T-Mobile G2 User's Guide

An abridged version of the T-Mobile G2 Android Smartphone guide

Compiled on Oct 2011 for Android v2.3



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Your phone

Front panel with keyboard open



1	Hardware QWERTY See "Using the hardware QWERTY" on page 15 to learn how to use the hardware QWERTY keyboard.
2	Menu Press to open a list of actions that you can do on the current screen.
3	HomeWhile on any application or screen, press to return to the Home screen.Press and hold to show recently-used applications.
4	Search Press to do a search.
5	Back Press to go back to the previous screen, close a dialog box, options menu, or the Notifications panel, or hide the onscreen keyboard.
6	Trackpad Swipe your finger over to highlight items or press to select items onscreen. The outer-edge of the trackpad also flashes when you have a pending notification.
7	 Notification LED Solid green light when the phone is connected to the power adapter or a computer and the battery is fully charged. Solid red light when the battery is being charged. Flashing red light when the battery level reaches very low.

Top panel



10 **3.5mm audio jack** Connect a 3.5mm stereo headset for hands-free conversation or for listening to music.

11 **Power**

• When the phone is off, press to turn on the phone.

• When the phone is on and the screen is unlocked, press to turn off or on the phone display.

• With the screen unlocked, press and hold to open the phone options menu that lets you turn off the phone, and switch your phone to silent mode or airplane mode.

Back panel



12	5.0 megapixel camera
13	Speaker
14	LED flashlight



Left and right panels



17 Volume Up

- While on a call, press to increase earpiece volume.
- While not on a call, press to increase the ringer volume.
- While watching videos, press to increase the volume.

18 Volume Down

- While on a call, press to decrease earpiece volume.
- While not on a call, press to decrease the ringer volume.
- While watching videos, press to decrease the volume.

19 USB connector

- Connect the power adapter to charge the battery.
- Connect the supplied USB cable to transfer files to your phone from your computer.

20 Camera

- When not using the camera, press and hold to open the camera.
- When using the camera to take photos, press to take the shot.
- When using the camcorder to shoot videos, press to start recording.

21 Back cover lock

Charging the Battery

1 Connect the smaller plug of the USB cable to the sync conne



- 2 Connect the other plug of the USB cable to the USB port of the AC adapter.
- 3 Plug in the AC adapter to an electrical outlet to start charging the battery.

As the battery is being charged, the notification LED shows a solid red light. The light turns to solid green when the phone is fully charged.

When you charge the battery while the phone is on, the charging battery icon (6) is displayed in the status bar of the Home screen. After the battery has been fully charged, a full battery icon (6) will be displayed in the status bar of the Home screen.

Turning your phone on & off

Turning on your phone

Press the Power Button

Turning off your phone

If you do not need to use your phone, you can turn the power off to save battery life.

- 1 If the display is off, press the Power button to turn the display back on.
- 2 Unlock your phone if the Lock screen is displayed. See "To wake up the phone" on page 8 to learn how to unlock the screen.
- 3 Press and hold the Power button for a few seconds.
- 4 When the Phone options options menu appears, tap **Power off**.
- 5 Tap **OK** when prompted to turn off the phone.

The Home Screen

The Home screen is your starting point to access all the features on your phone. It displays application icons, widgets, shortcuts, and other features. You can customize the Home screen to display the items you want.



At the top of the screen, the Status bar displays the time, information about the status of your phone, and icons for notifications that you've received. To learn more, see "Monitoring your phone's status" on page 12 and "Managing notifications" on page 14. Touch the Launcher icon at the bottom of the screen to view all installed applications. See "Opening and switching applications" on page 18.

To wake up the phone

If you don't use the phone for a while, the Home screen or any other screen you are viewing, is replaced with the lock screen and then the screen darkens, to conserve the battery.

1 Press the **Power** button.

If you've locked your screen, you must draw an unlock pattern or enter a PIN or password to unlock it. See "Locking your phone" on page 19.



2 Drag the lock icon to the right. The last screen you were working on opens.

To return to the Home screen

Press the **Home** \triangle button at any time, in any application.

To view other parts of the Home screen

Slide your finger left or right across the Home screen.

The six extensions to the Home screen provide more space for widgets, shortcuts, and other items. For more on sliding, see "Using the touchscreen" on page 10. Small dots at the lower left and right indicate which screen you're viewing.



