



**Canadian Mental
Health Association**
Halifax-Dartmouth

GETTING THROUGH THE DIGITAL DOOR

Android Phone Basics

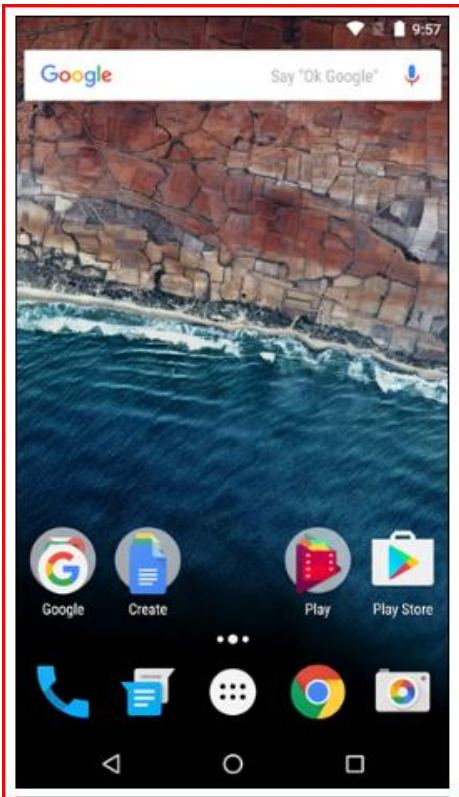
The **Getting Through the Digital Door program** has been made possible by the following funders

**Mental & Health
Foundation**
of Nova Scotia


NOVA SCOTIA

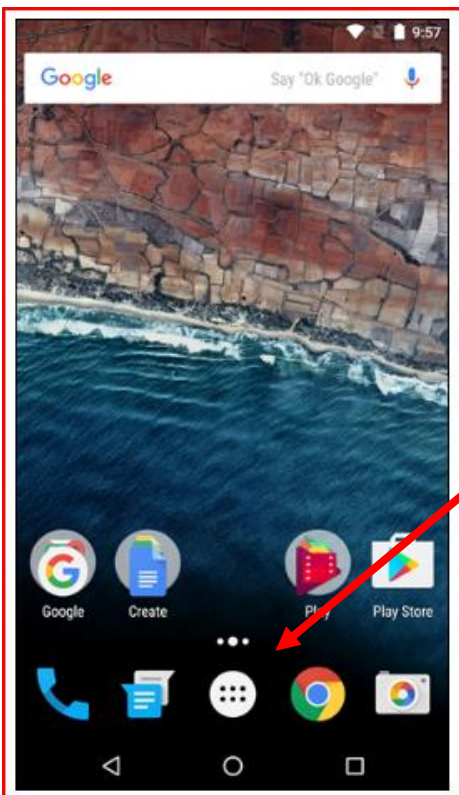
**Building Vibrant Communities
Program** Nova Scotia Department of
Communities, Culture, Tourism and
Heritage

ANDROID PHONE



This is the **HOME SCREEN** for the Android phone.

This **HOME SCREEN** is like a lot of the **HOME SCREENS** found on Android tablets.

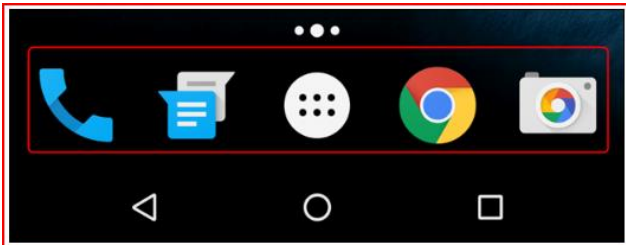


To find the different apps you can click on the **APPS DRAWER BUTTON**.

APPS are the different programs the phone needs to make it work.

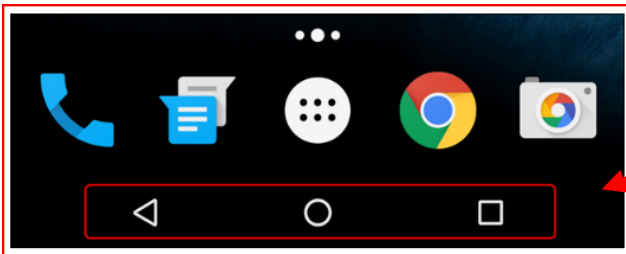


Here are some of the **APPS** that you will find on an Android phone. There are many kinds of **APPS** you can download on an android phone.

