



Canadian Mental
Health Association
Halifax-Dartmouth

GETTING THROUGH THE DIGITAL DOOR

Android Tablet Basics

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Mental & Health
Foundation
of Nova Scotia


NOVA SCOTIA

**Building Vibrant Communities
Program** Nova Scotia Department of
Communities, Culture, Tourism and
Heritage

ANDROID TABLETS



The **ON / OFF BUTTON** and **VOLUME BUTTONS** are on the right of most Android Tablets.

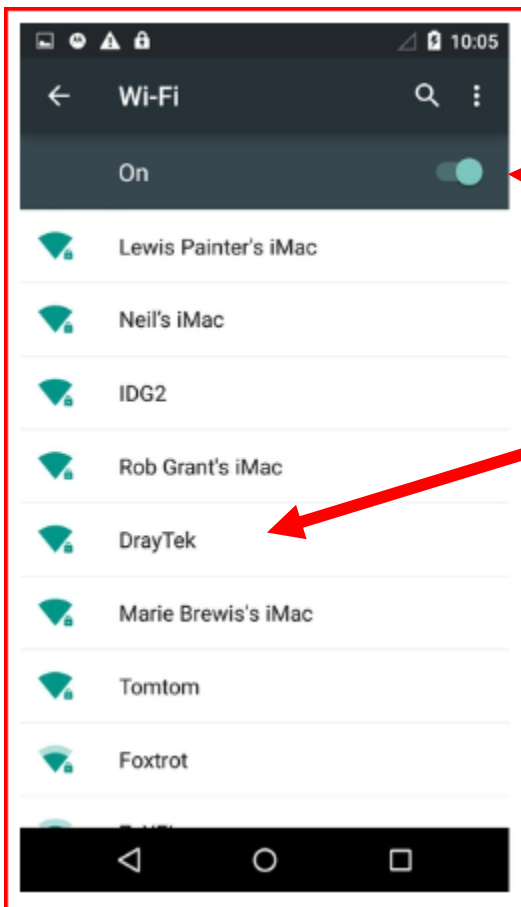


This is the **HOME SCREEN** on the android tablet.

This screen looks a lot like the Android Phone **HOME SCREEN**.

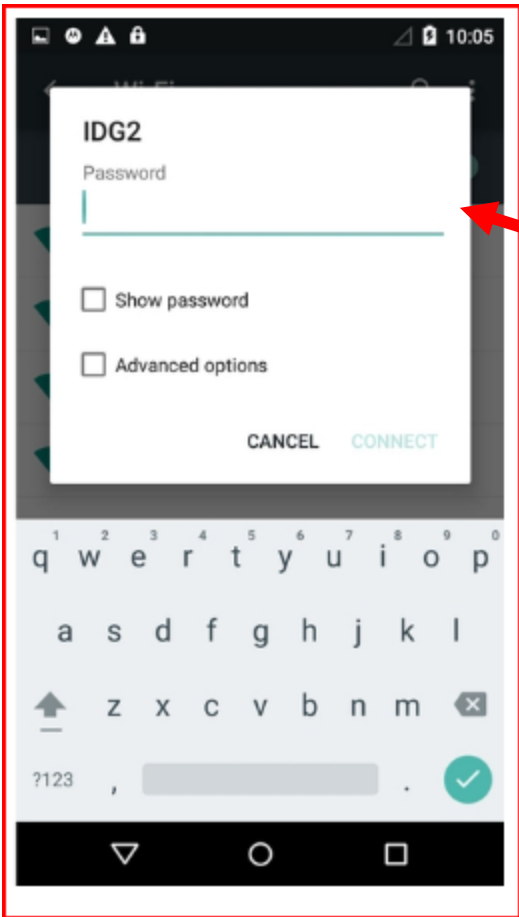


You can use your Android tablet to search for things on the internet. First you must connect to the Wi-Fi. To do this you start by clicking on the **SETTINGS** BUTTON.