Touch & hold the small dots on the lower left or right of the screen to view thumbnails of the Home screen and its extensions, which you can touch to open.



To customize the Home scre

You can add application icons, shortcuts, widgets, and other items to any part of the Home screen.

To add an item to the Home screen

- 1 Open the Home screen where you want to add the item.
- Press the Menu button on the phone and then touch Add.
 Or just touch & hold an empty location on the Home screen.
 If there are no empty spots on the Home screen, Add is dimmed; you must delete or move an item before you can add another item, or switch to another Home screen.
- 3 In the menu that opens, touch the type of item to add.

You can add the following types of items to the Home screen.

<u>Shortcuts</u>: Add shortcuts to applications, a bookmarked webpage, a favorite contact, a destination in Maps, a Gmail label, a music playlist, and many other items. The shortcuts available depend on the applications you have installed.

<u>Widgets</u>: Add any of a variety of miniature applications (widgets) to your Home screen, including a clock, a music player, a picture frame, the Google search bar, a power manager, a calendar that shows upcoming appointments, and a News & Weather widget. You can also download widgets from Android Market

To move an item on the Home screen

- 1 Touch & hold the item you want to move, until it vibrates. Don't lift your finger.
- 2 Drag the item to a new location on the screen.
- Pause at the edge of the screen to drag the item onto another Home screen pane.
- 3 When the item is where you want it, lift your finger.

To remove an item from the Home screen

- 1 Touch & hold the item you want to remove, until it vibrates. Don't lift your finger. The Launcher icon changes to a Trash Can icon.
- 2 Drag the item to the Trash Can icon.
- 3 When the icon turns red, lift your finger.

To change the Home screen wallpaper

- 1 Press the Menu button on the phone and touch Wallpaper.
- You can also touch & hold an empty area of the Home screen and in the menu that opens, touch Wallpapers.
 Touch Gallery, Live wallpaper, or Wallpapers.
 - Touch **Gallery** to use a picture that you have captured using the camera or copied to your phone as a wallpaper.

Touch **Live wallpaper** to open a scrolling list of animated wallpapers installed on your phone. Some live wallpapers change according to the time of day, in response to touching the screen, tell the time, or offer other information. Some live wallpapers have a **Settings** button.

Touch **Wallpapers** to open a screen where you can sample the wallpaper images that come with the phone. Slide the miniature images left and right to view the samples. Touch a sample to view a larger version.

3 Touch Save or Set wallpaper.

Using the touchscreen

The main way to control Android features is by using your finger to manipulate icons, buttons, menu items, the onscreen keyboard, and other items on the touchscreen. You can also change the screen's orientation.

Touch

To act on items on the screen, such as application and settings icons, to type letters and symbols using the onscreen keyboard, or to press onscreen buttons, you simply touch them with your finger.

Touch & hold

Touch & hold an item on the screen by touching it and not lifting your finger until an action occurs. For example, to open a menu for customizing the Home screen, you touch an empty area on the Home screen until the menu opens.

Drag

Touch & hold an item for a moment and then, without lifting your finger, move your finger on the screen until you reach the target position. You drag items on the Home screen to reposition them, and you drag to open the Notifications panel, as described in "Managing notifications" on page 14.

Swipe or slide

To swipe or slide, you quickly move your finger across the surface of the screen, without pausing when you first touch it (so you don't drag an item instead). For example, you slide the screen up or down to scroll a list, and in some Calendar views you swipe quickly across the screen to change the range of time visible.

Double-tap

Tap quickly twice on a webpage, map, or other screen to zoom. For example, you double-tap a section of a webpage in Browser to zoom that section to fit the width of the screen. You can also double-tap to control the Camera zoom, in Maps, and in other applications. Double-tapping after pinching to zoom in some applications, such as Browser, reflows a column of text to fit the width of the screen.

Pinch

In some applications (such as Maps, Browser, and Gallery), you can zoom in and out by placing two fingers on the screen at once and pinching them together (to zoom out) or spreading them apart (to zoom in).

Rotate the screen

On most screens, the orientation of the screen rotates with the phone as you turn it from upright to its side and back again.

Monitoring your phone's status

The Status bar appears at the top of every screen. It displays icons indicating that you've received notifications (on the left) and icons indicating the phone's status (on the right), along with the current time.



If you have more notifications than can fit in the status bar, a plus icon prompts you to open the Notifications panel to view them all. See "Managing notifications" on page 14.

