

Android phone: Saving and sharing

Using My Files to organise your files and documents, and share them.

You can save a file to your Android phone and find it using the **My Files** app. You can also delete files you don't want anymore and share files with a friend using email.

What you will need

Before you begin the course, check your Android phone is charged up, switched on, and showing the **Home** screen. Your phone operating software should also be up to date, and you should have an email account set up on your phone.

Remember, there are lots of different brands of Android phone, and they all do things slightly differently. Some of the screens on your phone might look a little different to the ones on this tip sheet, but you should still be able to follow along.

Using email to look at files

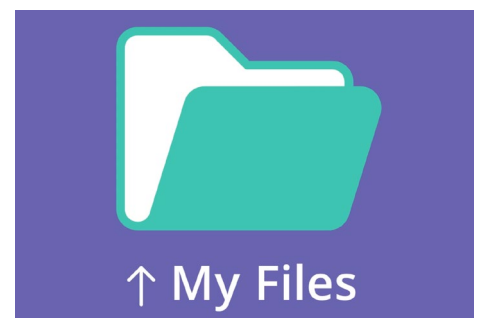
Your phone can receive and read files using an **email** app. For instance, if your travel agent emails you an itinerary, you can tap on it in your email app to read it.

Saving files to your phone instead

Instead of searching your email each time you need to view the itinerary, you can save it to your phone and access it quickly and easily using the **My Files** app.

You can read saved documents in **My Files** even when you don't have access to Wi-Fi or mobile data, which is great when travelling.

To see how this works, follow along with the steps in this guide to save our travel itinerary to the **My Files** app. Remember, while you won't have your own email with a travel itinerary to hand, the following steps will work with any kind of file you receive as an email attachment.



The My Files app stores documents and other files you might need to access on your phone

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Opening the email in Gmail

We'll use **Gmail** as our email app for this guide. If you have a different type of email account, you should still be able to follow the steps below, but they may look a little different.

1. Swipe up from the bottom of the **Home** screen to show the **Apps** screen. Then find the **Gmail** app and tap it.
2. The **Inbox** shows a list of recent emails. Our travel agent has just sent us an itinerary for our trip, so it appears as a new email at the top.
3. Tap on the email to open and read it.

Most emails are safe, but never click on a link or open an attachment you're unsure about. A link or file inside an email may contain viruses or other unwanted software.



4. The attachment is at the bottom in a preview box. The file name tells you it's an itinerary.
5. Instead of tapping on the attachment to open and read it, we'll use the **Download** feature to save the attachment to the phone. Tap the **Download** icon.
6. A little **Download** icon notification confirming the download will appear at the top of the screen.
7. The itinerary is now saved to our phone.

Reading the itinerary using My Files

The **My Files** app will let you find and then read the itinerary you just saved. First tap the **Home** button to go back to the Home screen.

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1. Swipe up from the bottom of the home screen to show the **Apps** screen, find **My Files**, and tap it.
2. **My Files** opens. Find **Internal Storage** on this screen and tap it to continue.
3. A list of all the folders on your phone appears. To see the files inside a folder, you just need to tap on it.
4. We downloaded the itinerary from Gmail, so find **Download** in the list, and tap it to see the files inside.
5. Find the file with itinerary in the name and tap it.
6. You may be asked to choose an app to open the file. Because the itinerary is a PDF file, tap the **Drive PDF Viewer** icon, then tap **Always**.
7. The itinerary will open on the screen, ready for you to read.
8. When you've finished, tap the **Back** button to close the itinerary and see the **Download** screen again.



Once you've found your file, you may need to choose an app to open it

Sharing files with a friend

Now, we're going to send the itinerary to a friend as an email attachment.

1. Tap and hold on the itinerary until a row of icons appear at the bottom of the screen.
2. Find the **Share** option, which looks like three dots joined together, and tap on it. The **Share** menu appears and shows different ways you can share files and other content from your phone.
3. Find and tap on the **Gmail** icon. It looks like a big red **M**. Gmail will open, with the itinerary already included as an email attachment.
4. Enter your friend's email address in the **To** box.
5. Tap the **Subject** box and type in the subject of the email. Then you can tap inside the **Compose** email box and type a short message, if you want.

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6. Tap the **Send** arrow in the top right of the screen to send the itinerary. The **Gmail** app will close automatically, and the screen will return to the list of files in the **Download** folder.

Deleting a file from your phone

Now, we're going to delete a file about gardening because we don't need it anymore.

1. Tap and hold on the gardening file to bring up the options at the bottom of the screen.
2. Tap on the **Delete** icon. It looks like a small bin. A box will pop up asking if you want to **Cancel** or **Delete**.
3. To delete the gardening file, tap **Delete**, and the file will be removed from your phone.

You should only delete files that you saved onto your phone. It's not recommended to delete any other files as it might cause your phone to stop working properly.



If you decide too late that you want to keep the file, don't worry! Provided you still have the email with the gardening attachment, or know the website you downloaded it from, you can save it to **My Files** again later.