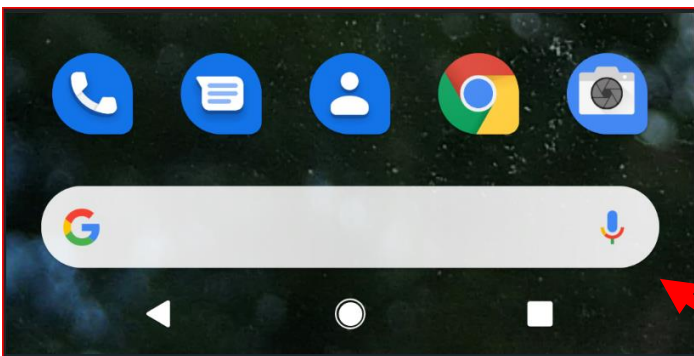
When you open the **WI-FI SETTING** you will turn on the **WI-FI SWITCH**.

This will then show you the different **WI-FI** you are looking for.

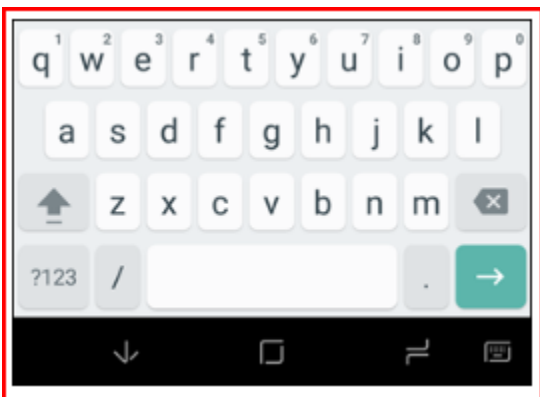


Some public **WI-FI**, like in the libraries do not need a password to get on the internet. There is other **WI-FI** that need a password. If you know the password, you can type it on the line where it says password.

When you click on the line a **KEYBOARD** will show up at the bottom of the screen. Then you can start typing in the password.



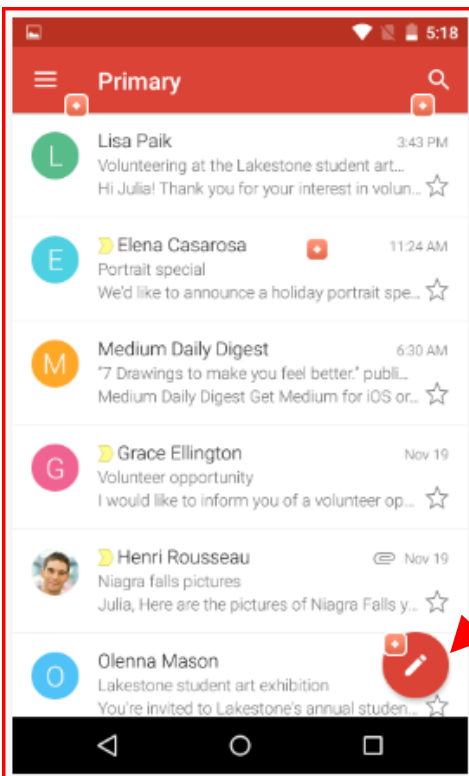
Once you have connected to WI-FI you can then do searches on with your tablet using **GOOGLE**. You just have to type what you are looking for in the **GOOGLE SEARCH BAR**.



When you click on the **GOOGLE SEARCH BAR**. The keyboard will show up at the bottom of the screen.

