

# The Amazon Fire Phone

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Master your Amazon smartphone  
including Firefly, Mayday, Prime, and all the top apps



Scott McNulty

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**Scott McNulty**

Peachpit Press

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*For my mom.*

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Any mistakes are my own.

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## CHAPTER 4

# Email

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Email is a part of our culture, and it is expected that you can read and respond to emails no matter where you are. With your Fire you can do this (assuming you have a network connection) and even more.

Once you've read this chapter, you'll be the master of email on your Fire, though your Fire can't automatically clear out your inbox for you—yet.

The Fire supports several kinds of email accounts:

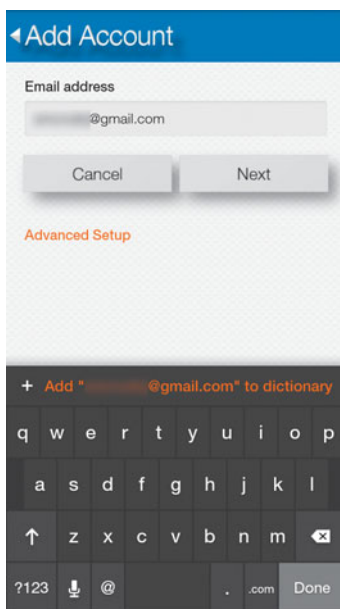
- POP accounts download your email messages from the mail server and store them on your Fire. Once they've been downloaded, they can be deleted from the server.
  - IMAP is the setting I recommend to people. Instead of downloading email to your Fire and deleting it from the server, with an IMAP account the mail stays on the server but is readable on your device. Lose your Fire? Your email is still on your mail server, so it is safe and sound.
  - Exchange. Many corporations use Exchange for email, contacts, and calendaring. The Fire supports all of those uses.
- **NOTE** Contact and calendar syncing is also supported for Yahoo, Gmail, and Outlook email addresses.

# Setting Up an Email Account

If a major email provider supplies your email account, chances are that it will be very easy to set up on your Fire. If, however, you run your own email server or get email from a smaller provider (perhaps your web host or a super nerdy friend), then you'll have to know a little bit more before you can start checking your email.

Let's start with the easiest setup first, the large providers:

1. Open the Quick Settings panel by swiping down from the top of the Fire, and tap the Settings icon.
2. Tap the My Accounts section.
3. In the expanded My Accounts section, tap Manage Email Accounts.
4. Tap Add Account (4.1).



4.1 Enter your email to start the email setup process.

5. Your Fire automatically configures the email settings based on the email address you entered. If you've entered a Gmail account, the Fire sends you to Gmail's authorization page (4.2). Enter your Gmail account password and tap Enter. If you have two-factor authentication

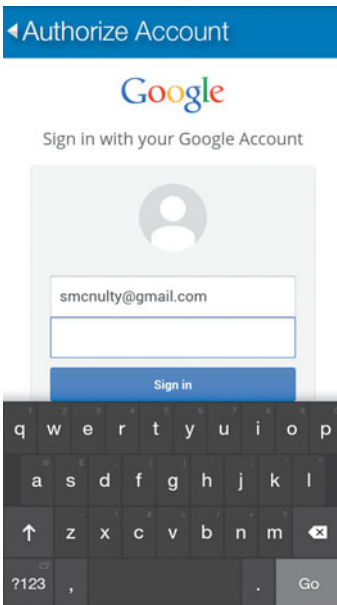
enabled on your account (if you don't know what this means you don't have it enabled), enter your one-time code and tap Enter. Google then displays the list of permissions you're giving your Fire by adding this account to the phone. If you don't want to add the account, tap Cancel; otherwise, tap Authorize and the account is added.

For all other email account types, a password field appears (4.3). Enter your password, but keep in mind that by default the password is displayed as you're typing. If you want the password to be displayed as a series of asterisks to foil snooping eyes, tap the Hide Password box.

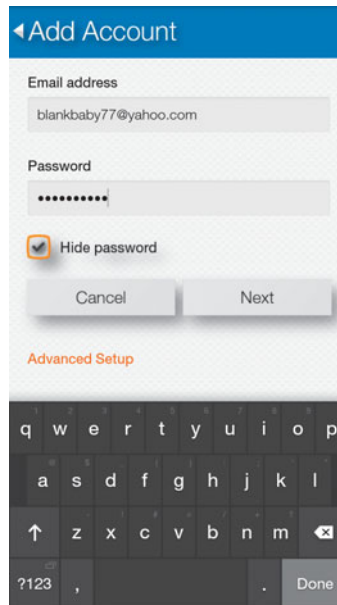
Tap Next when you've finished entering your password.

That's it! Your email account is set up. Your Fire is busy downloading email (and your contacts and calendar, if appropriate) in the background. This process can take a few moments. You can go right to this account's inbox or add another email account if you like (4.4).

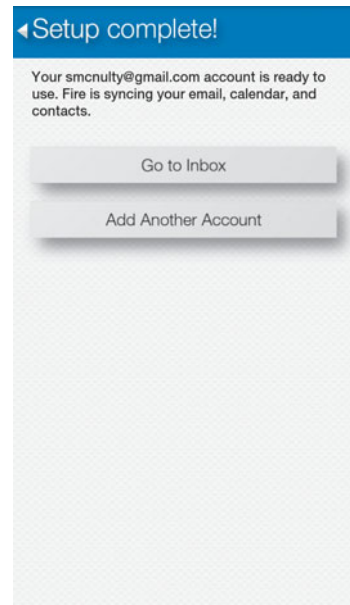
- **TIP** If this is the first email account you're adding to your Fire, you can get to the same screen by sliding out the right panel on the home screen and tapping "Tap to add an account for email and calendar updates" or by tapping the Mail app's icon.



4.2 For Gmail accounts, sign in with your Google user name and password.



4.3 Other email types will prompt you for your password right in the app.



4.4 You're done! Go check your email.

## Exchange Accounts

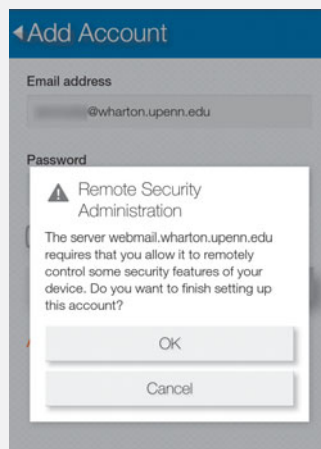
Many corporations give people Exchange accounts for email, calendaring, and contacts. Exchange is Microsoft's email server product, and as you might imagine, it was designed to be run in big companies. Why should you care about this? Well, if you have an Exchange account, your Exchange administrator (that's the team or person who runs the Exchange servers for your company) can set security policies. These policies can be applied to your Exchange account and might force you to change some settings on any device that you connect with your Exchange account (your Fire phone, for example).

