

PRINTABLE GUIDE

Read and send email on your phone

Use a supported official app to read your existing account. Gmail's add-account route works on iPhone and Android; menus and sign-in requirements vary between services.

iPhone or Android; Gmail example | 2 min read | 5 steps

Before you start

- ☐ Your existing email address and normal sign-in method
- ☐ Wi-Fi or mobile data and a trusted test recipient

1. Open an official mail app

Use your provider's app from the official app store, or an app already on the phone that supports your provider. Check the app's publisher; avoid unexpected sign-in links.

- ☐ Done this step

2. Add the account

In Gmail, tap your profile picture > Add another account, then choose the provider. Follow its sign-in screens and any two-step check. If manual server details are needed, obtain them from the provider; do not bypass a certificate warning.

- ☐ Done this step

3. Check the selected inbox

Look at the account address and open Inbox. Pull to refresh if the app supports it. Tap an expected message to read it, but verify any request for money, codes or account details through another contact route.

- ☐ Done this step

4. Compose a short test

Choose Compose or the new-message symbol. Enter the recipient, a subject and a short message. Check the address before tapping Send. Reply answers a received message; Reply all may include everyone on its recipient list.

☐ Done this step

5. Confirm sending and protect the phone

Look in Sent; if it is waiting in Outbox, check the connection. Ask the recipient to reply. Keep the phone locked and updated, because an unlocked mail app can provide access to account-recovery messages.

☐ Done this step

Try it for yourself

Send a short test and find the reply in the correct account.

☐ I tried the task.

My notes

Will deleting on my phone delete it elsewhere?

Often yes with synchronised accounts. Read your provider's behaviour before deleting important mail; different account types can behave differently.

Official help and the online guide

Add an account in the Gmail app - <https://support.google.com/mail/answer/6078445?hl=en>

Send and cancel Gmail messages - <https://support.google.com/mail/answer/2819488?hl=en>

Read online: <https://plaintechguides.com/guides/read-email-on-phone/>