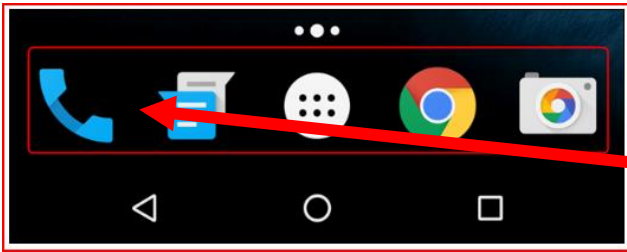


This is the **DOCK** or **FAVOURITES TRAY**.

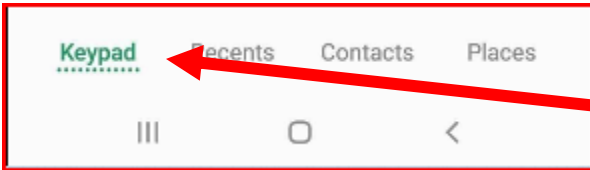
This is where you can put the **APPS** you use the most.



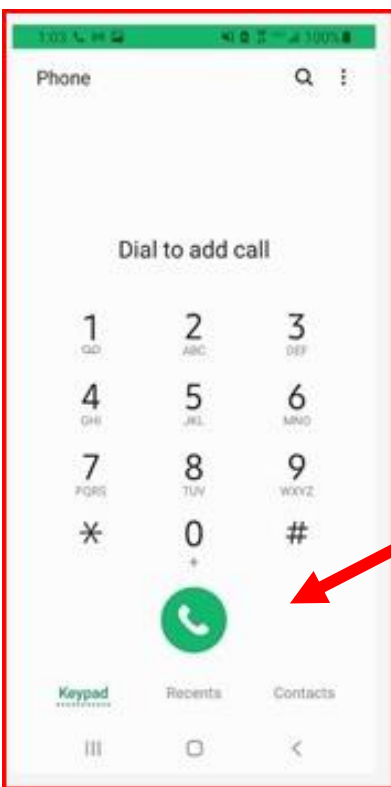
On the bottom of Android phone, you will find the **NAVIGATION BAR**. The **SQUARE BUTTON** will tell you what **APPS** are still open on the phone. The **ARROW BUTTON** lets you go back to the app or screen you were on before and the **CIRCLE BUTTON** will bring you back to the **HOME SCREEN**.



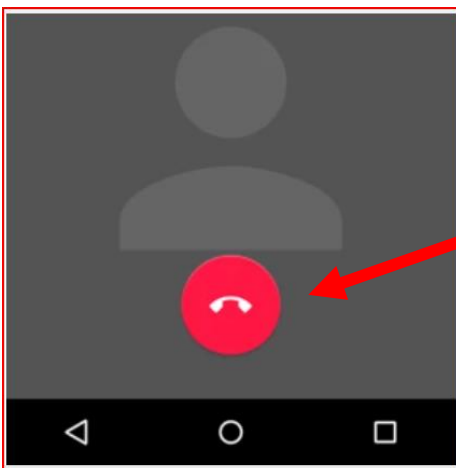
To make a phone call with your android phone, click on the **PHONE BUTTON** on the dock.



On some phones you will have to click on the **KEYPAD BUTTON**.



This will open the **KEYPAD**. You can make a phone call by dialing the number and then pressing the **CALL BUTTON**