For example, my Exchange admins decided that if I connect my Exchange account to a mobile device, that device must have a password on the lock screen and must be encrypted.

By default, neither of these things is true of a Fire phone. When I added my Exchange account, the Fire warned me that the Exchange server wanted to change some settings on my phone and asked if I was OK with that (4.5). I tapped OK, but if I didn't want a lock code or encryption on my device I would have had to have tapped Cancel. I wouldn't be able to check my Exchange mail, calendar, or contacts, but I wouldn't have to change my phone's settings either.

Organizations impose these requirements for a simple reason: phones are easy to lose. If you lose a phone with super secret corporate documents on it, wouldn't it be cool to prevent ne'er-do-wells from just swiping up and seeing everything on the phone?

Encryption, lock codes, and other security-related topics are covered in Chapter 16.



4.5 Exchange accounts can require heightened security settings.

If your email account's settings aren't automatically detected by the Fire, you'll need to know some information about your account to successfully set it up:

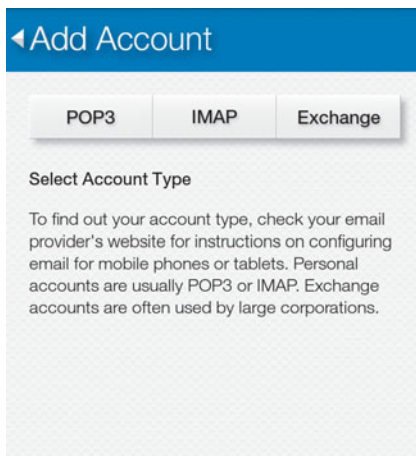
- Whether your account is POP or IMAP (Exchange accounts are almost always auto-detected)
- The mail and SMTP server addresses

If you don't know this information, consult your email provider's documentation. This is basic information about your account, so it shouldn't be difficult to track down.

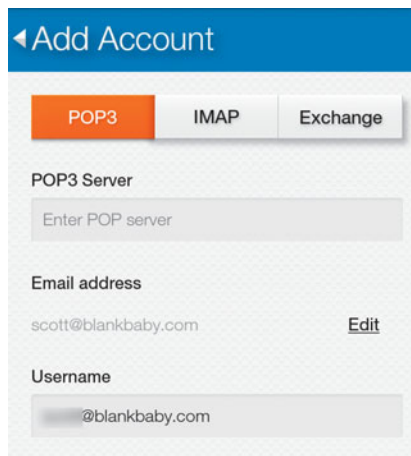
Once you've gathered that information, the process is very similar to the one for setting up a Gmail account:

1. Swipe down to open Quick Settings, go to Settings > My Accounts, and tap Manage Email Accounts.
2. Enter your email address and tap Next. The Fire asks you to enter your password so it can try to auto-configure your account.
3. The Fire will fail to detect your account's settings, so it will ask you to configure them manually (4.6). Along the top of the screen, you'll see the three types of email accounts supported by the Fire. Since you've already gathered some information about your email account, you should know if it is POP, IMAP, or Exchange.

For POP accounts, tap POP3 (4.7).



**4.6** Manually adding an account allows for email accounts from smaller providers.



**4.7** Enter the details of your email account.



Enter your POP and SMTP server details (the email address and password you previously entered are automatically filled in here). By default, your Fire will download email but won't delete it from the server. Tap Delete Email from Server to change this behavior to "When I delete from Inbox." This will make it so that when you use your Fire to delete an email in this account, it will be deleted from the email server as well.

The IMAP settings are nearly identical except for one setting: Default Folder. Enter the default folder for your IMAP account if you have one (consult your email provider's documentation to find out if you need to set this; most people do not).

Tap Exchange to manually set up an Exchange account, which might be needed if your organization is running an older version of Exchange. You'll need the Exchange server address, your user name, and your password. You might also need the domain for your email.

No matter which account type you are setting up, you can also look at the security settings by tapping Security Settings and Ports. The defaults should work 99 percent of the time. The documentation for your email account will tell you very clearly if you need to change the security settings or port numbers, and this is where you can do that.

4. Tap Next, and your email account is successfully set up. If contacts or calendar sync is supported, that will also start working for this newly added account.

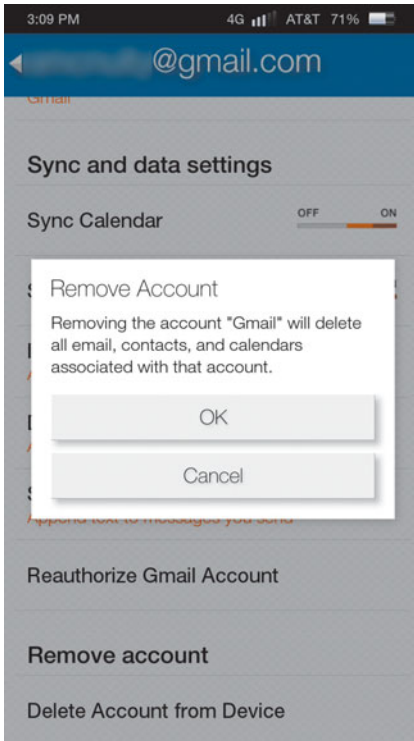
► **TIP** You can always access these settings when adding a new email account by tapping Advanced Settings after entering an email address in the setup screen.

## Deleting Accounts

Deleting an email account from your Fire is simple:

1. Open the Quick Settings panel, and tap the Settings icon (or tap the Settings icon in the Carousel if it is there).

2. Tap My Accounts, and then tap Manage Email Accounts.
3. All your accounts are listed under the Accounts heading. Tap the one you want to delete.
4. Scroll down to the Remove Account section, and tap Delete Account from Device (4.8).



4.8 Deleting an account is easy. Just the data on your phone is deleted.

5. Tap OK.

The account has been removed, though all of the information associated with that account is still available on your provider's servers (unless this is a POP account that's set to delete email from the server).

# Account Settings

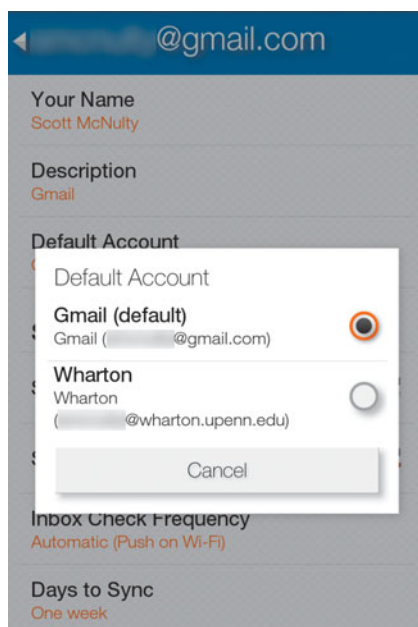
While we're in the account settings for one of your email accounts, let's take a look around and see what you can set here (4.9).

