

Google Maps: Find Your Way

Google Maps helps you find places, plan trips, see traffic, and explore a destination before you go.

Find a place and get directions

1. Open Google Maps. Tap the search box and type a place or address.
2. Tap the correct result. Choose Directions.
3. Check the starting point and destination. Select the car, walking, or other travel option.
4. Look at the route and estimated travel time. Tap Start when you are ready to navigate.

Traffic and different routes

Traffic colors can warn you about slow travel: green generally means traffic is moving, orange means slower, and red means heavy delays. Maps may suggest another route. Always pay attention to the road, not the phone.

Street View and finding your parked car

Street View: Search for a place, then tap a Street View photo or preview when available. Look around to recognize entrances, buildings, and nearby landmarks.

Parking: Tap the blue dot showing your current location and look for Save parking or a similar option. The exact wording may vary by phone and Maps version.

Share your location safely

In Google Maps, tap your profile picture or initial, then Location sharing. Choose a trusted person and how long to share. Return to the same screen to Stop sharing.

REMEMBER Location sharing is optional. Share only with people you trust, and stop when it is no longer needed.

Email: Send and Receive Messages

Email is useful for longer messages, receipts, appointments, and sending photographs or documents. Unlike texting, email uses an email address instead of a phone number.

Read an email

1. Open your email app (Gmail, Outlook, Yahoo Mail, or another app).
2. Open the Inbox. Tap a message to read it.
3. Tap Reply to answer the sender. Type your message and tap Send.

Write a new email

1. Tap Compose, New, or the pencil/plus symbol.
2. In To, enter the recipient's email address carefully.
3. Add a short Subject so the person knows what the message is about.
4. Type your message. Read it over, then tap Send.

Attach a photograph

While writing an email, look for the paperclip symbol. Choose Attach file, Insert photo, or a similar option. Select the picture, wait for it to attach, and send your message.

Recognize suspicious email

Be cautious with unexpected links, attachments, urgent demands, prize offers, and requests for passwords or payment. A message may appear to come from a familiar company even when it does not.

If something seems suspicious, do not tap the link. Contact the organization using a phone number or website you already trust.

REMEMBER You do not have to respond immediately to an email. Take time to check who sent it.

Gemini: Ask Your Phone for Help

Gemini is Google's artificial intelligence (AI) assistant. You can ask it questions in ordinary language. Availability and appearance differ among Android phones.

A useful way to ask for help

Try including three things in your question:

My phone: "I have a Samsung Galaxy phone."

My problem: "The text on my screen is too small."

One step at a time: "Please explain how to fix it, one step at a time."

Try these questions

"How do I make the letters bigger on my Motorola Android phone?"

"Explain the difference between Wi-Fi and mobile data in simple words."

"I cannot find the setting you mentioned. What else might it be called?"

Keep the conversation going

If an instruction does not match your phone, tell Gemini what you see on your screen. Ask it to slow down, explain a word, or give you just the next step.

You can also ask Gemini to help write an email, explain a confusing message, or suggest questions to ask before a trip.

Privacy and good judgment

Do not share passwords, account numbers, Social Security numbers, or other private information with an AI assistant.

AI can make mistakes or give instructions that do not fit your phone. Check important information. Do not change unfamiliar settings just because an AI suggests it.

You do not need to make Gemini your default phone assistant to learn what it can do.

REMEMBER A good prompt is: "I have a [phone brand]. I want to [task]. Show me one step at a time."

Vocabulary: 12 Words to Know

Google Maps

1. Navigation — Directions that guide you from one place to another.
2. Route — The path you take to reach a destination.
3. Street View — Photographs that let you look around a place as though you were standing there.
4. Location Sharing — Allowing someone you choose to see where you are.

Email

5. Email Address — An address used to send and receive electronic messages, such as name@gmail.com.
6. Inbox — Where your received email messages appear.
7. Compose — To write a new email message.
8. Attachment — A photograph, document, or other file sent with an email.

Gemini

9. Artificial Intelligence (AI) — Computer technology that can answer questions and help with tasks.
10. Gemini — Google's AI assistant that you can ask questions and request help from.
11. Prompt — The question or instruction you give an AI assistant.
12. Follow-up Question — Another question you ask to get more information or clarification.

REMEMBER Practice using these words aloud. You do not need to memorize every word today.