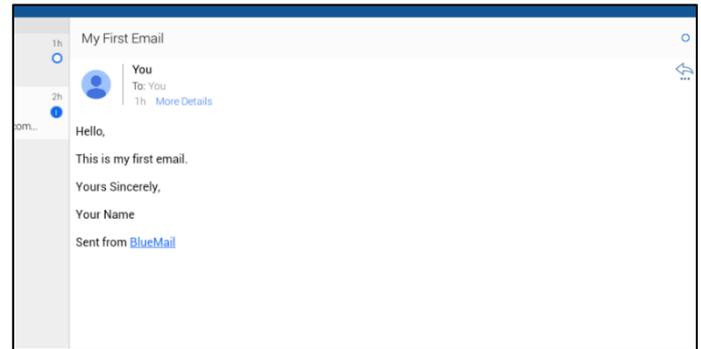
Lesson 4: Replying To Emails

When someone sends you an email you can reply directly to it, starting a conversation back and forth especially if it's about a specific subject. This means you don't have to compose an email from scratch each time as it will fill in the senders address immediately and change the subject so it says "Re:" at the start to indicate that you're replying to that particular email. Let's have a go!

1. Make sure the email you sent to yourself back Lesson 4 is open in the reading panel. Near the top right you will see a blue arrow. Press that arrow.
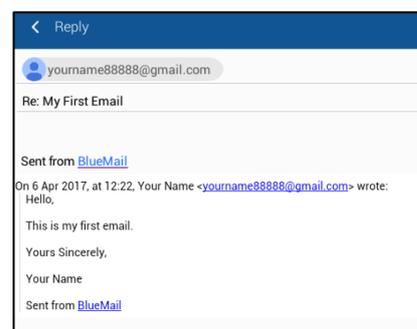
2. A little box should appear with a list of options. Tap on "Reply"
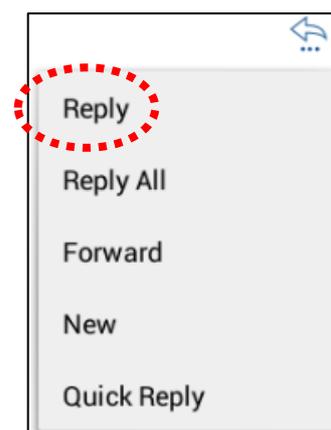
3. You should immediately be taken to a new email with the "To" box already filled in with the person's name or (email address), the "Subject" box pre-filled with the original subject but with "Re:" at the start.

   The keyboard should also automatically appear and there should be a blinking vertical line in the white space below the subject. Type **"This is my first reply"** and press the "Send" button at the top right (it looks like a paper airplane).
   You should be taken back to the mail screen and shortly your reply will arrive in your inbox. Open it and read it.

Lesson 5: Forwarding An Email

When someone sends you an email you can forward all of the information in it to someone else. It could be important information about travel arrangements, information about a job or even photos that someone sent you. Let's look at how to do this.

1. Make sure the email you sent to yourself back Lesson 4 is open in the reading panel. Near the top right you will see a blue arrow. Press that arrow.

2. A little box should appear with a list of options. Tap on "Forward"

3. You should immediately be taken to a new email with the "Subject" box pre-filled with the original subject but with "Fw:" at the start.

   The keyboard should also automatically appear and there should be a blinking vertical line in the "To" box - type in your email address.

   Tap in the white space below the subject and type **"This is my first forwarded message"** and press the "Send" button at the top right (it looks like a paper airplane).