## Display

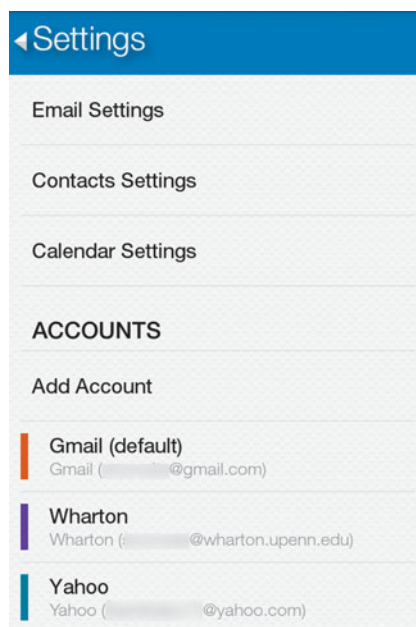
The email address of the currently selected account is displayed at the very top of the Email Settings screen.

The Your Name field is the name that is displayed when an email from you appears in someone's inbox. The Description field shows what this email account is named in the Fire interface. Tap either one to edit its text.

Default Account is the account that the Fire will use by default when creating new email messages. Tap here to change the default to any currently linked email account (4.10).



4.9 The email settings also list all the accounts on your phone.



4.10 Make your default email account the one you use most often.

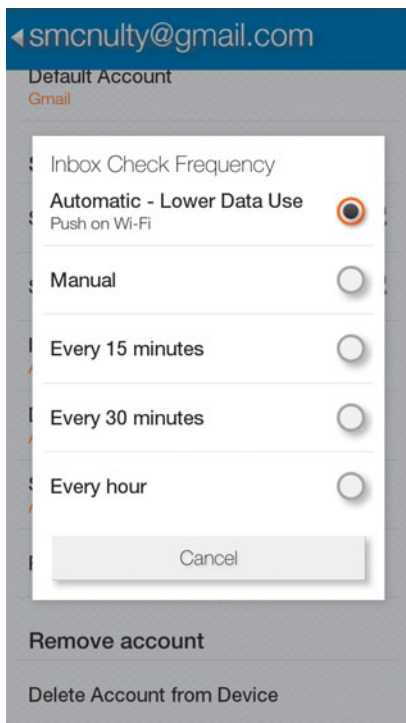
## Sync and data settings

Setting up an email account wouldn't be of much use if it didn't actually sync your email to your phone. But whenever you get an email on your Fire, that process uses a little data (or a lot of it, depending on the message). This doesn't matter much when you're on Wi-Fi, since you can generally use as much bandwidth as you like without consequences, but when you're on a cell network you can use only as much data as your plan allows before you enter "overage charges" territory. No one likes that.

The Sync and Data Settings section controls what gets synced with your Fire on a per account basis and how often this syncing happens.

The Sync Calendar and Sync Contacts toggles turn on and off syncing of calendar and contacts for supported accounts. Tap the toggle to change it from its current position (on to off and vice versa).

Inbox Check Frequency tells your Fire phone how often to poll this account for new email (4.11):



**4.11** Set the frequency your inbox will update.

- **Automatic:** Also called “Push,” this option is available for certain supported email accounts (Gmail and Exchange, to name two). When an email is delivered to your inbox on the remote server, the server “pushes” the new message to the Fire. The Fire doesn’t need to check at all; the server just sends the new message and it appears on your phone instantly.

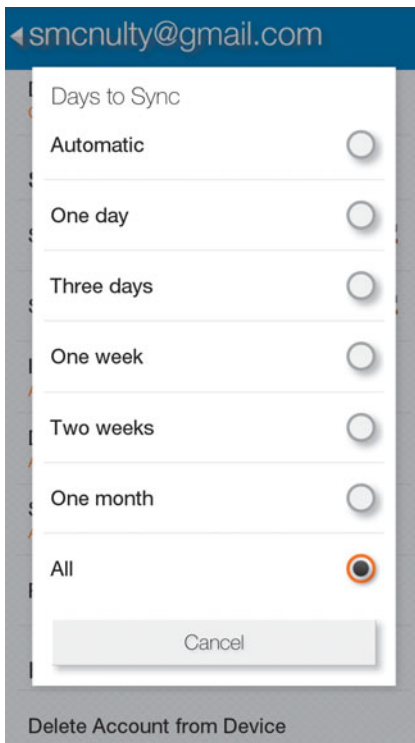
For some accounts, like Gmail, when this option is selected it will work only when your Fire is connected to a Wi-Fi network. When connected to the cell network, the Fire will check infrequently in order to use less data.

- **Manual:** New mail is checked for only when you initiate the check yourself. The Fire won’t automatically check for email. This is a great setting when you’re on vacation, or if you’re very concerned about data usage, because you are in total control over when you will get new email.
- The remaining options allow you to set a schedule for when your Fire will check for email. Select Every 15 minutes, Every 30 minutes, or Every Hour, and your Fire will check for email on that schedule. You can also manually check in case you’re anxiously awaiting a particular email.

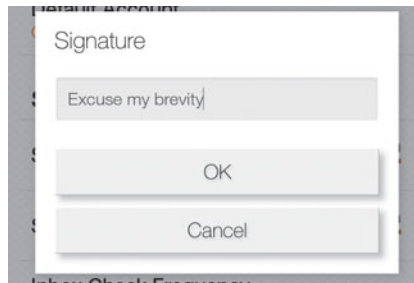
Days to Sync tells your Fire phone how much of your email you want to have available on the device (4.12). You can select Automatic and leave it up to the Fire, select a particular time period (one day to one month), or just select All to have all the email in that account available on your device. You can change this setting at any time, so I recommend starting with one week and then adding more time if you find yourself looking for older email. When changing this setting to a longer period, you should be connected to a Wi-Fi network; faster download speeds will make the sync process quicker.

You can append a signature to every new email you send from your Fire. In fact, the Fire thoughtfully appends the signature “Sent from my Fire” to new emails by default. If you’d rather your Fire didn’t do this, or you want to change the signature to say something else, tap Signature and edit the text (4.13). Enter new text, or delete all the text, and tap OK.