You can the call by hitting the **END CALL BUTTON**

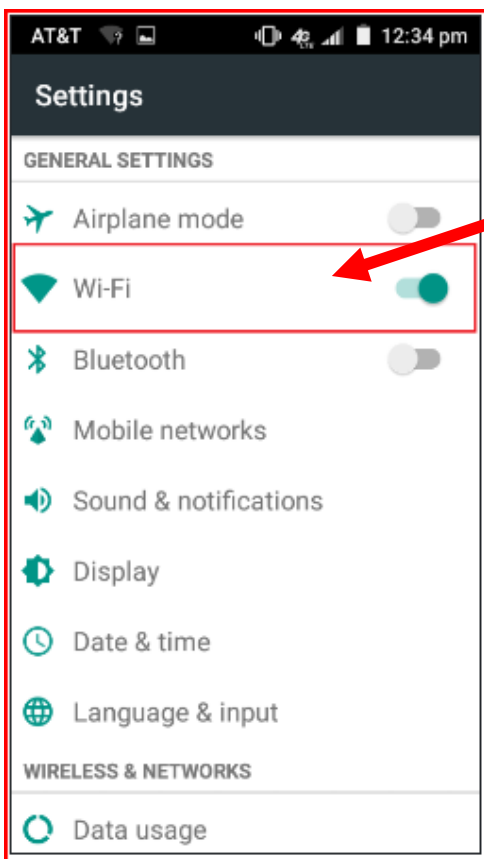


When someone is calling you and you know who the person is, you can accept the call by pressing or swiping **GREEN ACCEPT BUTTON.**

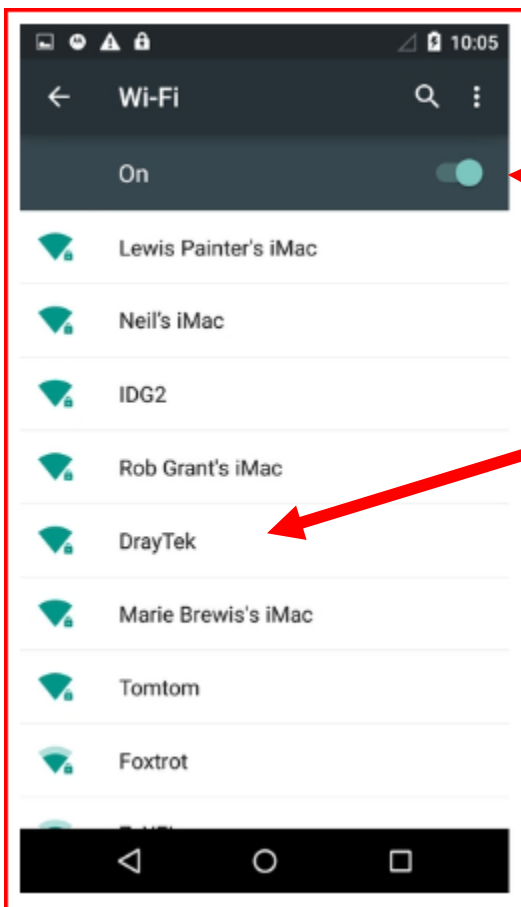
If you are not sure who the person is, that is calling, or you do not want to talk to the person calling you then you can press or swipe the **RED REJECT BUTTON.**



You can use your Android phone 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**

