Australian Government

Be Connected
Every Australian online.

Android phones

Android phones are more than a way to stay connected with others through text and calls. They can make your life easier by providing access to important information, online services and entertainment. Get the most out of your Android phone by exploring its settings and discover more features and useful tips to help you do more with your device.

Get to know your Android phone

There are a range of important features on your Android phone, including:

a. front camera for video chats and selfies
b. volume up and down button
c. ring/silent switch to mute sounds and alerts
d. power button on the side of the phone for screen wake and sleep
e. charging port and headphone jack (in older models)
f. home screen and apps.

The examples in this document may appear different on your device, depending on your Android phone model.
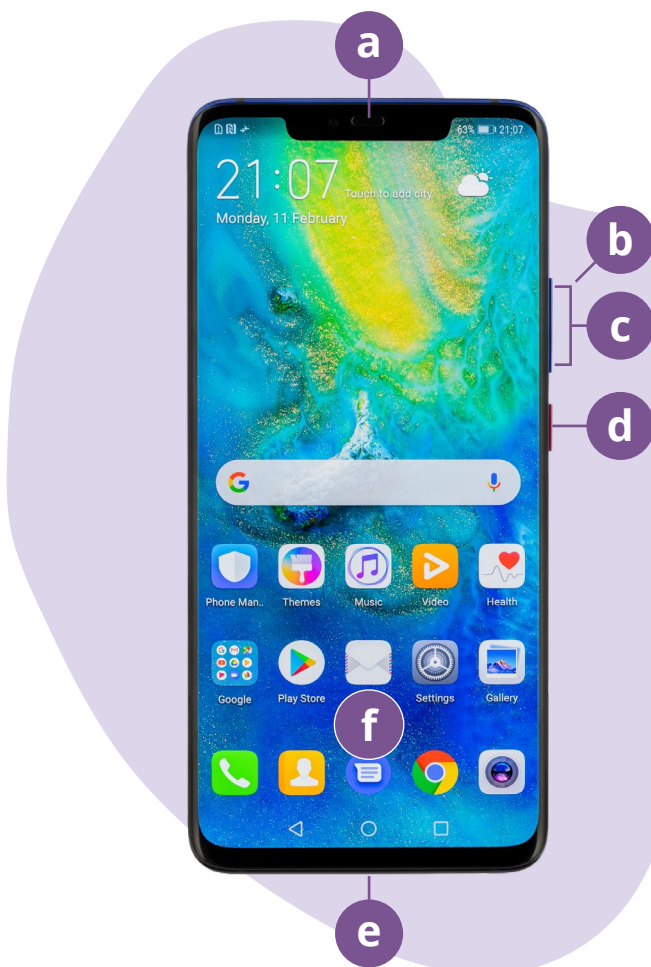
Setting up your Android phone

You can find step-by-step instructional videos on how to set up your new or pre-owned Android phone on the Be Connected website:

- **Setting up your new Android phone** shows you how to set up a brand new phone, including how to create a Google account.
- **Resetting your pre-owned Android phone** helps you set up a pre-owned phone safely. Once you have reset the phone to remove the previous owner's settings, you can complete the steps in the **Setting up your new Android phone** course.
- Visit **All about Android phones** to discover more ways to use and customise your phone, including how to listen to podcasts, share files and more.