Signatures are per account, so your work account can have a signature with your work phone number and fax number, while your personal account could have a whimsical or inspirational saying.



4.12 Days to Sync controls how much email is downloaded to your phone.



4.13 This signature will be inserted into all email sent from your Fire.

Server Settings are found at the bottom of the settings screen for each account type (other than Gmail). Tap this to change server settings, login information, and more.

At the bottom of the settings screen for Gmail accounts, you'll find a Reauthorize Gmail Account option. This allows you to get back in to your Google account should you change the password.

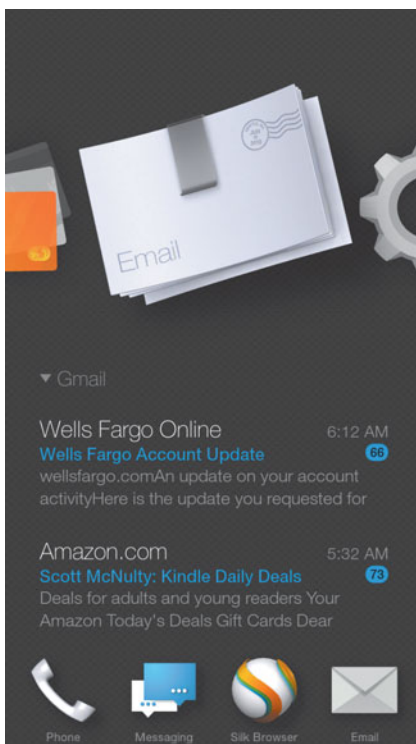
## Checking and Reading Your Email

Now that your accounts are set up, it's time to actually check your email. Launching email is as simple as tapping the Mail icon at the bottom of the home screen.

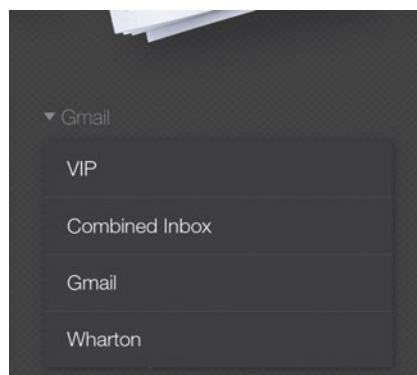
You can see a few recent messages in the preview beneath the Mail icon in the Carousel (4.14). Tap one of those previews to go directly to that message in the Mail app.

Tap the triangle under the icon on the Carousel to set what is included in the preview (4.15):

- **VIP:** You can designate certain contacts as VIPs, which allows you to highlight messages from them. More about VIPs in Chapter 5.
- **Combined Inbox:** Combined Inbox is what I have my Carousel preview set to because I have two email accounts on my Fire: my work email and my personal account. This view shows me email from both inboxes together, sorted chronologically. The emails themselves are still in the individual accounts; this view just makes it easy to see all your email across your inboxes at once.
- **A particular account:** Display only emails from one account.



4.14 Email is previewed on the Carousel.



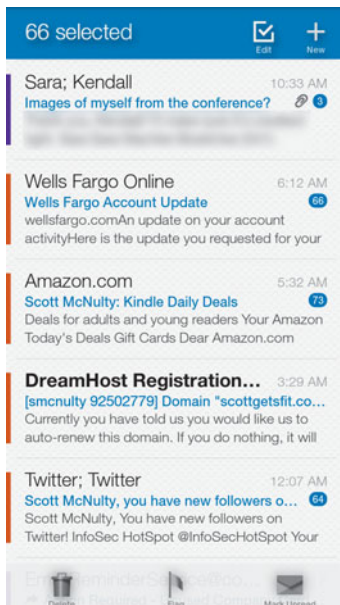
4.15 You can select which inbox is previewed.

Tapping the Mail app icon brings you to your inbox. The upper-left corner tells you what account and folder you're in. In 4.16 we're looking at the combined inbox. Unread messages are in bold, and each message has a colored bar on its left edge. Each account gets its own color so you can quickly see which account this message was sent to. The sender's name is displayed above the subject and a brief preview of the message.

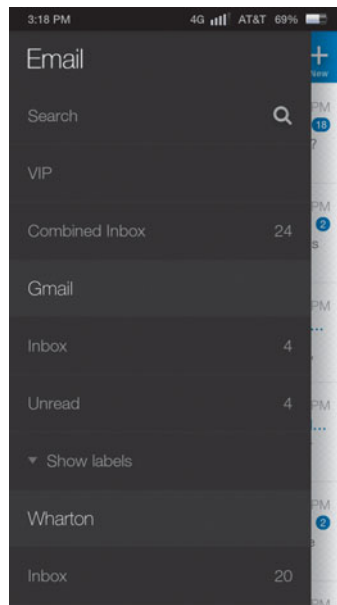
Swipe up to scroll through the messages, and swipe down to return to the top of the message list. If you pull down (swipe down and then release) while you're at the top of the message list, the Mail app checks for new messages.

The mail app's left panel allows you to jump to different email accounts or directly to folders within those accounts (4.17). Just swipe or tilt to the right to bring the panel up, and tap the account or folder you're interested in.

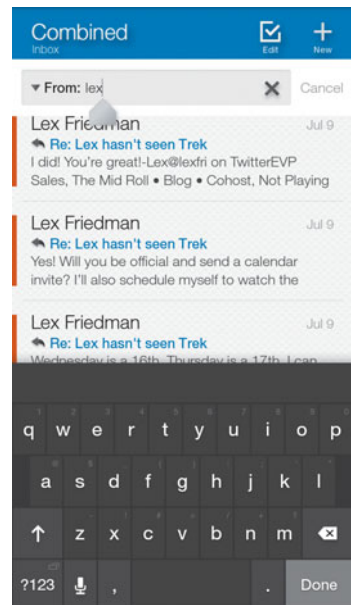
Tapping Search reveals a search field at the top of whatever view you're currently looking at (4.18). You can search the From, To, or Subject fields by tapping one, entering your search term, and then tapping the Done key. The search results appear. Tap an email to see the whole thing.