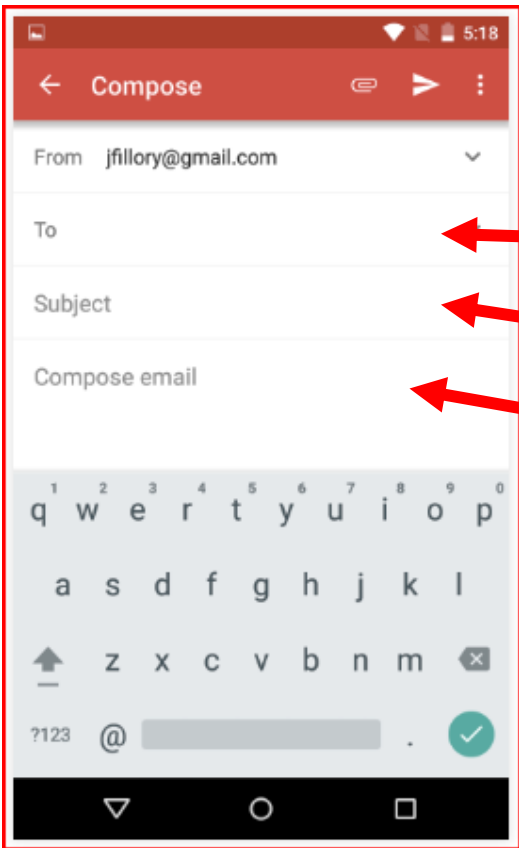


You can also use your tablet to send emails. You will need a **Gmail** account to do this.



When you click on the Gmail button you will see a screen with all of the emails you have received.

When you want to send an email to someone click on the **COMPOSE BUTTON**.

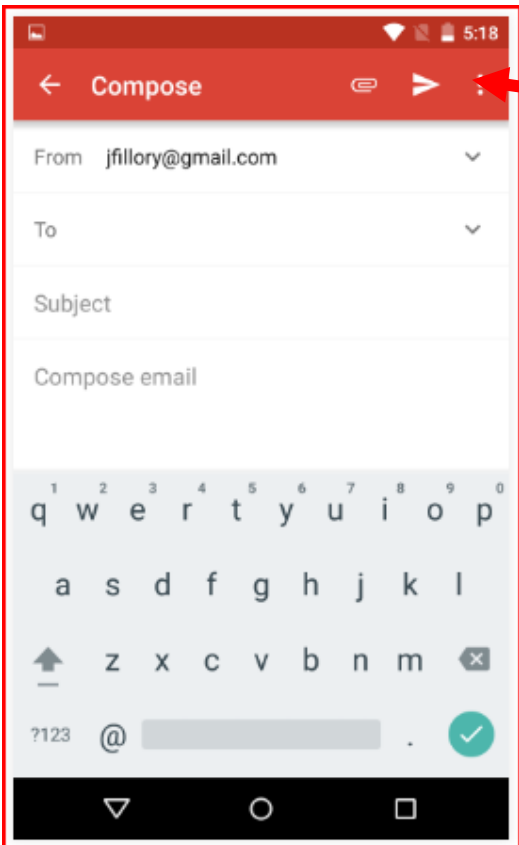


In the compose screen you see your email address in the **FROM** line.

You will then type in the email address of the persons you want contact in the **TO** line.

Type in the **SUBJECT** of your email.

Type what you want to say in the **COMPOSE EMAIL** box.