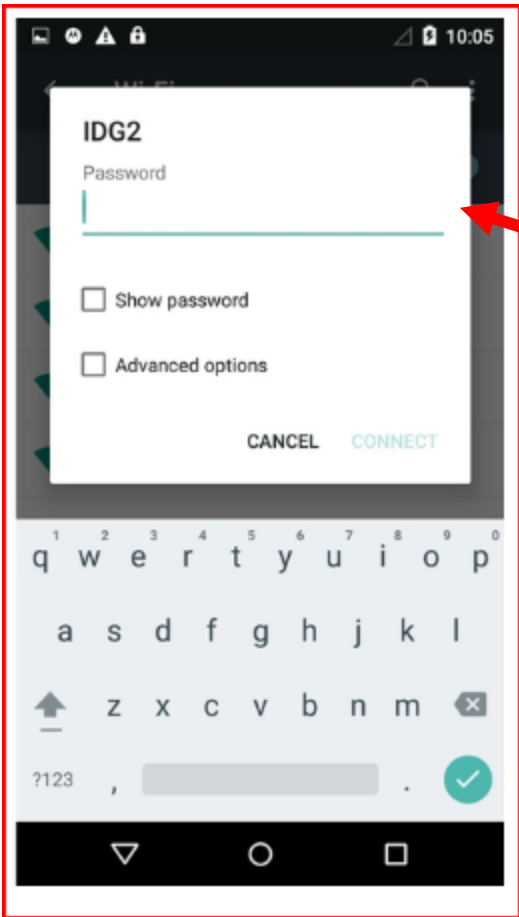


Once you are in the **SETTINGS MENU** click on the **WI - FI SETTING**



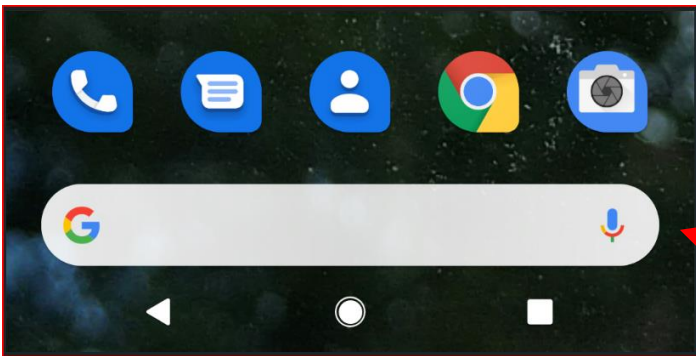
When you open the **WI-FI SETTING** you will turn on the **WI-FI SWITCH**.

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

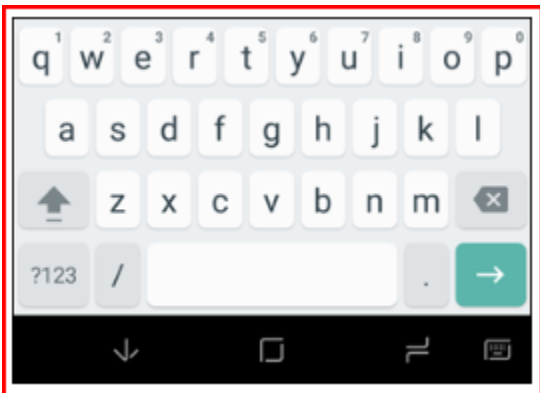


Some public **WI-FI**, like in the libraries, do not need a password to get on the internet. There are other **WI-FI** that need a password. If you know the password, you can type it on the line where it says password.

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.



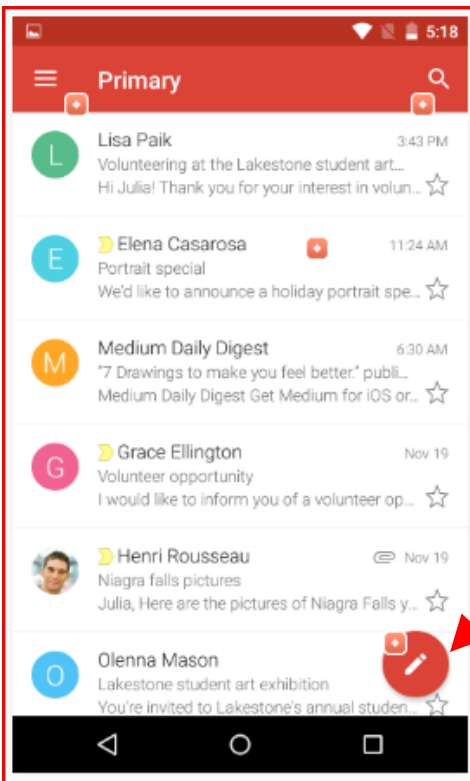
Once you have connected to WI-FI you can then do searches on with your phone using **GOOGLE**. You just have to type what you are looking for in the **GOOGLE SEARCH BAR**.