4.16 Emails are color-coded by account in your inbox.




4.17 The left panel shows all your accounts and folders, as well as special folders like VIPs and the combined inbox.

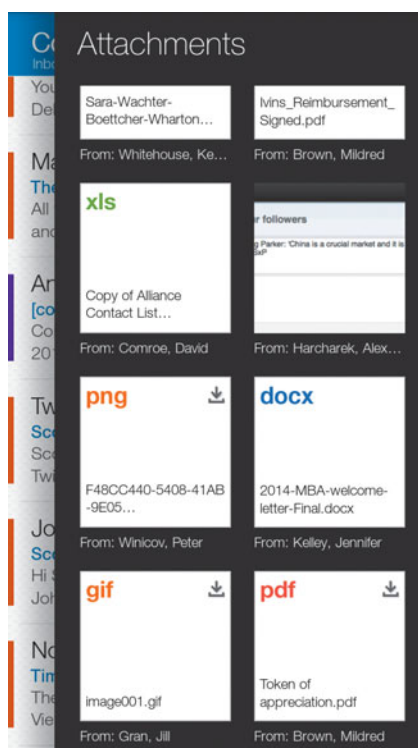


4.18 Search results update as you type.

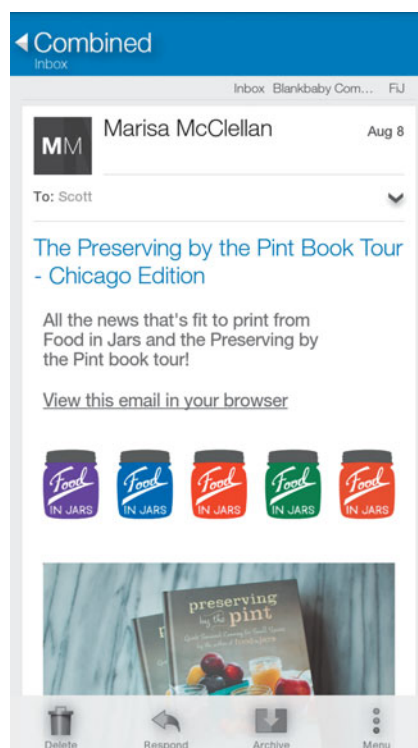


The right panel in the inbox or folder view is pretty neat (4.19). It lists all the attachments in that folder or inbox. Swipe up and down to go through the list. If the attachment has been downloaded, just tap it to open it, but if it still needs to be downloaded to your Fire (if it has this icon on it , the attachment needs to be downloaded), the first tap will start the download process. When the attachment has been download, tap it again to open it.

When you're in an email, the upper-left corner shows the icon of the person who sent you the email (4.20). This is either the picture assigned to this person in your contacts or their initials. Right next to that are their name and the date you received the email. Below that are the To field and a downward arrow. Tap the arrow and you'll see the time and date that the email was sent.



4.19 The right panel displays all the files attached to emails in your inbox.

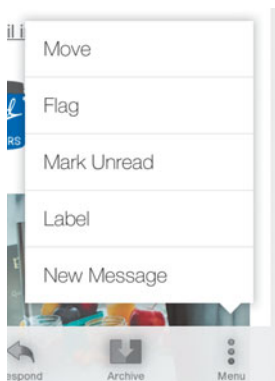


4.20 An email.

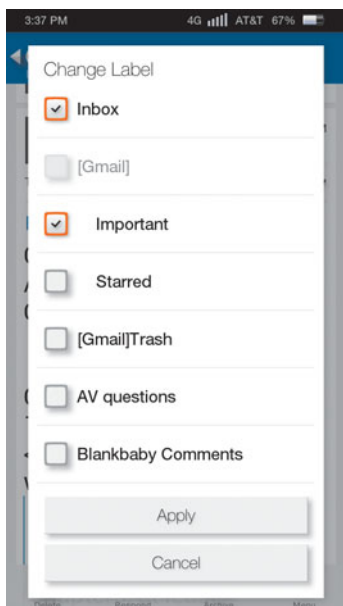
The subject of the email is displayed in blue, and below that is the body of the message. In some cases you'll see a Show Complete Message button. That's because that message was rather large, so the Fire didn't download the whole thing. Tapping that button displays the entire message.

Along the bottom of every email message you'll see four buttons:

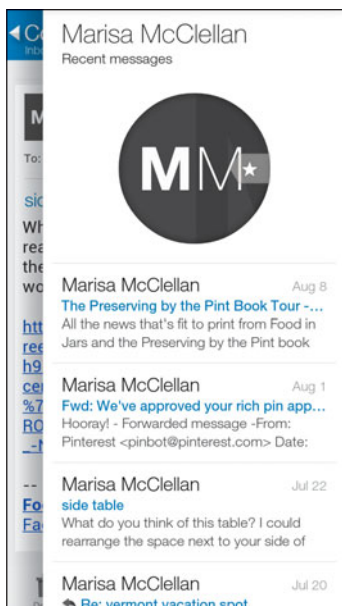
- **Delete:** Deletes the email.
- **Respond:** Tap this button and you get three options: Reply (send a reply to the sender), Reply All (send a reply to the sender and anyone in the CC field), and Forward (send this email to someone else so they can have a copy).
- **Archive or Delete:** For Gmail accounts, you'll see an Archive button, which will move the message out of your inbox and into your archive so you can search for it later. All other email accounts have a Delete button to trash the message.
- **Menu:** Tapping this reveals a number of options. **Move** brings up a list of the folders in that email account (4.21). Tap one of the folders and the message is moved into it. **Flag** puts a little flag next to the email so you can reference it later. **Mark Unread** changes the state of the message from read to unread (it will be displayed in bold in the Inbox view). **Label** is another one of those Gmail-only options; "labels" are Gmail's folders. Tap Label and a list of the available labels is shown (4.22). You can apply as many labels as you like to one email message by tapping the check mark next to each label. Uncheck labels by tapping once more. Tap Apply and the labels are shown in small letters at the top of the email. Tap **New Message** to create a new, blank email.



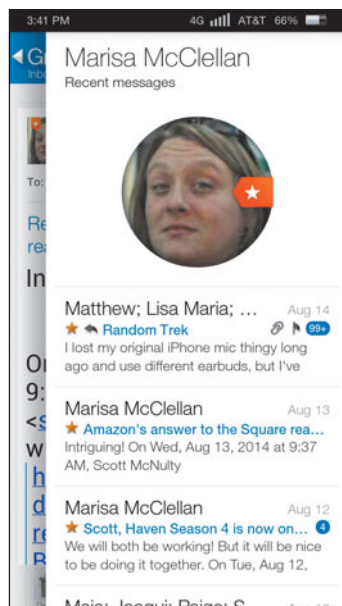
**4.21** The Menu button gives you access to some useful functions.



4.22 Labels in Gmail are supported. Tap to add a label.



4.23 While you're in an email, the right panel displays all the email you've received from the sender.



4.24 Marisa is now a VIP in my contacts, as she should be.

While you're reading an individual email, the right panel (swipe from the right edge to the left, or tilt the right edge toward you) shows you recent messages from the same email address (4.23). Scroll through emails by swiping up and down, and open one by tapping it. Tap an avatar (the circle with either your contact's picture or their initials) to mark that person as a VIP, denoted by an orange star (4.24) (more about VIPs in Chapter 5). Swipe or tilt to the right to dismiss the panel and return to the message.