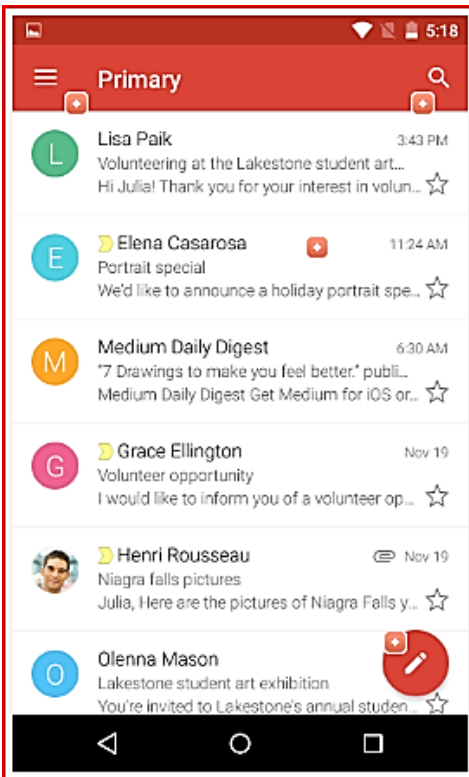


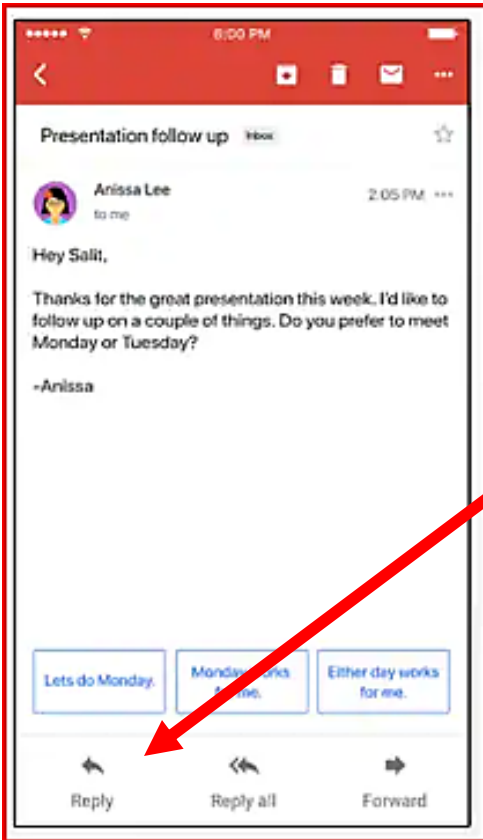
When you are finished writing your email press the **SEND BUTTON**.



When you want to read an email click on the Gmail button

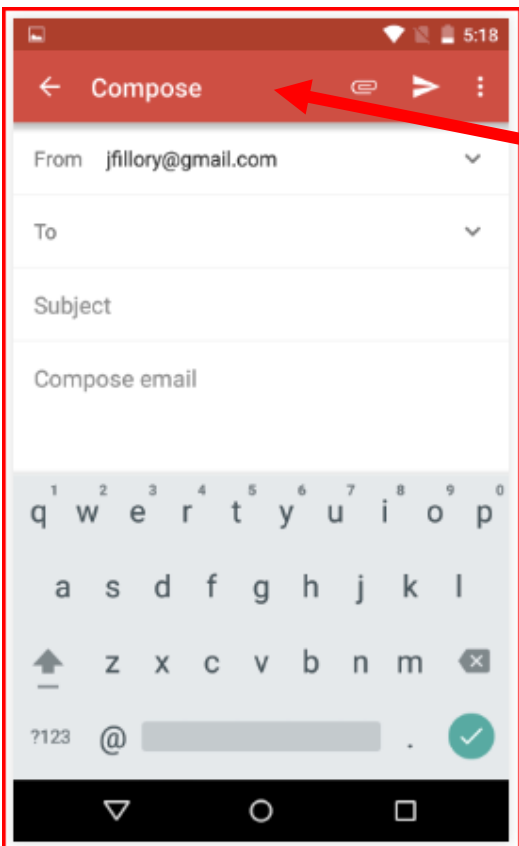
This will open a screen with all of the emails you have received. Click on a new email you want to read.