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

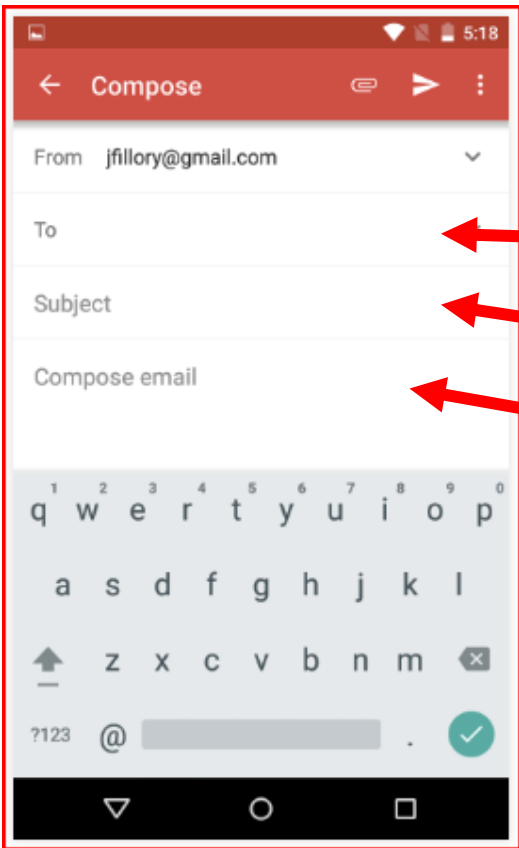


You can also use your phone to send emails. You will need a **Gmail** account to do this.



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**

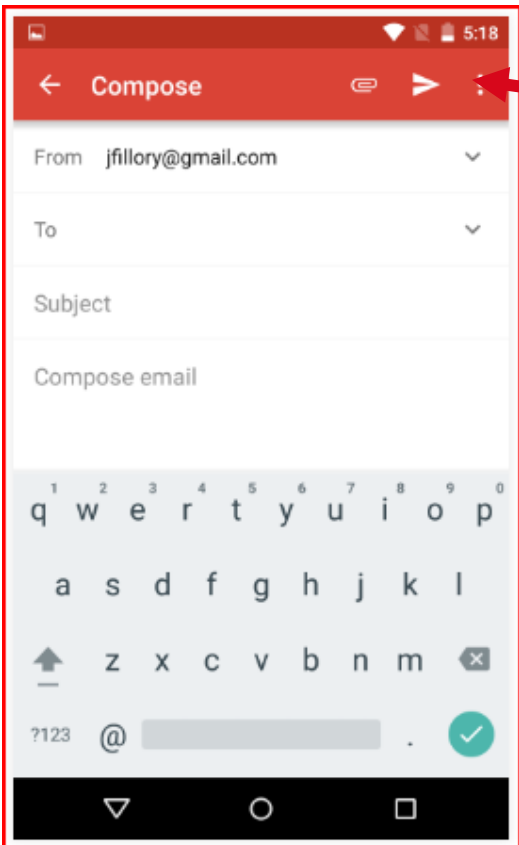


In the compose screen you see your email address in the **FROM** line.

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.

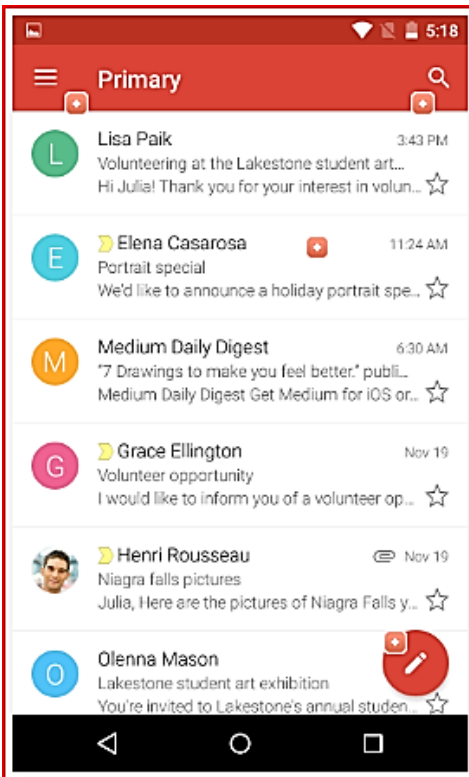


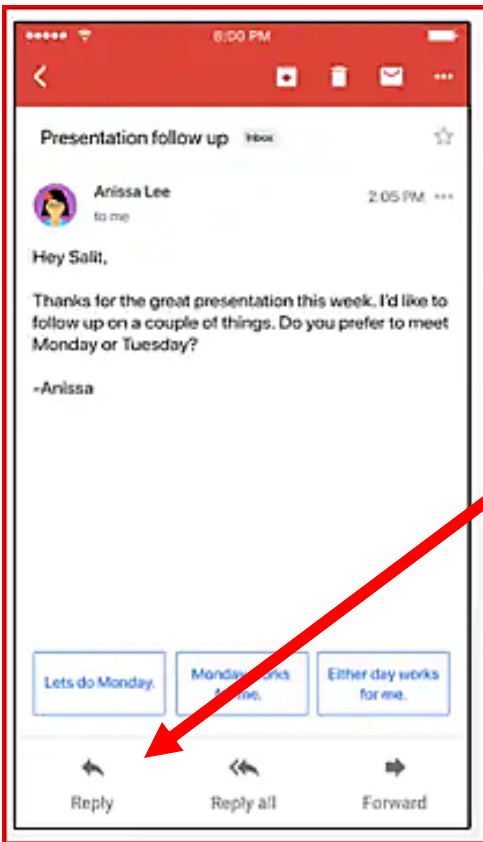
When you are finished writing your email hit the **SEND** **BUTTON**