   You should be taken back to the mail screen and shortly your forwarded email will arrive in your inbox. Open it and read it.
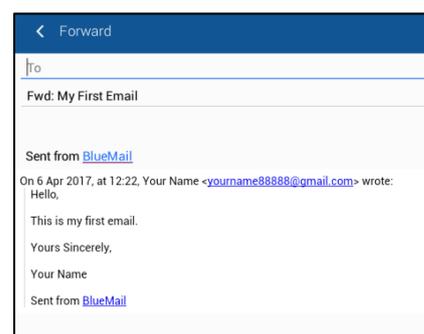
Lesson 6: Sending Photos

**There are various ways of sending photos using this app but we're going to use the easiest but your tablet may be different from the one in this lesson. If you're not sure about something just ask your tutor and they will help. In this lesson we'll be using the "Prime Photos" app which collects all of the photos on your tablet into one place.**

1. Find the "Prime Photos" app on your home page.
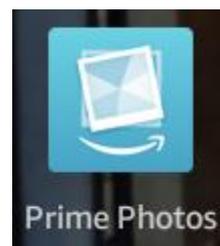
2. When the app opens you should see all of the photos you have taken with your camera. They are in "thumbnail" form, which means they are just shrunken previews of the photos and in chronological order, with the most recent at the top.
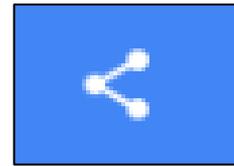**Note: If you have no photos your tutor can help you take a few to get your started**
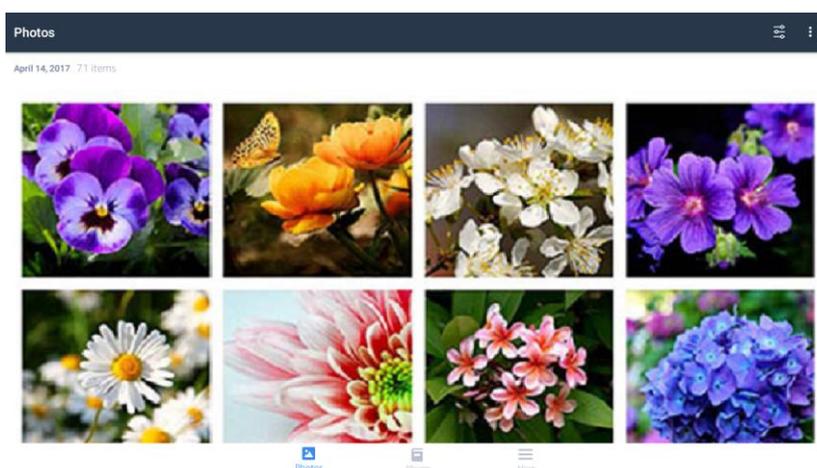
3. Press and hold your finger on the photo that you want to email. In a few seconds a blue tick should appear at the top left corner of the photo.
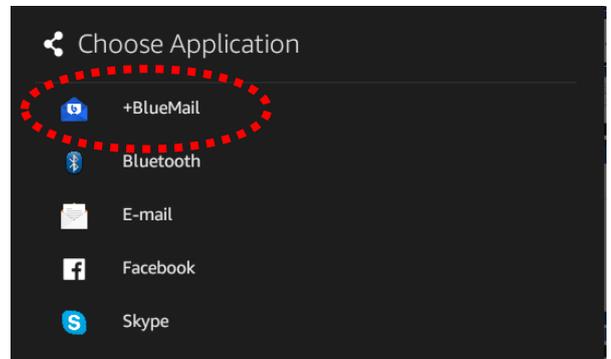

4. You will also notice that a group of new buttons has appeared at the top right of the screen.
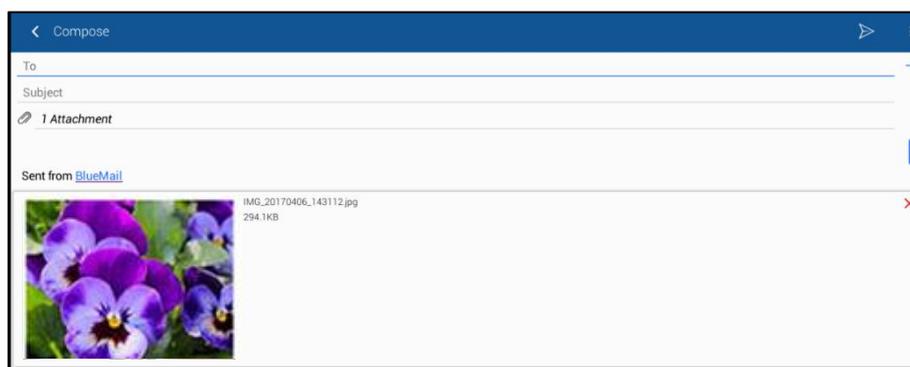
5. The button in the middle is the "Share" button - press it