Status icons

The following icons indicate the status of your phone.

G.	Connected to GPRS mobile network	Rill	Roaming
Ę.	GPRS in use	ă II	No signal
E. ti	Connected to EDGE mobile network		No SIM card installed
Ę,	EDGE in use		Vibrate mode
F	Connected to 3G mobile network	≼ ×	Ringer is silenced
-	3G in use	¥	Phone microphone is mute
ul	Mobile network signal strength		Battery is very low
1	Connected to a Wi-Fi network		Battery is low
*	Bluetooth is on		Battery is partially drained
∻	Connected to a Bluetooth device		Battery is full
合	Airplane mode	6	Battery is charging
Õ	Alarm is set	Ň	GPS is on
G	Speakerphone is on	S.	Receiving location data from GPS



Notification icons

The following icons indicate that you've received a notification. See "Managing notifications" on page 14 for information about responding to these notifications. In addition to these icons, applications you install on your phone may use their own notification icons.

\bowtie	New Gmail message	6	More notifications not displayed
÷	New text or multimedia message	~	Call in progress
F	Problem with text or multimedia message delivery	~	Call in progress using a Bluetooth headset
talk	New Google Talk message	X	Missed call
B	New voicemail	6	Call on hold
1	Upcoming event	C.	Call forwarding is on
۲	Data is syncing		Song is playing
	Problem with sign-in or sync	1	Uploading data
9 i	SD card is full	4	Downloading data
57	An open Wi-Fi network is available		Download finished
Ŷ	Phone is connected via USB cable		Connected to VPN
	Application update available		Disconnected from VPN
9	New Google Voice mail or text message		Carrier data use threshold approaching or exceeded
* .	System update available		

Managing Notifications

Notification icons report the arrival of new messages, calendar events, and alarms, as well as ongoing events, such as when call forwarding is on or the current call status.

When you receive a notification, its icon appears in the Status bar, along with a summary that appears only briefly. For a table of notification icons, see "Notification icons" on page 13.

Depending on your settings, you may also hear a notification sound or the phone may vibrate.

Applications whose activities produce notifications, such as Gmail and Google Talk, have their own settings, which you can use to configure whether and how they send notifications, whether they sound a ringtone, vibrate, and so on.

To open the Notifications panel

The Notifications panel displays your wireless provider and a list of your current notifications. Notifications about ongoing activities are listed first, followed by Notifications about events, such as new mail notifications.

Drag the Status bar down from the top of the screen.



An alternative approach is to go to the Home screen and press the **Menu** button on the phone. Then touch **Notifications**.

To respond to a notification

1 Open the Notifications panel.

Your current notifications are listed in the panel, each with a brief description.



2 Touch a notification to respond to it.The Notifications panel closes. What happens next depends on the notification. For example, new voicemail

notifications dial your voicemail box.

To clear all notifications

- 1 Open the Notifications panel.
- 2 Touch **Clear** at the top right of the panel.

All event-based notifications are cleared; ongoing notifications remain in the list.

To close the Notifications panel

Drag the tab at the bottom of the Notifications panel to the top of the screen. Or just press the Back button. The panel also closes when you touch a notification to respond to it.



3 Shift key

- Press once and then press a letter key to type that letter in uppercase. On number or symbol keys, pressing the Shift key causes the special character to appear.
- Lock the Shift key to type a series of characters by pressing Shift twice. The cursor shape changes
- while the key is locked: 1234. Unlock the Shift key by pressing it once again.

4 Quick keys

These are keys that let you quickly open applications, access phone settings, and other items such as bookmarks.

5 Search

Press to open the search box and type anything you want to search. Press the Enter key to begin the search.

16

Using the onscreen keyboard

When you close the hardware QWERTY, you can still enter text using the onscreen keyboard. Some applications open the onscreen keyboard automatically. In others, you touch a text field where you want to enter text to open the onscreen keyboard.



To enter text

- 1 Touch a text field. The onscreen keyboard opens.
- 2 Touch the keys on the keyboard to type.
- 3 Touch the Delete key to erase characters to the left of the cursor. Tap and hold to erase a word to the left of the cursor.
- 4 When you're finished typing, press **Back** 5 to close the keyboard.

To enter numbers, symbols, and other characters

Press the Symbols key ^{SVM} to switch to the numbers and symbols keyboard.