eSafety tips for setting up your Android phone

- Use a strong, unique password for your Google account. Strong passwords should be a mix of numbers, letters and symbols, and be at least 12 characters long.
- Use 2-Step verification, also called two-factor authentication, when setting up your Google account.
- Set your phone to lock immediately.
- Keep your Android phone's operating system up to date.
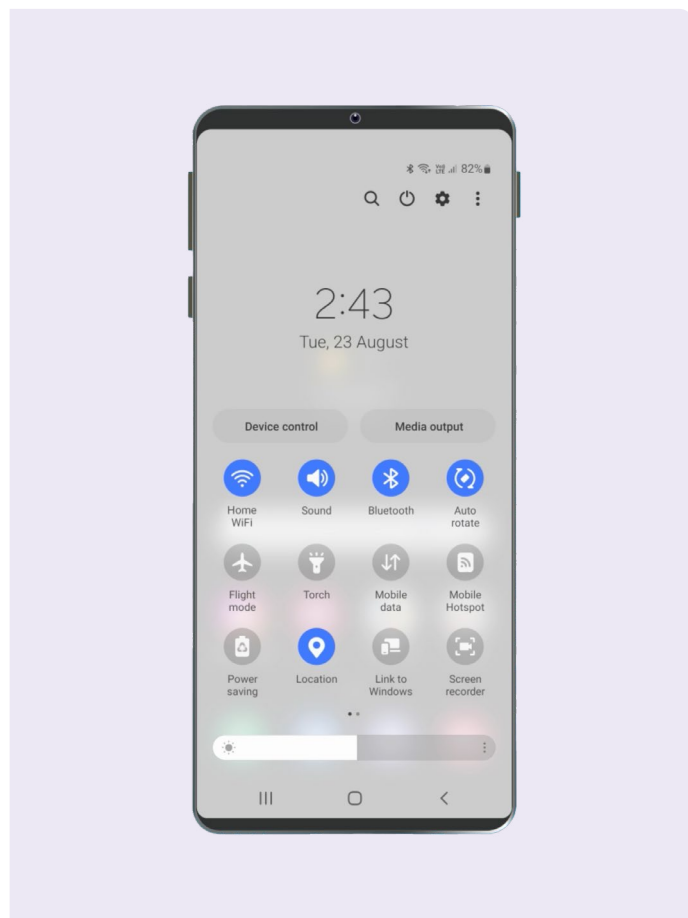
Quick settings

The Android phone's Quick settings lets you access some common settings and features quickly, such as volume, screen brightness, wireless connections, the camera and torch. You can access Quick settings by swiping down from the top of the screen on most Android phones.

To customise Quick settings swipe left until you get to the last screen and tap the plus + icon to add new features. Select the feature icon you want to add and drag it to the Quick settings list. To remove a feature tap the 3 dots next to its icon, select Edit and drag the icon out of the list.

To close Quick settings, tap anywhere outside of the icon area or swipe up from the bottom of the screen. You can open Quick settings any time, whether you're in an app, on a phone call or website, or from the Lock screen.

Accessibility features

Your Android phone has a wide range of useful accessibility features and settings. These can be especially helpful if you experience low vision, are hard of hearing, or find it difficult to use the touchscreen. Your phone's accessibility features are controlled from the Settings app. The Settings app looks like a cogwheel ⚙.

I want text to appear larger

You can change your phone's text size in the Settings app ⚙. Open the Settings app, tap Display and then Font size and style. Tap and drag the Font size slider control to increase or decrease the size of the text.

I want to convert my voice to text

Dictation helps you create messages and notes without having to type on the keyboard. It works in any app where you can see the microphone icon 🎤, including Mail, Messages, and Google Chrome. Tap the microphone icon, and as you speak the Android phone will type what you say. For the best results, speak slowly and clearly.

I want to change my ringtone and notification sound

You can choose different sounds for your phone calls, texts and notifications. Open the Settings app ⚙ and tap on Sounds and vibration. Tap Ringtone or Notification sound to hear a sample of each sound, then select your preferred option. Select Ringtone volume and use the slider to increase or decrease the volume.