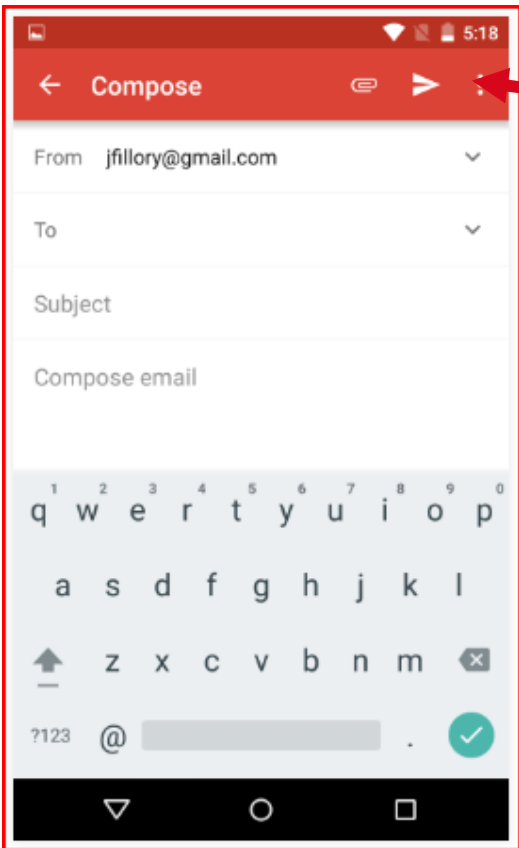


When you click on the email you want read it will open a new screen with the full email.

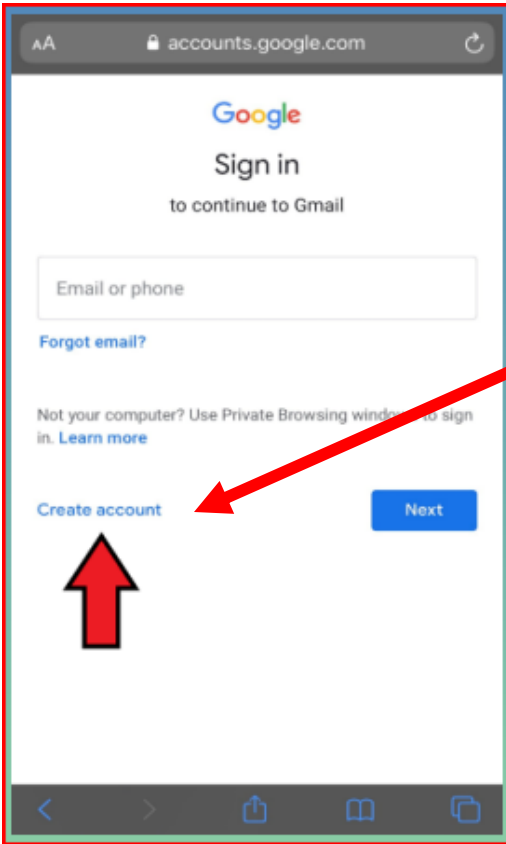
If you want to send an email back, click on the **REPLY BUTTON**.



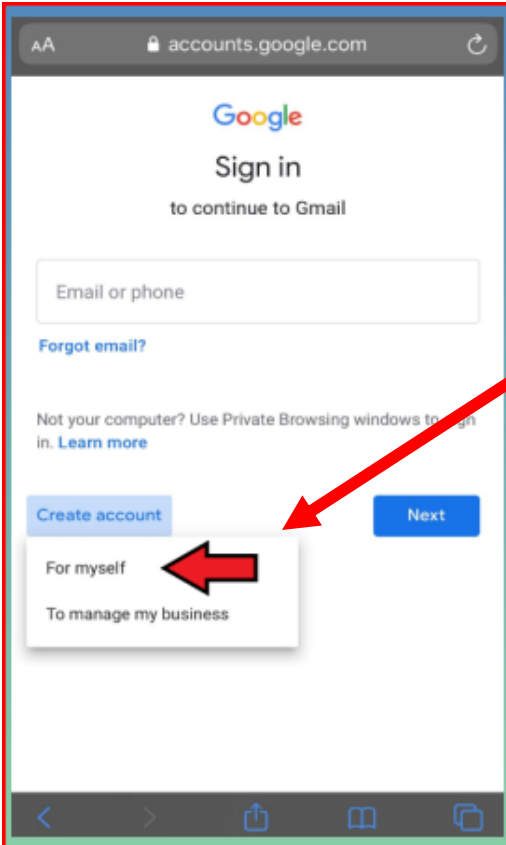
When you click on the **REPLY BUTTON** this will open the **COMPOSE EMAIL** box.



When you are finished writing your email hit the **SEND** **BUTTON**.



If you do not have an email, you can create a **GMAIL ACCOUNT** by clicking on **CREATE ACCOUNT**.