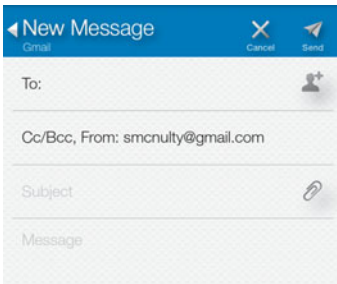
You can quickly go to the next or previous email by swiping from the center of the message you're reading. Swiping to the right goes to newer emails (based on the date and time the email was delivered), and swiping left brings you to older emails.

To get back to your inbox, you can either tap the name of the inbox at the upper-left corner of the screen or bring out the left panel and tap whatever inbox or folder you want to hop into.

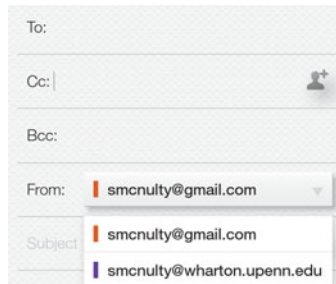
# Composing Email

When you're in an inbox view, tap the New button in the upper-right corner to create a new, blank email (4.25). The From field will automatically be set to your default email account. Tap it to expand the CC/BCC and From fields. You can then tap From and select a different email address to send from (4.26).

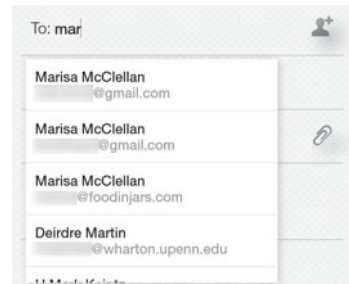
Once you've settled on an email address to send from, type an address into the To field (adding addresses to the CC and BCC fields works the same way). As you type, your Fire will suggest email addresses of your contacts (4.27). Tap the contact that you want to send to, if they're listed. If not, continue typing the email address.



4.25 A new email message. Oh, the possibilities.

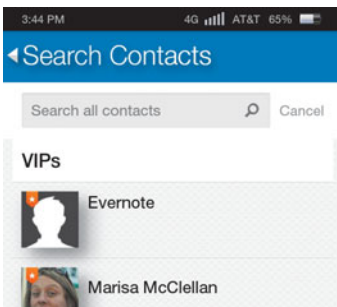


4.26 Select an account to send from.



4.27 As you type in the To field, suggestions from your contacts appear.

Alternatively, if you know the person you want to email is in your contacts, you can tap the Contacts icon. This brings up your list of contacts. Scroll through them, or enter a name in the search field at the top (4.28). Tap the person you want to send to.



4.28 You can search your contacts directly.

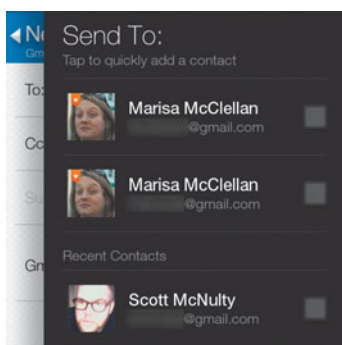
You can also quickly add VIPs and recent contacts to an email message by opening the right panel (4.29). Your VIPs and recent contacts are listed. Tap any or all of them to add them to the message.

If you're emailing someone in your contacts and they have more than one email address listed, how do you make certain you're sending the email to the right address? Tap their name in the To/Cc/Bcc field, and a menu will drop down that includes all the email addresses for that contact (4.30). The email address to which this email is addressed has a checkmark next to it. To send to one of the other email addresses listed, just tap the address and the checkmark moves to that address.

To remove addresses from any of the recipient fields, tap the address and tap the Delete key on the keyboard.

► **TIP** If you want to send a message to multiple email addresses that aren't listed in the right panel, you'll have to add each email address separately.

Tap the Subject field to add a subject to your email. At the end of the Subject field is a paper clip icon that allows you to attach files to your email. Tap the paperclip to bring up the Attachments menu, which has the following options (4.31):



**4.29** While you're composing an email, the right panel displays VIPs and recent contacts.

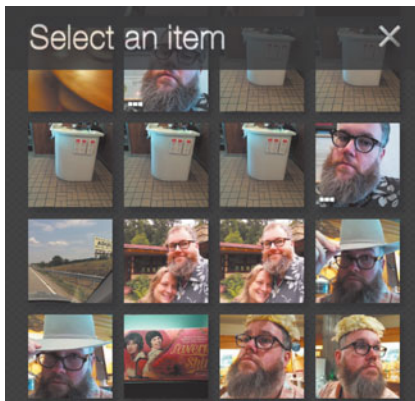


**4.30** For contacts with multiple emails, tap the To field to select another email address.

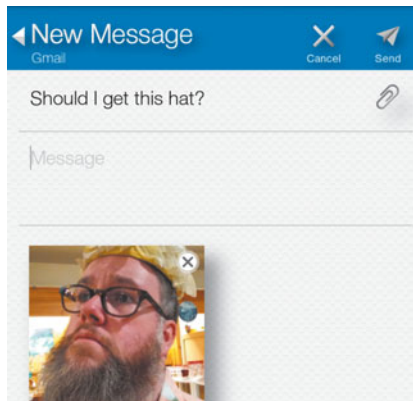


**4.31** You can attach photos, videos, or files to email.

- **Attach a Photo:** Tapping this brings up the pictures on your Fire's camera roll (4.32). Tap the one that you want to attach to your email, and you'll see a large preview with two icons below it. Tap the X to pick a different photo; tap the checkmark to select this one. When you select a photo, it is added to the email in the attachment section under the message field (4.33).
- **Attach a Video:** The same as the above, only with videos.
- **Attach a File:** When you tap this option, your Fire will ask you to select an app from which you'd like to attach files. Tap the app, and then select the file you want to attach.
- **Capture a Photo:** Tapping this launches the Camera app so you can take a new picture and attach it to this email. Point the camera at whatever you want to snap a picture of, tap the shutter icon, and then tap the checkmark to attach it to your email (tapping the X cancels the process and returns you to your email; tapping the Camera icon discards the image you just took but allows you to take a new one). Taking pictures with your Fire is covered in Chapter 10.
- **Capture a Video:** Same as the above, only with videos. Be careful of file size when sending videos via email—they can be large, and many email servers will reject email messages with overly large attachments.