Notifications

Notifications help you catch up with what you might have missed, such as phone calls, text messages, emails or alerts from apps. Notifications appear briefly on the screen and can be easily missed, but you can find them in the Notification centre. You can access it by swiping down from the top of the screen, then read, delete, mute or view more details about the notifications. Swiping up from the bottom of the screen closes the Notification centre.
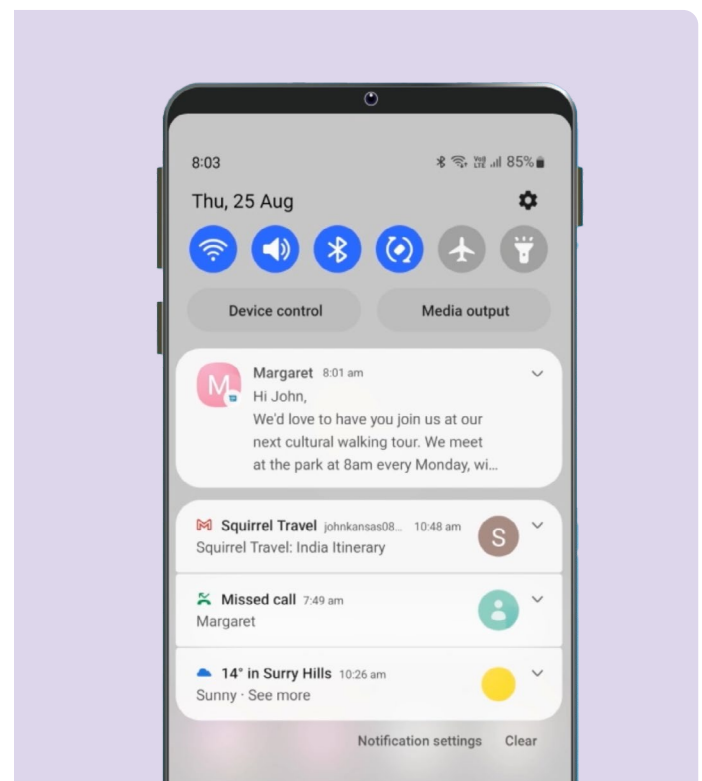
Photos

### I want to quickly take a photo

When your Android phone is locked, press the power button twice to open the Camera app ⊚. The Android phone is still locked, but you can snap photos and view the photos you've just taken. No other features can be used until you unlock the phone.

I want to set a photo as a background

Personalise your Android phone by setting your favourite photo as a background for the Lock screen, Home screen or both. On your phone's Home screen, touch and hold an empty space and tap Wallpaper and style. Select a photo from your image library to use as a background.

I want to share a photo

Your Android phone provides different ways for sharing photos with others. To share a photo open the Gallery app ✳ and select a photo. Tap the share icon ⤳ and choose how you want to share the photo by selecting Email, Messages, Contacts or Messenger, then type a message to your recipient and send it.
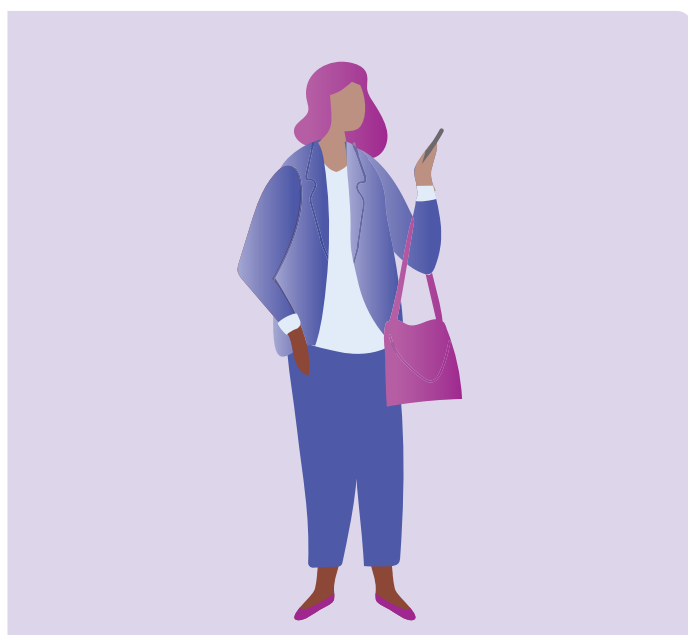
Security and privacy

I want to change my PIN

To change your Android phone's PIN number open the Settings app ⚙ and tap Lock screen, then tap Screen lock type and select PIN. Enter 4 to 6 numbers for your PIN. Avoid using numbers that are easy to guess like a birthday or anniversary or a number pattern.

