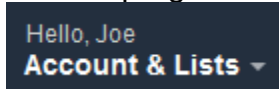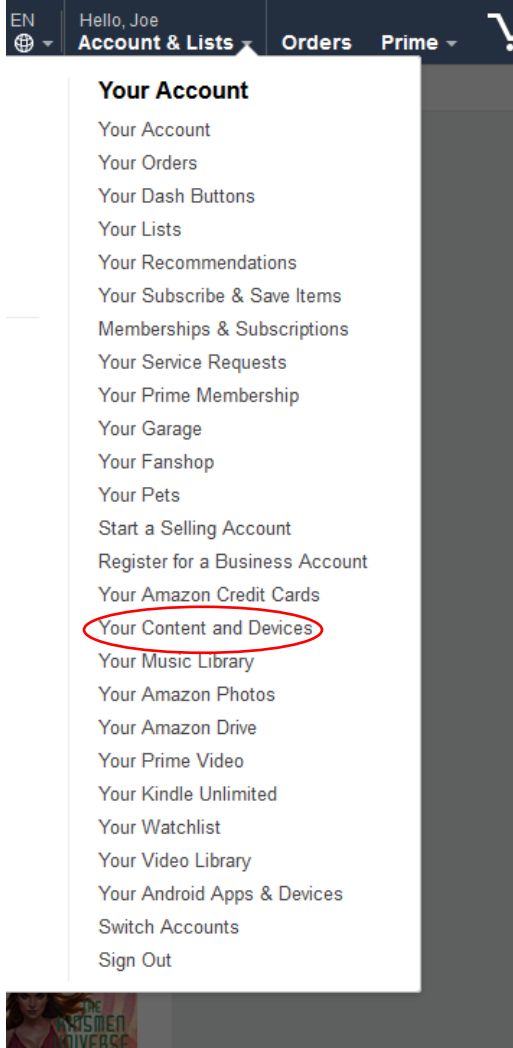# Send to Kindle Setup Instructions

1. From a computer, login to your Amazon account.
2. In the top-right corner, click on **Account & Lists**

3. When you see this dropdown list, click on **Your Content and Devices**

4. At the top of the page, you'll see these Menu tabs, with Content highlighted. Click on the **Preferences** tab

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5. Along the left side, you'll see several options, as shown here. Click on **Personal Document Settings**.

Automatic Book Updates

Change your automatic book updates setting.

Language Optimized Storefront

Change your language

Personal Document Settings

Manage Send-to-Kindle email settings, personal documents, and Whispernet Delivery Options

6. The option will expand to show your devices with a kindle email address, like this:

Personal Document Settings

Kindle Personal Documents service makes it easy to take your personal documents with you, eliminating the need to print. You and your approved contacts can send documents to your device by e-mailing the documents to your Send-to-Kindle e-mail address. You can also send documents to your Kindle using Send to Kindle, which is available to download for free at www.amazon.com/sendtokindle. Learn more

Send-to-Kindle E-Mail Settings

You can e-mail personal documents to the following Kindle(s) using the e-mail addresses shown. Learn more

Name	E-mail address	Actions
Joe's 2nd iPad	joe.scholes_9@kindle.com	Edit
Joe's 2nd iPhone	joe.scholes_e9a15b@kindle.com	Edit
Joe's 3rd iPad	joe.scholes68@kindle.com	Edit
Joe's 3rd iPhone	joe.scholes_a8bfd4@kindle.com	Edit
iPad Pro	joe.scholes_63@kindle.com	Edit
iPhone 6S+	joe.scholes_27@kindle.com	Edit

You may only have one, or many. Make a note of one of them. It doesn't matter which one. I'm choosing my iPad Pro because all the other ones are defunct, and I just haven't deleted them.

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7. Immediately below the above, you'll see **Personal Document Archiving**, like this:

Personal Document Archiving

When this option is enabled, personal documents sent to your
Send-to-Kindle e-mail address will also be added to your Kindle
library.
Learn more
Archiving is **Enabled** Edit Archive Settings

Edit your archive settings so archiving is **Enabled.**

8. Next, you'll see the following list. More than likely, the email address you use to login to Amazon will be listed, but possibly not. The list may be blank.

Approved Personal Document E-mail List

To prevent spam, your device will only receive files from the following e-mail addresses you have authorized. Learn more

E-mail address	Actions
joe.scholes@pobox.com	Delete
joe@joescholesauthor.net	Delete
joe.scholes68@gmail.com	Delete

Add a new approved e-mail address

Click the link to **Add a new approved e-mail address**. If your email address is not listed, be sure to add it. Also, add @subtledemon.com. If you add it just like that, with nothing to the left of the @ symbol, then any email coming from anyone at subtledemon.com will be accepted. (Most likely just me, but you never know.) When you click the link, it will look like this:

Add a new approved e-mail address   ✕

Enter an approved e-mail address.

@subtledemon.com

Tip: Enter a partial address, such as @yourcompany.com, to authorize multiple senders.

Cancel   Add Address

Fill in the information and click the **Add Address** button, and you're done with this part!

9. To send a document to your kindle device/app, compose an email addressed to your send-to-kindle email address you made note of in Step 6. Make sure you are sending from the personal email address listed for you in Step 8.

10. Attach the document you want to send to your kindle. Don't send a link, send the actual document as an attachment. You can send almost any kind of documents that have the following extensions: .mobi, .docx, .pdf, .png, .jpg, .gif and .epub. Amazon will convert the document automatically so it can be viewed on your kindle device/app.

    Please note, if you're sending a .mobi or .epub e-book file, it must not have DRM (Digital Rights Management). If it does, Amazon will not convert it.

    None of Connie's books have DRM and will be accepted by Amazon.

11. As an example using the information above, I would compose an email to joe.scholes_63@kindle.com from my joe.scholes68@gmail.com account. I would then attach the document I want on my kindle and send it.

    A subject for the email is not required, and any text you put in the body of the email will be ignored. Amazon is only interested in the attachment.

From this point forward, you can send as many documents as you want to your kindle device/app. It will take a few minutes for the document to appear on your kindle device/app, and it may not appear along with kindle books you've purchased. However, if you don't see it in the list, tap the menu icon (3 horizontal bars) and then click Docs.

If you have more than one kindle device or app registered with Amazon, documents you send this way will sync across all your devices, including your notes and highlights.

I hope these instructions are helpful to you! If you find any mistakes or the process doesn't work for you, please contact me so I can make the appropriate corrections.

Sincerely,

Joe Scholes