4.32 Tap a photo (or video) to attach it.



4.33 The attachment is displayed with an X icon. Tap to delete.

An email message can have multiple attachments. Keep adding attachments until you're done; they will all be displayed in the attachment area. Each attachment will also sport an X icon in the upper-right corner of its icon. Tap the X to remove that attachment from the email.

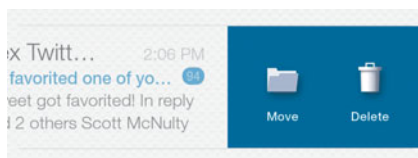
You've got attachments, a recipient, and a subject, so now all you need to do is type a message (though that is optional). Tap the message's body field and type (or dictate) your message. There's no limit to the amount of text you can include. You can even copy and paste text from other sources into your email.

Tap the Cancel button in the upper-right corner to discard a message. Tap the send icon  to email the message. An animation indicates that the message has been sent, and you're taken back to your inbox.

- **TIP** You can compose emails even when your Fire is in Airplane mode or otherwise disconnected from networking. When you send messages without a data connection, they are queued and sent as soon as the Fire connects to a network.


## Managing Email

Once you're back in a folder or inbox, you can manage your email. Swipe to the left on any of the messages in the list to reveal two icons: Move and Delete (4.34). Tapping Move brings up your folder list, into which you can move the message. Tapping Delete immediately deletes the message.



**4.34** Swiping an email reveals these buttons.

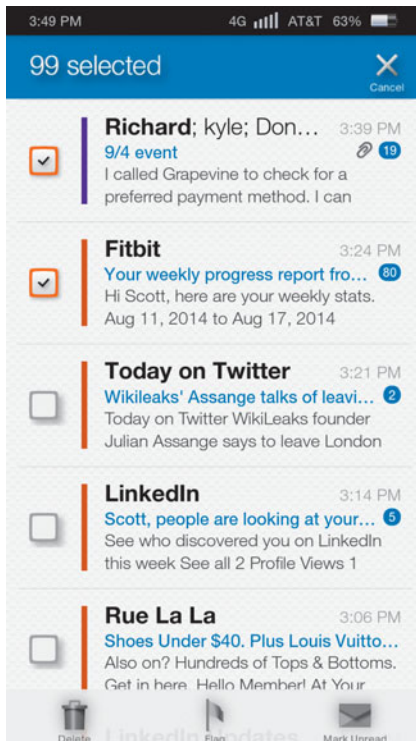
- **TIP** Swiping an email in the Carousel will reveal a Delete button, so you can delete emails without going into the Mail app.

If you want to move or delete a large number of emails at once (or a number greater than one for that matter), tap the Edit button  in the

upper-right corner of the folder you're in. All the emails will slide to the right, and checkboxes will appear to their left (4.35). Select the emails you want to edit by tapping them. As soon as one email is selected, the edit action buttons appear at the bottom of the display. When you're in your combined inbox, you'll have the actions Delete, Flag, and Mark Unread. If you're in a Gmail account, you'll see Delete, Archive, Move, and a Menu button that contains Flag, Mark Read/Unread, and Label.

Delete, Mark Read/Unread, Move, and Label have been covered. Flagging a message applies a little flag to the message so that you know it is notable for some reason (4.36). These flags do show up in other email clients, so you could, for example, flag emails that you want to respond to when you get back to your computer.

► **NOTE** When you have only flagged emails selected, the Flag button turns into an Unflag button.



4.35 You can mass-edit emails.



4.36 Flag an email to note that it's important.



Archive, for Gmail accounts, removes the email from your inbox but doesn't delete it. The email is in your Archive folder, so you can find it later.

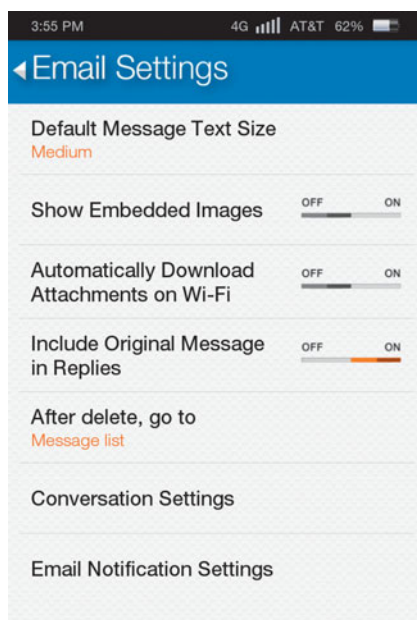
Tap Cancel to close out of editing mode.

You can also enter editing mode by long tapping an email in the list. This does the same thing as tapping the Edit button, with an added bonus: the email you long tapped is automatically selected, saving you a tap.

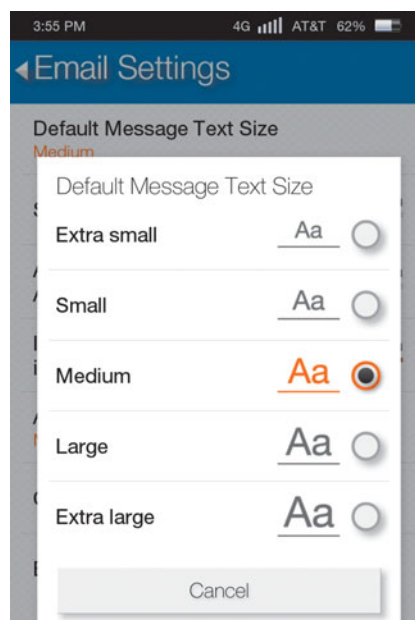
## Customizing Your Mail

Slide out the left panel while you're in your email, and swipe down until you see Settings in the More section. Tap Email Settings, and you'll see a few settings that you can play around with (4.37).

By default, the text in the Mail app is kind of small. Tap Default Message Text Size to choose a new size from five options (I usually go with Medium) (4.38). The font size is changed immediately, though it only impacts the text size of email messages, not the rest of the Fire's interface.



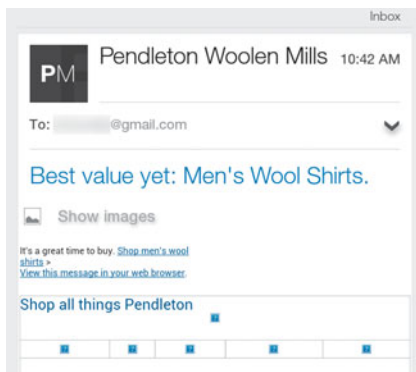
4.37 Email settings control everything from text size to the downloading of attachments.



4.38 The five text sizes available in the Mail app.

Next up are three options that can be toggled on or off:

- **Show Embedded Images:** Leave this on if you want images in emails to be shown automatically. When this setting is off, a Show Images button appears in emails with images (4.39). Tap it to show images in just that email. The button then changes to “Always show images from this sender” (4.40). Tapping that will automatically show images in all messages from that person in the future.