Touch & hold a number or symbol key to open a window of additional symbols.

- Touch to display additional symbols.
- Touch to return to the letter keyboard.

To change the onscreen keyboard orientation

- 1 Touch a text field. The onscreen keyboard opens.
- 2 Turn the phone sideways or upright. The keyboard is redrawn to take best advantage of the new phone orientation. Many people find the larger
 - horizontal onscreen keyboard easier to use.

		4:18 рм
It's easier to type in landscape mode.		
		Send
o e r t y u i	o p	œ
▲ \$ 4 5 6 + : : ▲ a s d f g h j k	. ≜	:-)
sym z x c v b n m ,	all and	-

Opening and switching applications

The Launcher, which you open from the Home screen, holds icons for all of the applications on your phone, including any applications that you downloaded and installed from Android Market or other sources.

When you open an application, the other applications you've been using don't stop; they keep on running: playing music, rendering webpages, and so on. You can quickly switch among your applications, to work with several at once. The Android operating system and applications work together to ensure that applications you aren't using don't consume resources unnecessarily, stopping and starting them as needed. For this reason, there's no need or facility for quitting applications.

See "Market" on page 27 to learn how to discover and install additional applications and games on your phone.

To open and close the Launcher

On the Home screen, touch the Launcher icon $\stackrel{\blacksquare}{\blacksquare}$ to open it.

If you have more applications than can fit on the Launcher in one view, you can slide the Launcher up or down to view more.



Touch the Home icon on the Launcher or the **Home** riangle button to close the Launcher.

The Launcher closes automatically if you touch an icon to open its application or if you move an icon from the Launcher to the Home screen.

To open an application

Touch an application's icon on the Launcher, or Touch an application's icon on the Home screen.

To switch to a recently used application

- 1 Press & hold the **Home** \bigcirc button.
- A small window opens, with icons of applications that you've used recently.Touch an icon to open its application.
 - Or press **Back** $\stackrel{\leftarrow}{\frown}$ to return to the current application.



Locking your phone

You can lock your phone so that only you can unlock it to make calls, access your data, buy applications, and so on. You may also be required to lock your phone by a policy set by an email or other account you add to your phone.

To lock your phone

- 1 On the Home screen, press the **Menu** button on the phone and touch **Settings > Location & security**.
- 2 Touch Set up screen lock. If you already have a screen lock configured, touch Change screen lock to change how you lock your screen or to turn off screen locking.
- 3 Touch Pattern, PIN, or Password.

If you touch **Pattern**, you're guided to create a pattern you must draw to unlock the screen. The first time you do this, a short tutorial about creating an unlock pattern appears. You can press the **Menu** button on the phone and touch **Help** at any time for a refresher. Then you're prompted to draw and redraw your own pattern.

If you touch **PIN** or **Password**, you're prompted to set a numeric PIN or a password you must enter to unlock your screen.

The next time you turn on your phone or wake up the screen, you must draw your unlock pattern or enter your PIN or password to unlock the screen.

To remove the pattern, PIN, or password lock

- 1 On the Home screen, press the **Menu** button on the phone and touch **Settings > Location & security**.
- 2 Touch **Change screen lock**.
- 3 Draw the correct lock pattern or enter the PIN or password, and then touch **None**.

Placing and receiving calls

You can place a phone call by dialing a phone number in the Phone application, or by selecting a contact when you're working in the Call log (see "Working with the Call log" on page 22). When you're on a call, you can answer incoming calls or send them to your voicemail box. You can even set up conference calls with several participants.

To open Phone

Touch the Phon in the Home screen or the Phone application icon in the Launcher or on the Home screen, or

If you're already working with Contacts or the Call log, touch the **Phone** tab.

To place a call by dialing

1 Open Phone.

6

6



2 Touch the keys on the Phone tab to enter the phone number.



You can switch applications during a call— for example, to look up info by using the Browser. The green phone icon appears in the Status bar while the call is underway. Press the **Volume Up/Down** button to

adjust the call volume. Use the onscreen buttons to place the current call on hold.

To end a call



To disable phone calls (Airplane mode)

Some locations may require you to turn off your phone's mobile, Wi-Fi, and Bluetooth wireless connections. You can turn off all these wireless connections at once by placing your phone in Airplane mode.

1 Press & hold the **Power** button.



2 Touch **Airplane mode**.

You can also use the Settings application to turn Airplane mode on and off and to configure other mobile and network settings.