I want to hide my Caller ID

Caller ID, short for caller identification, displays your number and sometimes your name to the people you call to help friends and family know that you're calling them. You can turn it off if you don't want others to know your number. Turning off Caller ID only works for phone calls. If you send a text message, the recipient will still see your mobile phone number or name.

To turn off Caller ID tap the phone icon as you would to make a phone call ⓒ then tap the 3 dot menu at the top right of the screen. Select settings, tap Supplementary services, tap Show your caller ID and select Never.

I want to block a caller

If you're getting multiple nuisance calls from the same number, you can block them in your phone's settings. This means they won't be able to call you again from that number. To block a number, select the phone icon ⓒ as you would to make a phone call. Select Recents (recent phone calls) and then choose the number you want to block, and tap Block.

Do not disturb

Do not disturb prevents your phone from receiving calls, texts, or emails. This is helpful for when you're sleeping or focusing on something important. You can set it to be active at specific times, locations or when using certain apps. You can also set exemptions, so you can be unavailable to everyone except for people you choose. To use Do not disturb open your Quick settings by swiping down from the top of the screen, in Quick settings swipe right to find the Do not disturb button ⊖.
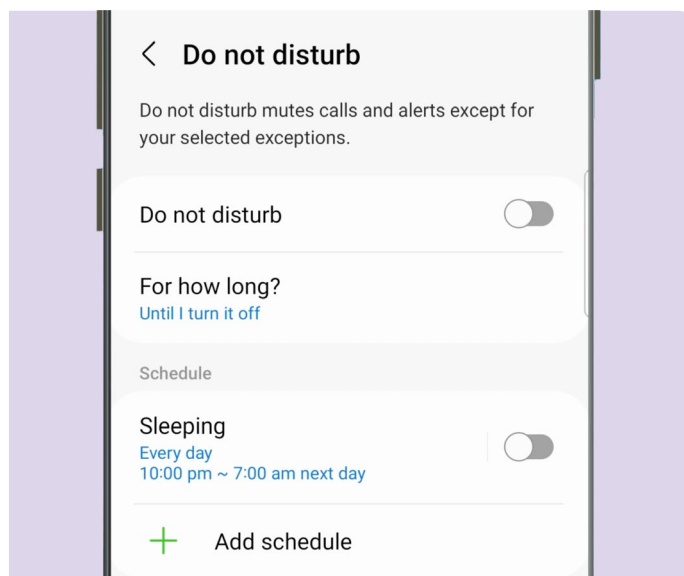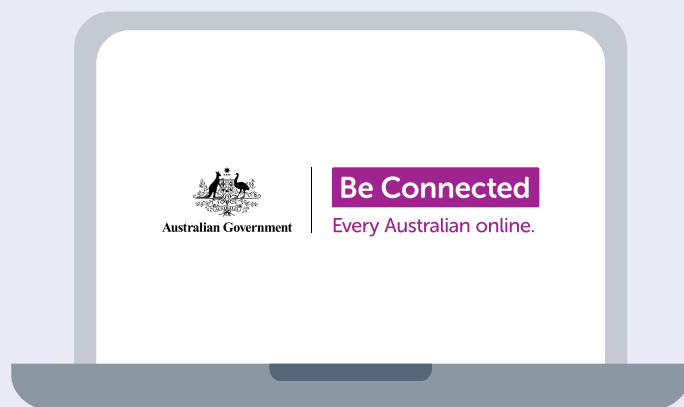

eSafety tips for using apps on your Android phone

- Only download apps from Google Play, also called the Play Store.
- Review apps permissions, especially those with access to your contact list, camera, storage, location and microphone.
- If an app needs access to your location data to function, think about limiting the access to only when the app is in use.
- Keep apps updated and delete any apps you no longer use.

Take the time to discover Be Connected

Be Connected is a comprehensive website with free resources specifically designed to support older Australians to connect online safely and navigate the digital world confidently. The site is also useful for families and community organisations who want to help older community members access all the benefits of the internet.

Visit beconnected.esafety.gov.au

This program has been developed by eSafety as part of the Be Connected initiative.