You will set up a **GMAIL ACCOUNT** for yourself.

Google

Create your Google Account

Continue to Gmail

First name: Reema

Last name: Panda

Username: reema.tutorialandexample@gmail.com

You can use letters, numbers & periods

Password: [masked]

Confirm: [masked]

Use 8 or more characters with a mix of letters, numbers & symbols

Sign in instead

Next

In the **CREATE YOUR GOOGLE ACCOUNT** box you will be asked for your first and last name.

You will then be asked to create a **USERNAME** this will become your email address joesmith@gmail.com

Then you will have to create a password. When you create a password use a mix of letters, numbers, and symbols.

Newpassword2022&#

Write down the password and keep it in a safe place.

Then click **NEXT**

Google

Test, welcome to Google

Test.orchards2@gmail.com

Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Month: [dropdown] Day: [input] Year: [input]

Your birthday

Gender: [dropdown]

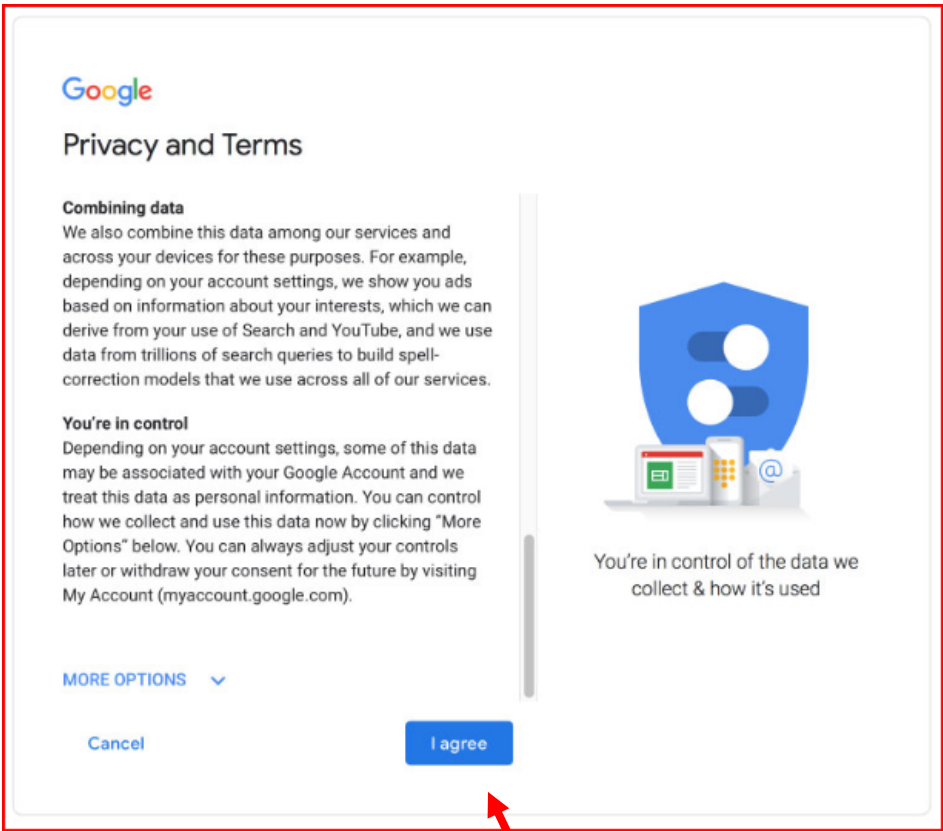
Why we ask for this information

Back

Next

In case you lose your email; **GMAIL** will ask for a cell number or another email so you can find your **GMAIL**.

Then click **NEXT**.



Google

Privacy and Terms

Combining data
We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control
Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

MORE OPTIONS ▾

Cancel I agree

You're in control of the data we collect & how it's used



MORE OPTIONS ▾

Cancel I agree

When you are finished setting up you **GMAIL ACCOUNT** you will have to agree to the rules that **GMAIL** have by clicking the **I AGREE BUTTON**.