Answering calls

When you receive a phone call, the Incoming Call screen opens with the caller ID and any additional information about the caller that you have entered in Contacts. All incoming calls are recorded in the Call log. If you miss a call, you receive a notification. See "Managing notifications" on page 14.

To answer a call

Drag the green phone icon to the right. If you were already on a call, the first call is placed on hold while you answer the new call. To silence the ringer before answering the call, press the **Volume Up** or **Volume Down** button



Drag the green phone to the right to answer the call.

To decline a call and divert it to voicemail

Drag the red phone button to the left. The caller is sent directly to your voicemail box to leave a message.



Drag the red phone to the left to send the caller directly to your voicemail box.

Working with the Call log

The Call log is a list of all the calls you've placed, received, or missed. It offers a convenient way to redial a number, return a call, or add a number to your Contacts.

To open the Call log

Touch the **Phone** icon on the Home screen. Or if you have the **Phone** or **Contacts** tab open, touch the **Call log** tab.

Calls are listed with the most recent at the top. Calls exchanged sequentially with the same number are grouped. Scroll to view earlier entries in the log.



To dial a number in the Call log

Touch the green phone icon 🧭 at the right of the entry.

You can also touch & hold the entry to open a menu with options for communicating with that contact in other ways.

To add an entry's number to your Contacts

- 1 Touch & hold the entry.
- 2 Touch **Add to contacts** in the menu that opens.
- 3 In the list of contacts that opens, touch **Create new contact** at the top, or scroll to find and then touch an existing contact to which you want to add the number.

Calling your contacts

Instead of entering the number in the Phone tab, you can touch one of your contact's phone numbers to dial it. Adding, editing, and performing other tasks with your contacts is described in "Contacts" on page 25.

To call a contact

1 Open your contacts.

E

- For example, touch the Contacts icon in the Launcher. Or touch the Phone icon on the Home screen and then touch the **Contacts** tab.
- 2 Touch the contact to call. You can search for or scroll to find a contact.
- 3 Touch the phone number to use to call the contact.

Listening to your voicemail

When you have a new voicemail message, the voicemail icon on appears in the Status bar.

To listen to your voicemail

Open the Notifications panel and touch **New voicemail**, or

Open Phone and touch the voicemail icon on the Phone tab.

Opening Phone is described in "Placing and receiving calls" on page 20. Typically, your carrier's voicemail system guides you through the process of listening to and managing your voicemail. The first time you call your

voicemail, it also guides you through the process of recording greetings, setting a password, and so on.

Contacts

Contacts gives you quick and easy access to the people you want to reach. If you have more than one account with contact information, Contacts merges duplicate contacts into a single entry.

To open your contacts

Touch the Contacts icon and on the Home screen or in the Launcher. All of your contacts are displayed alphabetically in a scrolling list. Each contact is followed by the default phone number. If you have a new phone and haven't added any contacts yet, Contacts displays a message with hints on how to start adding contacts to your phone.



You can drag the list up or down to scroll it, or slide your finger up or down to scroll quickly. Either way, a tab briefly appears to the right of the list, which you can drag up and down to scroll very quickly, while displaying the letter of the alphabet for the contacts you're scrolling past.

To view details about a contact

- 1 Open your contacts.
- 2 Touch the contact whose details you want to view. Entries for communicating with the contact are followed by details.



Touch a communication method to start dialing, texting, or emailing the contact by using the listed number, address, and so on. Touch an address to view it on Google Maps. You can also press the **Menu** button on the phone and touch **Edit contact** to edit the contact's, or touch **Delete contact** to delete all information about

the contact.

To add a new contact

- 1 Open your contacts.
- 2 Press the **Menu** button on thephone and touch **New contact**.
- 3 If you have more than one account w + contacts, touch the account to which you want to add the contact.
- 4 Enter the contact's name.
- 5 Touch a category of contact information, such as phone numbers and email addresses, to enter that kind of information about your contact. Scroll the page to view all categories.
- 6 Touch a category's plus button to add more than one entry for that category—for example, to add both work and home numbers. Touch the button to the left of the item of contact information to open a menu with preset labels, such as **Mobile** and **Work** for a phone number, or touch **Custom** in the menu to create your own label.
- 7 Touch the Picture Frame icon to select a picture to display next to the name in your lists of contacts and in other applications.