6. A list of different apps you can share with should appear. Press on "Blue Mail"

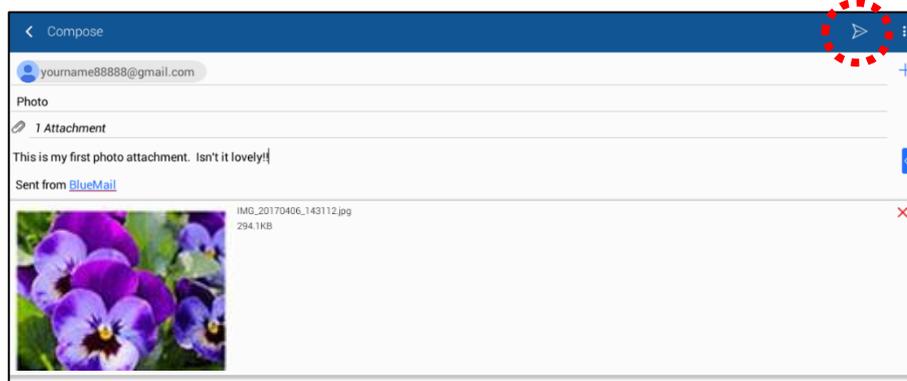7. A new blank email should be created with the photo attached.

8. Tap into the "To" box and type in your email address.

9. Tap into the "Subject" box and type in "Photo"

10. Tap into the blank space above the photo and type "This is my first photo attachment. Isn't it lovely!!"

11. Press the "Send" button at the top right (it looks like a paper airplane).
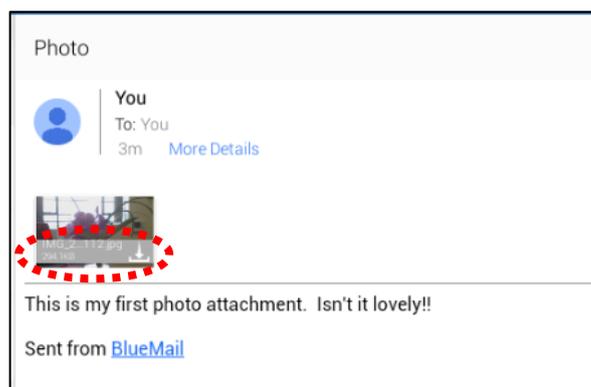
12. You should return to the "Google Photos" app once the email is sent. Press the home button on your tablet and go back to the Blue Mail app.

13. You should shortly see the new email regarding the photo in your email list. You can always tell you have been sent an email with a photo attached because it has a little symbol beside the time it came in

You
Photo
This is my first photo attachment. Isn't it lovely!!
Now
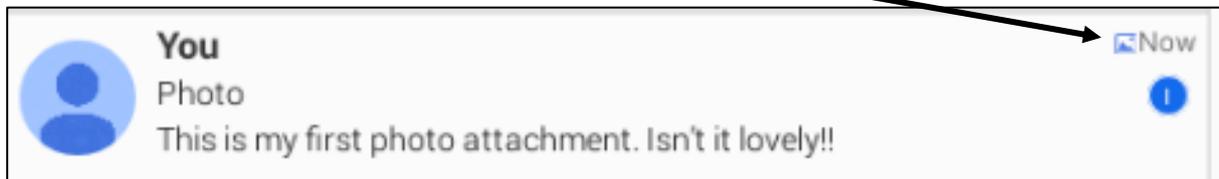
14. Tap on this email to open it in the reading panel. You will see a tiny version of the photo you sent just above the message. Tap on upper half of this tiny image and it should open it in full screen. Press the back button on your tablet.

