

# Practical 4: Writing Email

1. Set up and email address. If you do not have an email address you will need to sign up with an email provider before proceeding.



## Set up email



Google



Outlook, Hotmail, and Live



Yahoo

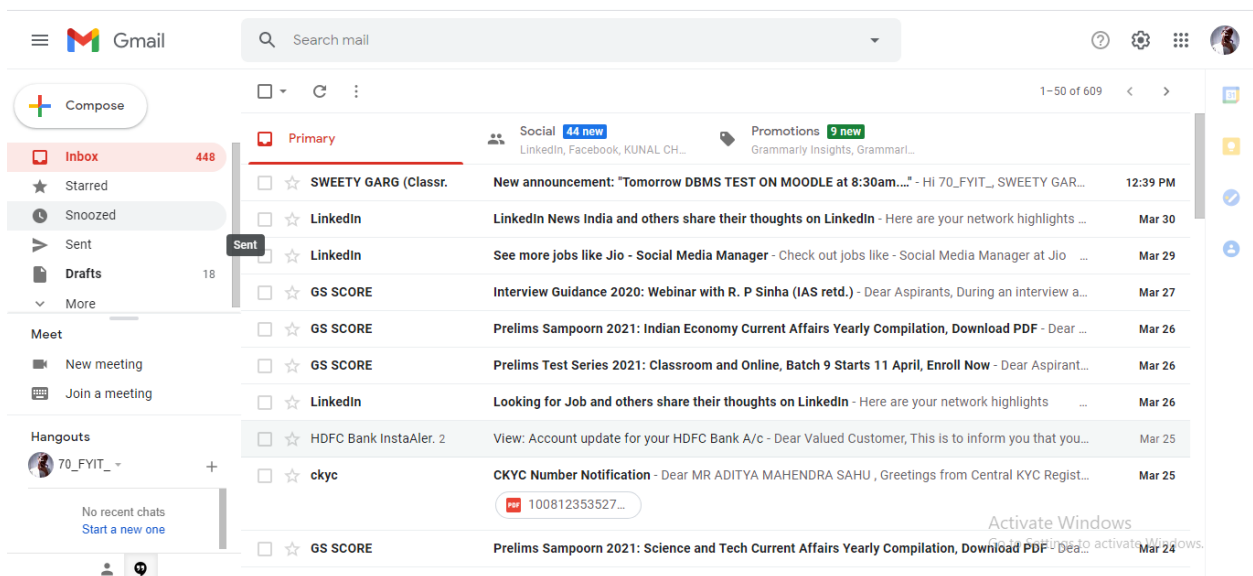


Exchange and Office 365

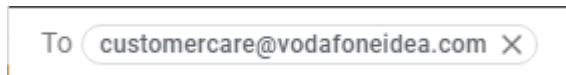


Other

2. Click on “compose” or “new”. Before you can write an email, you will need to open a new, blank message box to write your email.

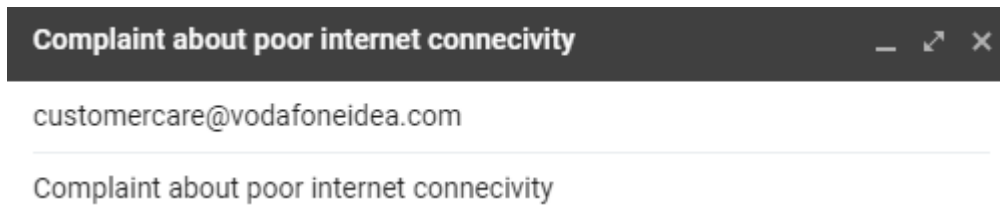


3. List the recipients email address. You do not need to list your own email address, but you do need to specify the email address of the person or people u intend to send the email to.



To  X

4. Include an informative subject. Every email service will let you type a subject or title for your email in the “subject” box.

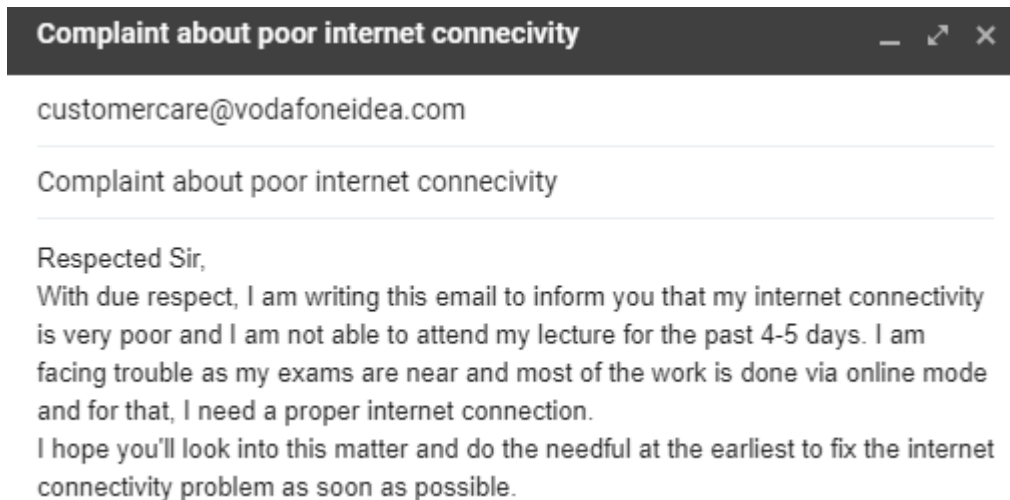


**Complaint about poor internet connectivity** — ↗ X

customercare@vodafoneidea.com

Complaint about poor internet connectivity

5. Write the body of your email. The body of your email should be written in the large text box below the subject line.



**Complaint about poor internet connectivity** — ↗ X

customercare@vodafoneidea.com

Complaint about poor internet connectivity

Respected Sir,  
With due respect, I am writing this email to inform you that my internet connectivity is very poor and I am not able to attend my lecture for the past 4-5 days. I am facing trouble as my exams are near and most of the work is done via online mode and for that, I need a proper internet connection.  
I hope you'll look into this matter and do the needful at the earliest to fix the internet connectivity problem as soon as possible.

6. Hit The “send” button. After you finish typing your email review It to verify that there are no spelling or grammar mistakes and that the issue clearly addresses the matter you wanted to bring up.

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**Send** ▼



Activate Windows

Go to Settings to activate Windows