8 When you're finished, touch **Done**.

Editing contact details

You can change or add details about your contacts. You can also set the ringtone for when a specific contact calls, or divert all calls from a contact to your voicemail.

Some contact entries contain information from multiple sources: information that you added manually, information that Contacts joined from multiple accounts to consolidate duplicates, and so on. When you edit a contact entry, the information from each source is grouped in its own color-coded, labeled section. Changes that you make to information from one source do not affect the information from other sources.

- 1 Open your contacts.
- 2 Touch & hold the contact, and then touch **Edit contact**.
 - You can also press Menu and touch **Edit contact** while viewing a contact's details.
- 3 Edit the contact information.
- 4 Touch **Done**.

To connect by using Quick Contact for Android

1 Touch a contact's picture to open Quick Contact for Android.



2 Touch the icon for the way you want to connect. The icons available depend on the information you have for the contact and the applications and accounts on your phone.

To communicate with a contact

- 1 Open your contacts.
- 2 Touch the contact with whom you want to communicate. You can also just touch the Green Phone icon in the Call log to call the displayed number.
- 3 In the contact's details screen, touch the way to start communicating with the contact. For phone numbers, you switch automatically to the Phone application as the number is called. For other kinds of communication, you switch automatically to the appropriate application, with the contact's address entered.

Market

Android Market provides direct access to applications and games to download and install on your phone.

To open Android Market

Open Android Market to browse and search for free and paid applications

Touch the Market icon in the Launcher or on the Home screen. When you open Android Market for the first time, you must read and accept the terms of service to continue.



To browse for applications

You can browse applications by category and sort them in different ways.

1 On the Android Market home page, touch a top-level category, such as **Apps** or **Games**.



2 Scroll to view subcategories and touch the one you want to explore



3 Touch **Top paid**, **Top free**, or **Just in** to further sort the subcategory.

To search for applications

- ¹ Touch the Search icon \bigcirc at the top right of the screen or press **Search** button \bigcirc .
- ² Enter what you want to search for and press Search ^Q again. Enter all or part of an application's name or description, or the developer's name you want to search for.
- 3 Touch a search result to open that application's details screen. The details screen describes the application and contains buttons for downloading the application and performing other tasks.

To return to the Android Market home screen

You can return to the Android Market home screen from most other screens in Android Market.

Touch the Market icon at the top left of the screen, or Press the **Menu** on the phone and touch **Home**.

To download and install an application

When you find an application you want, you can install it on your phone. Before you can download a paid application, you must set up a billing arrangement. Follow the instructions on the phone to set this up.

1 Find an application you want and open its details screen.

In the application's details screen, you can read more about the application, including its cost, overall rating, and comments by users. Scroll down to the **About the developer** section to view more applications by this developer, visit the developer's web site, or send the developer an email message.



2 Press the **Menu** button on the phone and touch **Security** to preview the functions and data the application can access on your phone if you install it.

If you're not comfortable with the access the application requires, don't continue.

3 Touch Install (for free applications) or Buy (for paid applications). Paid applications are not offered in all areas by all carriers. If the application requires access to your data or control of any functions on your phone, you are asked to review and grant permission before downloading.

<u>Warning</u>: Read this screen carefully. Be especially cautious with applications that have access to many functions or to a significant amount of your data. Once you touch **OK** on this screen, you are responsible for the results of using this application on your phone.

4 If you agree to the application's access requirements, touch **OK**.

If you selected a paid application, you're redirected to the Google Checkout screen to pay for the application before it's downloaded to your phone.

If you selected a free application (or after touching **Buy now** in Google Checkout), you receive a series of notifications as the application is downloaded and then installed on your phone.

When the application is installed, you can touch the notification to open the application, or open it by touching its icon in the Launcher.

If you have another Android phone, you can download a paid application to that phone using the same Android Market account, at no additional charge.

Sending email with Gmail

Gmail is Google's web-based email service. When you open Gmail, your most recent conversations are displayed in your Inbox. When you return to Gmail after using other applications, the last screen you were working with is displayed.

To open Gmail

Touch the Gmail icon in the Home screen or in the Launcher.

Your Inbox displays those conversations with the newest messages at the top. All of your conversations are displayed in your Inbox unless you delete, archive, or filter them. Conversations with new messages have bold subject lines. To read a message in a conversation, touch its subject.



indicates messages sent directly to you.

idicates me ages that you were CC'd on.

