

Amazon Alexa App

App Configuration and Usage



Installing the Amazon Alexa app

1. On your smartphone or other device, download the **Amazon Alexa app** by Amazon Mobile LLC. from your app store. Open the app and allow Location Access if prompted.
2. Open the app. On the Sign-In page, enter your Amazon account email or phone number and your Amazon password. Review the Conditions of Use and Privacy Notice and then touch **Sign-In**.
3. If prompted, tap to select the Amazon account you want to use.

The Home Screen

The Home screen is the main dashboard of your Alexa app. You should see a 'Tap to talk to "Alexa"' button at the top which you can tap at any time to give voice commands. You may also see some of the things you recently controlled or listened to so that you can return quickly. As you scroll down, you will see recommended Skills and things to try with your Alexa assistant.

- **Communicate:** You can use your Alexa to communicate with other people, including Alexa users. If you tap the Call button, you can call any of your contacts using your Alexa device as a speakerphone. You can call their different numbers from your contacts or start an Alexa voice or video call (if you are using a video device). Drop Ins allow you to open a two-way intercom connection with an Alexa device in your contacts list. You can say something like 'Drop In on Joan' or 'Drop in to Kelly's bedroom' to start a conversation. Announce lets you type or say a message which is played through all of the Alexa devices on your account.
- **Play:** The Play button gives you access to media on your device. You can listen to music, audiobooks, and more. If you scroll to the bottom of the page, you can set up your account with your Pandora, Spotify, Sirius XM, and other providers so that you can play music from them as well.
- **Devices:** Control your Alexa devices and smart home gadgets. We'll go more in-depth into this one on the next page.
- **Help:** Tap the Help icon in the top right corner to find detailed help on your Amazon devices, Alexa features, and settings. You can also chat with an Amazon tech support person by phone or by email.
- **More:** Tap the 3 lines in the bottom right corner of the Home screen to access the shortcuts. You can Add a Device, view lists and notes, set up routines, review your activity, and more.

Amazon Alexa app Settings

To access the Amazon Alexa app Settings, tap the three lines in the bottom right corner of the Home Screen and then touch on Settings at the bottom.

- **Your Profile:** Change your name or mobile number or manage your voice profile.
- **Account Settings:** Enable voice purchasing, share your Echo with members of your household, and review your voice history.
- **Device Settings:** View and manage your Alexa and smart home devices (see below).
- **Alexa on this Phone:** Set up and manage the Amazon Alexa app settings.
- **Notifications:** Select the types of notifications you would like to receive and block ones that annoy you.
- **Your locations:** Set Home, Work, and other special locations so that you can ask Alexa questions like “How’s the weather at the office?”.
- **Alexa Privacy:** View your voice history, smart device history, and manage your Alexa data.
- **Alexa Preferences:** Connect your Alexa to other services you use. You can connect your Skype account under **Communication**, your favorite **Music and Podcast** services. You can connect to your TV accounts and control all of your media with your voice. You can add your favorite teams under the **Sports** tab and ask Alexa for a custom “Sports Update” at any time. You can connect calendar accounts, your favorite **Lists** and **Reminders** apps, The **Guard** function turns Alexa in to a security system. It will notify you if it hears sounds like smoke alarms or glass breaking.

Amazon Alexa app Device Tab

Open your Amazon Alexa app. In the bottom right corner you will see a button called **Devices**. It looks like a house with switches on the front. Touch the **Devices** button.

- Across the top of the screen, you will see different categories of devices. Touch the device category to see all of your devices that match that type.
- Below those buttons you will see your Groups. You can make groups that represent rooms in your home or particular types of devices and then use commands like “Turn off all the lamps”. You can create a new group by tapping the **Plus sign** in the top right corner.
- At the bottom of the Devices screen, you will find a link to your **Alexa Skills**. This shows accounts you have connected like the ones for your smart plug and smart bulb apps. Touch on the app to change your settings or uninstall the skills.

Things to Try

At any time, you can touch on the three lines in the bottom right corner of the Home Screen and then touch on **Things to Try** (If you don’t see it, tap ‘See More’). This will give you a bunch of commands to try out with your Alexa device and help you learn how to use it more effectively.