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

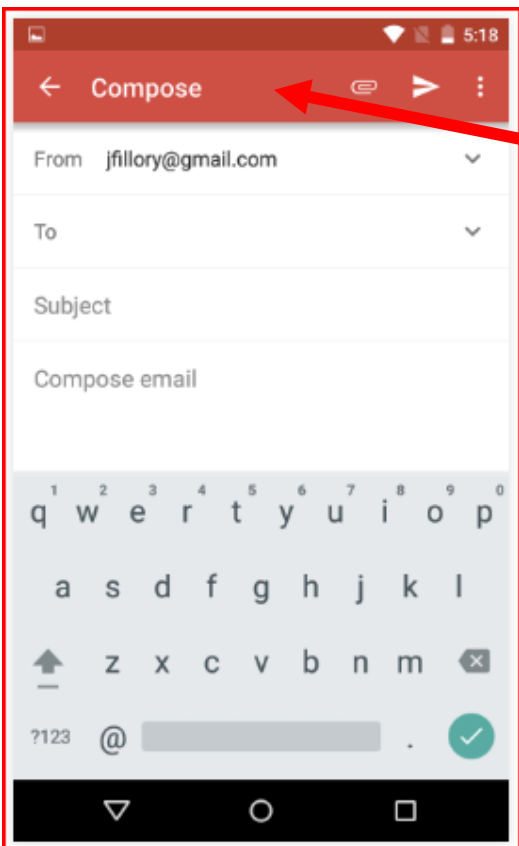
This will open a screen with all of the emails you have received. Click on a new email you want to read.



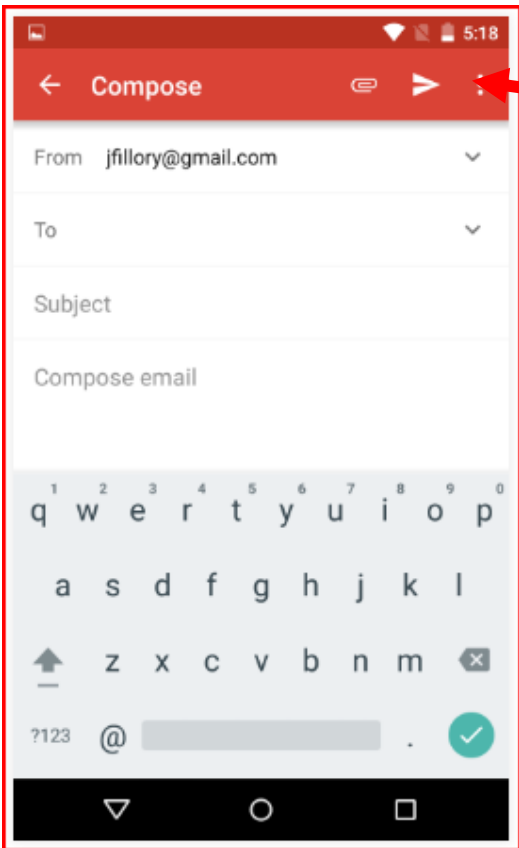


When you click on the email you want read it will open a new screen with the full email.

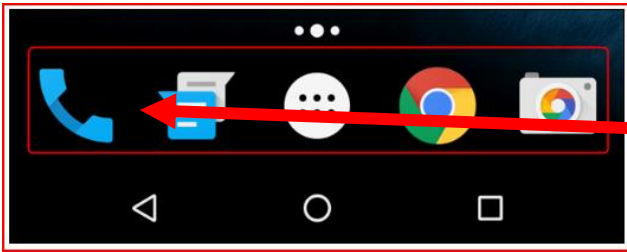
If you want to send an email back, click on the **REPLY BUTTON**.