**4.39** Tap Show Images to download and display the images in this email.



**4.40** Show images once, and you can tell your Fire to always display images from this sender.

- **Automatically Download Attachments on Wi-Fi:** Off by default, this setting will download attachments only when your Fire is connected to a Wi-Fi network. This will save you a tap (usually you have to tap to download the attachment and then tap again to open it), but keep in mind that your Fire has limited storage capacity. If you often get emails with large attachments, you should probably leave this off.
- **Include Original Message in Replies:** You'll notice when you reply to an email on your Fire, the original email's content is copied into the new email and your response is on top. If you don't like this, toggle this off and the new email will just have your response. I find that it is helpful to include the original email in responses because it maintains some context, but it is a stylistic choice.

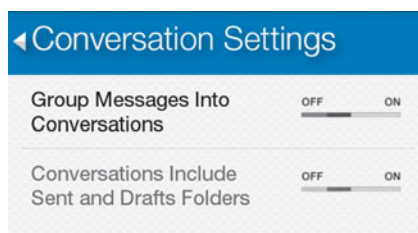
The next three settings affect how you interact with your mail.

After you delete a message, you are taken back the message list of whatever folder you were in. Tap “After delete, go to” for two other options: Newer Message and Older Message. Tap one, or tap Cancel to keep the setting as it is.

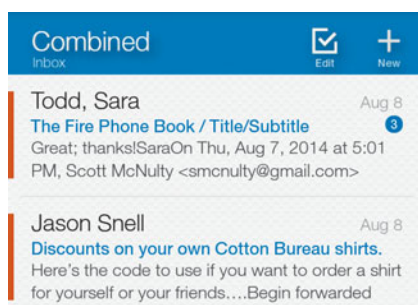
Tap Conversation Settings to see the options for grouping conversations (4.41). Your Fire can group, or display together, conversation threads in the message lists. If you toggle this on, your Fire will group any emails with the same subject line together in the message list and display a blue number that represents the number of emails in that conversation (4.42). You can move and delete the conversations as a group.

When you tap a conversation, the most recent message is displayed with excerpts of the previous messages displayed above (4.43). Tap any excerpt to see the full contents of that message.

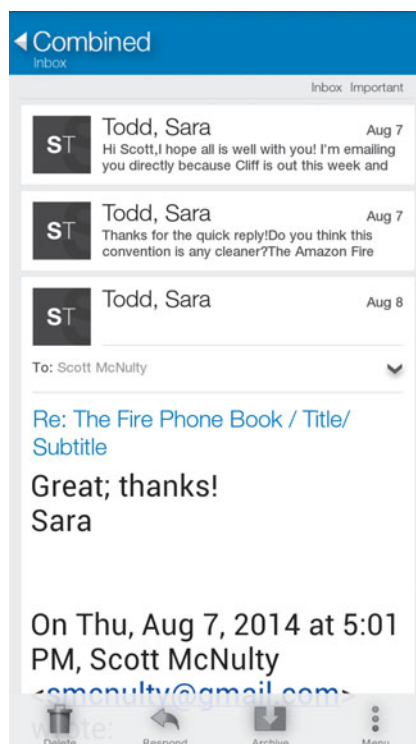
Now you'll notice that only the emails that I received are included in the conversation display. If you turn on Conversations Include Sent and Drafts Folders, then your responses (and responses you are drafting) will be included in the conversation display.



4.41 Conversations group emails by subject.



4.42 Conversations display the number of emails in the conversation to the right of the subject line.



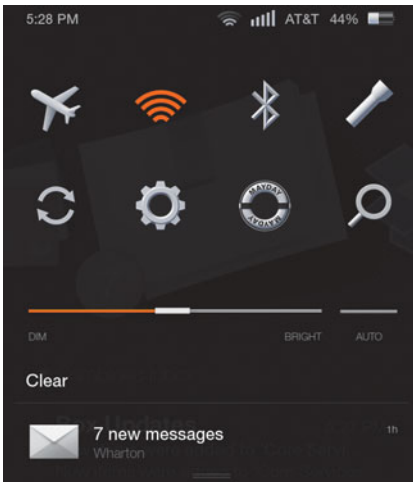
4.43 Reading a conversation.

Swipe up or tap the left arrow at the top of the conversation settings to return to the Email Settings screen, and tap Email Notification Settings.

Your Fire has several ways it can notify you of new email. By default, it will use notifications to show you a preview of new email (4.44). Swipe down from the top of the screen to see your notifications; they're listed under the Quick Settings.

In 4.44, I have seven new messages in my Wharton account. Notice the three lines in the middle of the notification. If I swipe down on those lines I get a quick preview of the messages (4.45). Tap a notification to be taken to the message list so you can read, respond to, or delete the message.

If you don't want these notifications, toggle them off at the top of the email notification screen.



**4.44** Email notifications tell you how many new messages you have.



**4.45** Expand to see more information about the email.

You can also toggle on banner notifications here. Banners slide down from the top of the display no matter what you're doing and show you the subject of the new email and who sent it (4.46). They slide back up after a couple seconds, but if you're a quick tapper you can tap a banner notification to be taken to the email. Don't worry if you miss a banner when you're trying to tap them, because they are available in the notifications area of the top panel (swipe down from the top of the Fire) until you dismiss them (by swiping either to the left or right along the notification).



**4.46** Banner notifications slide down from the top of the screen.

If notifications and banners aren't enough, you can also have your Fire make a sound and vibrate every time you get a new message. Keep in mind that these notification settings are shared across all the email accounts on your phone, so you can't set a sound to play when you get email in your work account and your phone to vibrate for your personal email. It is all or nothing.

Tap No Sound (which is the default) in the Sound section to choose which sound is played when you get new email. The Fire comes with a number of different alert sounds, and as you tap one to assign it the sound plays. Swipe up and down to scroll through the list to find that perfect sound. Once you've found the one, tap the checkmark at the top right of the screen to return to the notification settings. The Sound section will now display the name of the alert you picked (you can come back here at any time and change this sound to another or to change back to no sound).

Right under the Sound section is the Vibrate section. When this setting is on, your phone will vibrate every time you get a new email message.

When all the notifications are turned on, this is what will happen when you get a new email in any account:

- An alert sound plays and your phone vibrates.
- A banner slides down from the top with a preview of the email.
- A notification appears.
- A badge on the Mail icon displays the number of new messages.
- The Carousel preview shows you the latest messages in whatever view you have it set to.

You'll have no excuse for missing an email with all these settings on!

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