Photo
You
To: You
3m More Details

This is my first photo attachment. Isn't it lovely!!
Sent from BlueMail
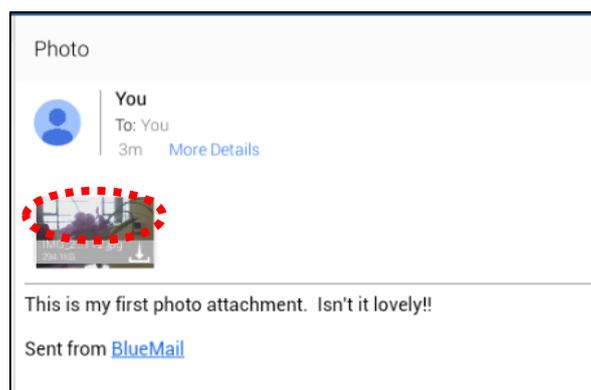
15. If you want to save this photo into your gallery, press the bottom half of this tiny version of the photo.

Photo
You
To: You
3m More Details

This is my first photo attachment. Isn't it lovely!!
Sent from BlueMail

16. A screen should appear that says "Save As" at the top left. Tap the "SAVE" button at the bottom centre. You can now view this photo in the "Prime Photos" app.

← Save As
Device
This directory contains no directories.
SAVE
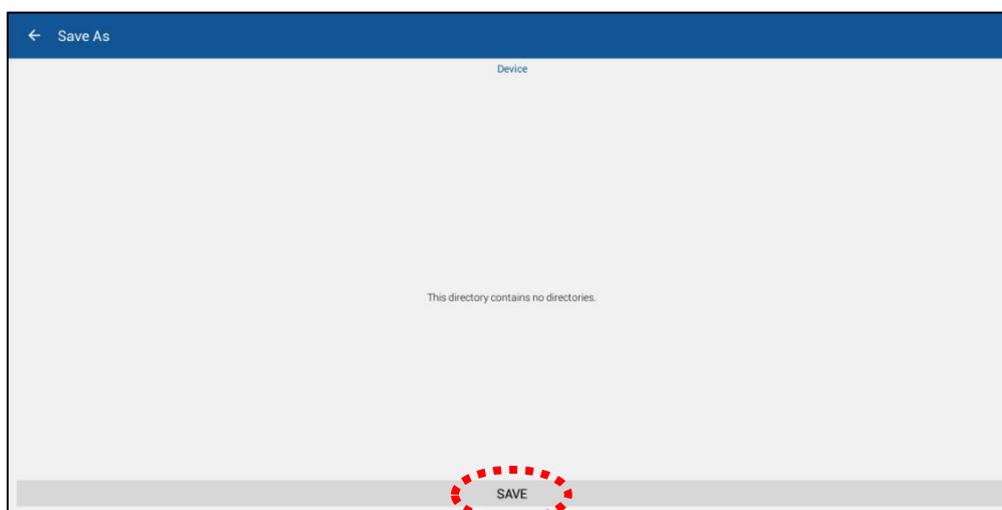
Lesson 7: Email Folders

So far we have only looked at the "Inbox" folder but there are some additional folders already created in the app that we should look at. Let's go through them now

1. Press on the button that says "Inbox" at the top left of the screen

2. Everything should shift to the left and you should see a list of folders that your email account has. You can access each folder by tapping on it, you know which folder you are in as it will be highlighted in blue. Follow step 1 to bring up the folder list again to access other folders. You should finish by going back to the inbox

   Let's look at the folders you'll be using most:

Inbox: All received emails arrive in here.

Drafts: If you start an email but want to finish it later it will automatically be stored in this folder for future use

Sent: Where emails you send are stored for future reference. You can double check that an email has been successfully sent by looking for it in this folder

Trash: Where emails you delete are stored for a short period in case you want to retrieve them

Spam: Where junk and other unimportant marketing emails automatically arrive

Outbox: If you have written an email and pressed the send button but you do not have internet access the email will wait here until you are reconnected. If you are sending an email with a lot of photos or information the email will stay here until it has completed sending