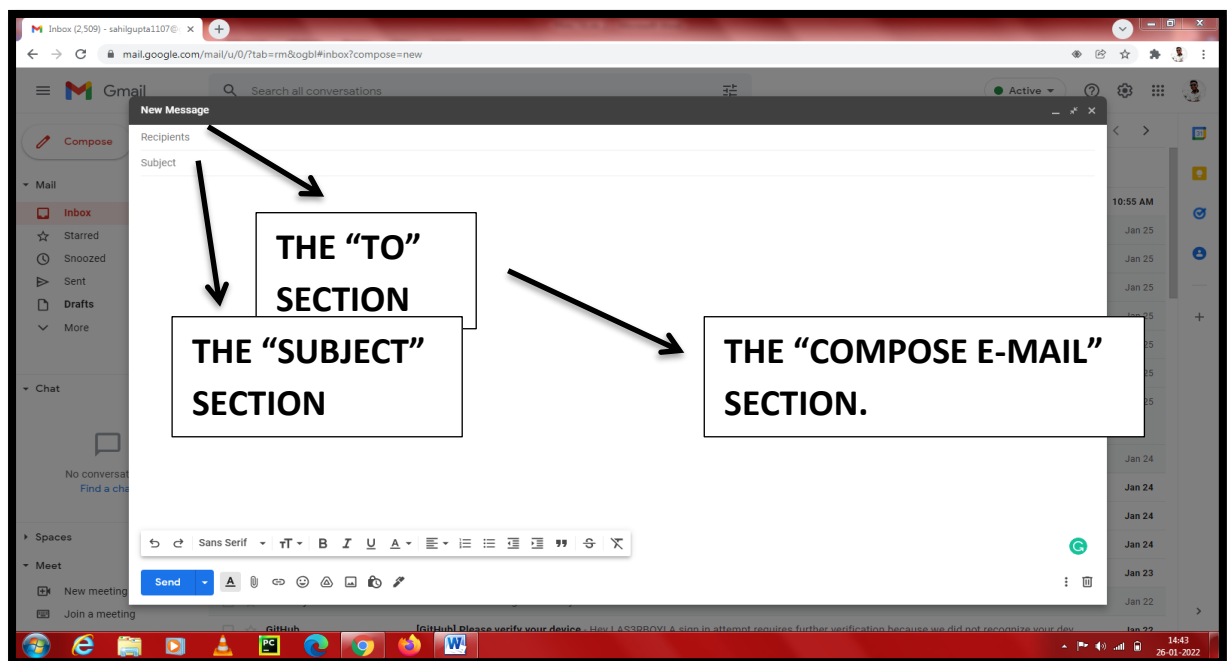**FYCS**
SUBJECT- IT TOOLS AND PRACTICES

PRACTICAL-2 WRITTING AN E-MAIL

1) What is E-Mail?

Ans- E-mail (Electronic mail) is a type of mail send via internet anywhere and to anybody. It contains a "To" section to write the E-mail of the person whom you are sending and a "Subject" section wherein you have to write the reason of your E-mail in short word and a "Compose E-mail" section to write the main content of your E-Mail.

2) E-Mail for Thanking staff members of college.