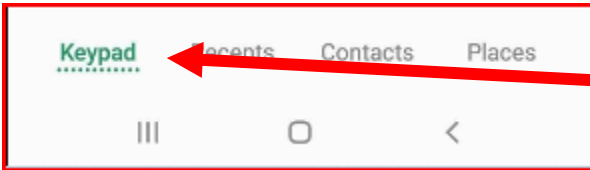
When you click on the **REPLY BUTTON** this will open the **COMPOSE EMAIL** box.



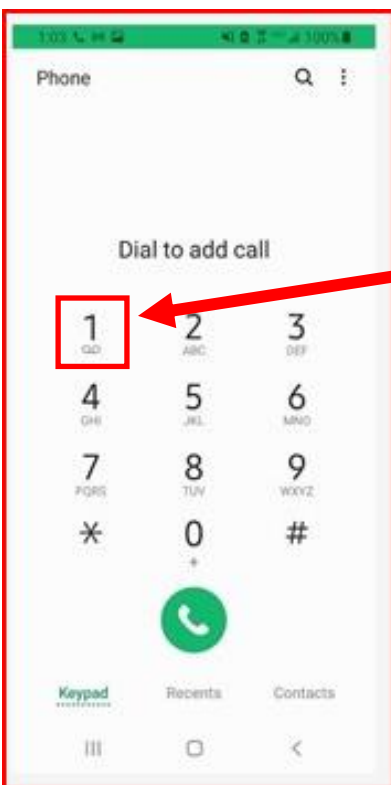
When you are finished writing your email press the **SEND** **BUTTON**.



To check your voice mail, click the **PHONE BUTTON** on the dock.



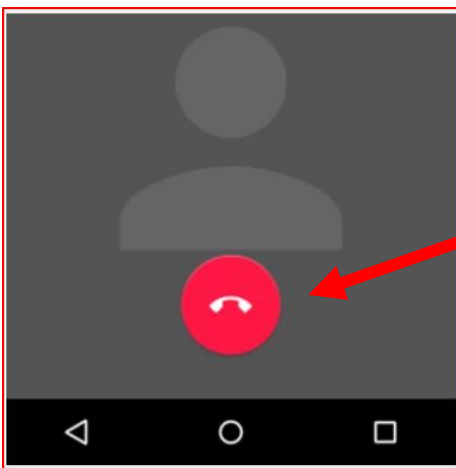
On some phones you will have click on the **KEYPAD BUTTON**.



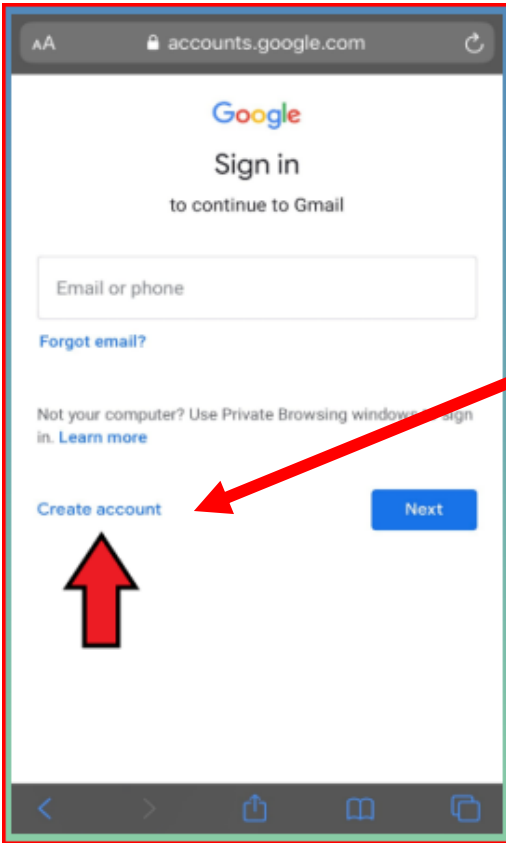
This will open the **KEYPAD**. You can check your voice mail by pressing the **NUMBER ONE** on the keypad.

Depending on the company you have your cell phone service with you will be asked to press certain numbers to hear your voice mail.