Other messages were sent to you as part of a group.

To open your Inbox when Gmail is running

Press **Back** \frown until you return to your Inbox, or When reading a message, press the **Menu** button on the phone and then touch **Go to Inbox**, or When viewing a list of labeled conversations, press the **Menu** button on the phone & touch **More > Go to Inbox**.

To read a message

When viewing a list of conversations in your Inbox or in any list of labeled conversations, you can open a conversation to read its messages. When you receive a new message, you also receive a notification in the Status bar, unless you've turned off Gmail notifications using Gmail settings. When you touch a Gmail notification, it opens the Inbox that contains the new message.

Touch a conversation that contains the message you want to read.

A conversation opens to the first new (unread) message, or to the first starred message, if you've previously starred a message in the conversation.



To the right of the message, icons indicate whether the message has an attachment.

When reading messages in a conversation, you can use the buttons at the bottom of the screen to delete it. If you accidentally delete a conversation, you can touch **Undo** in the yellow bar at the top of the screen to undelete it.

Use the left and right arrow buttons at the bottom of a message to open the next or previous conversation in the Inbox.

When reading a message or when its tab is selected, you can press the **Menu** button on the phone and touch **Mark unread** to return a read message to the unread state—for example, to remind yourself to read it again later.

To read a message again

When you open a conversation, messages that you've already read are hidden, in a tab that indicates the number of hidden messages.

- 1 Touch the tab that indicates the number of previously read messages. The tab expands into tabs that list the sender and the first line of each read message.
- 2 Touch an expanded tab to read the message again.



To compose and send a message

You can compose and send a message to one or more people or groups with Gmail or other email addresses.

1 When viewing the Inbox, press the **Menu** button on the phone and touch **Compose**.



2 Set the account you want to send the email from. The Gmail account you are sending the email from is displayed at the top of the screen. 3 Address the message.

As you enter text, matching addresses are offered from your Contacts list. See "Contacts" on page 25. You can touch a suggested address or enter a new one.

- 4 Press the **Menu** button on the phone & touch **Add Cc/Bcc** to address a copy or a blind copy of the message.
- 5 Enter a subject for the message.
- 6 Enter the text of the message.

For information about entering and editing text, see "Using the onscreen keyboard" on page 16.

- 7 Press the **Menu** button on the phone and touch **Attach** to send a photo with the message.
- 8 Touch Send.

If you aren't connected to a network—for example, if you're working in Airplane mode—the messages that you send are stored on your phone with the Outbox label until you connect to a network again.

To reply to or forward a message

1 Scroll to the bottom of a message.

Touch Reply, Reply to all, or Forward.

🖬 M 🔲 🔲 1:23 PM	
Cheese factory this Sunday?	
Inbox	
2 read messages	
Lavash Kiri Lavashkiri88@gmail.com To: Hugh Priss C: Paz Dit	Touch to quickly contact the sender in other ways, such as via Google Talk, by phone, and so on.
Wow! He loaned it to you?	
On May 19, 2010 10:58 AM, "Hugh Briss" <hbr></hbr> hbriss1@gmail.com> wrote: > Sounds great to me. > > Catch	Touch Reply to reply just to the sender of the message. Touch Reply to all to include all recipients of the message. Touch Forward to send
Preply Preply to all Porward Archive Delete Image: State St	-the conversation to someone new.

Replying to or forwarding messages without changing the subject adds your reply to the current conversation. Changing the subject starts a new conversation.

The message opens in a new screen where you can add or remove addresses, edit the subject, and add or remove text or attachments. You can add one or more people to an ongoing conversation by replying to all and then adding the new people's addresses to the reply.

All of the messages in the conversation, up to the one you are replying to or forwarding, are included in the new message; any messages that follow the message you forward are omitted.

1:23 PM	
Lavash kiri <lavashkiriððægmall. com>,</lavashkiriððægmall. 	
Hugh Briss <hbriss1@gmail.com>,</hbriss1@gmail.com>	
Всс	
Re: Cheese factory this Sunday?	
Wait until you see my new shoes	Enter your reply.
Include quoted text	Uncheck to send your reply
On May 19, 2010 11:17 AM, "Lavash Kiri" <lavashkiri88@gmail.com> wrote:</lavashkiri88@gmail.com>	without including the origina message.
Send Save as draft Discard	

3 Touch Send.