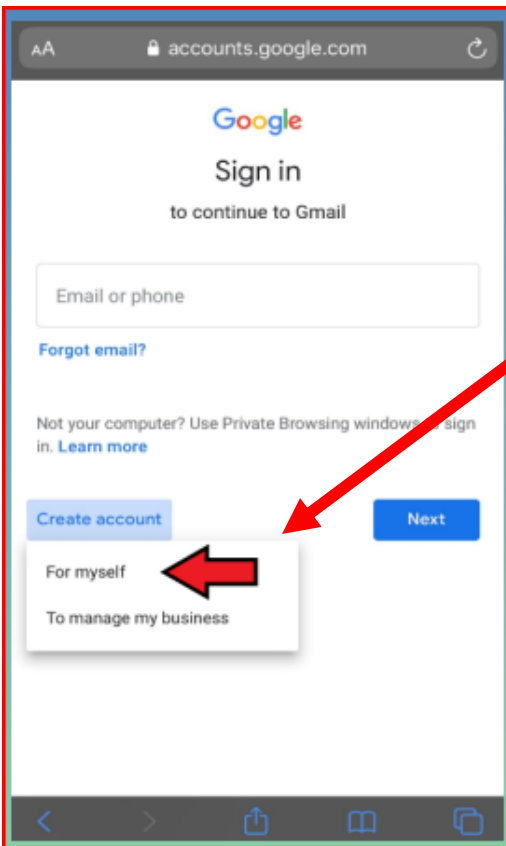
You will be asked to either erase or save the message.



You can the call by hitting the **END CALL 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]

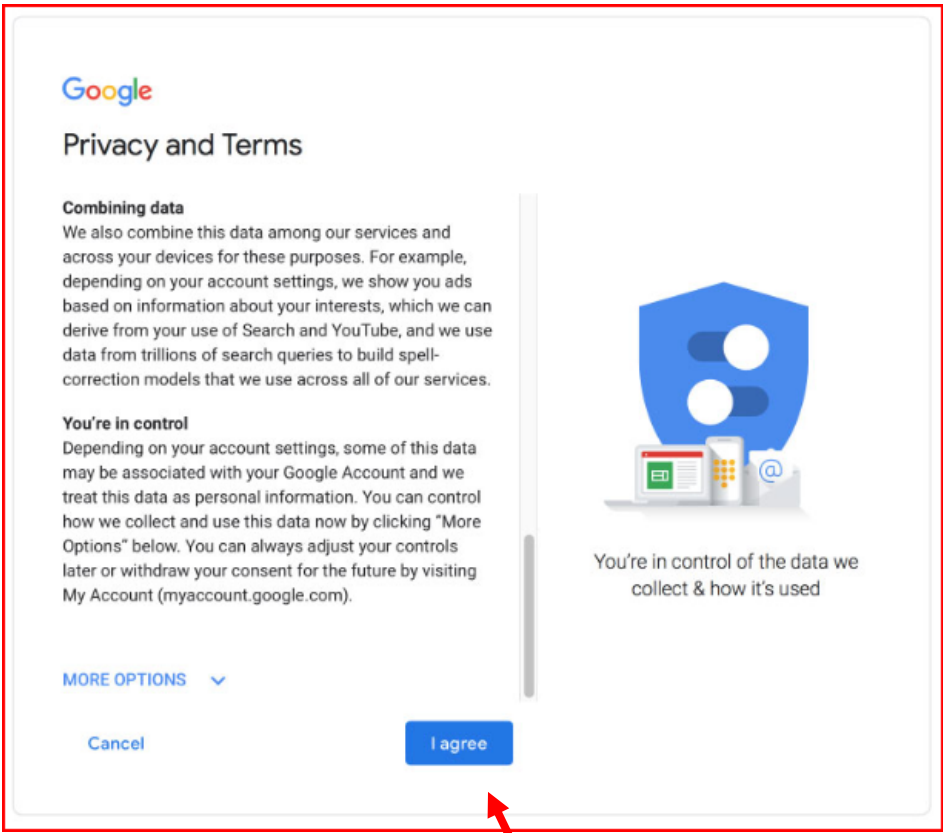
Why we ask for this information

Back

Next

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

Then click **NEXT**



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