

Name: AKSHAT CHUDASAMA

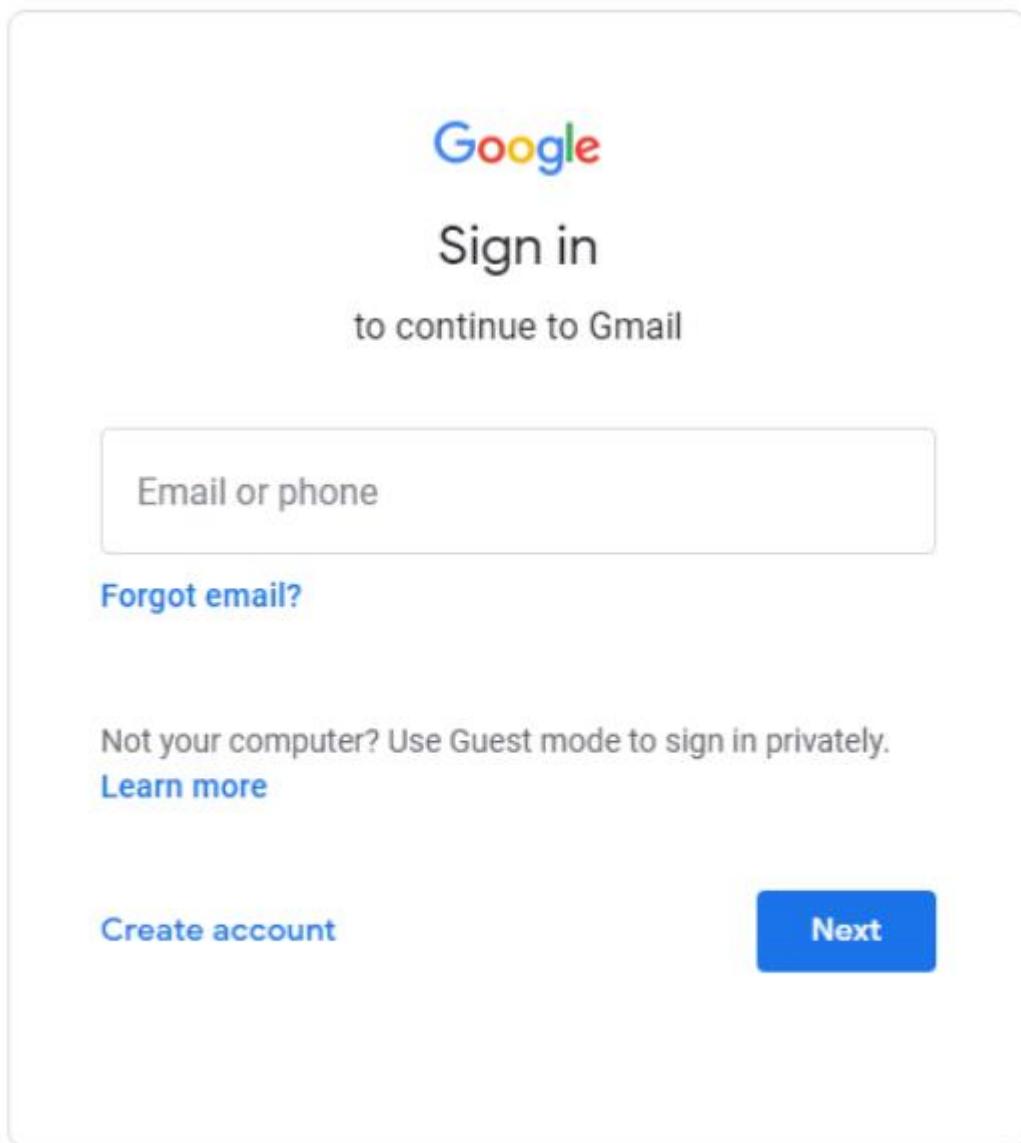
Roll No: 13

FYCS

Practical No: 4

Writing an Email

Step 1: Login to your Google account.



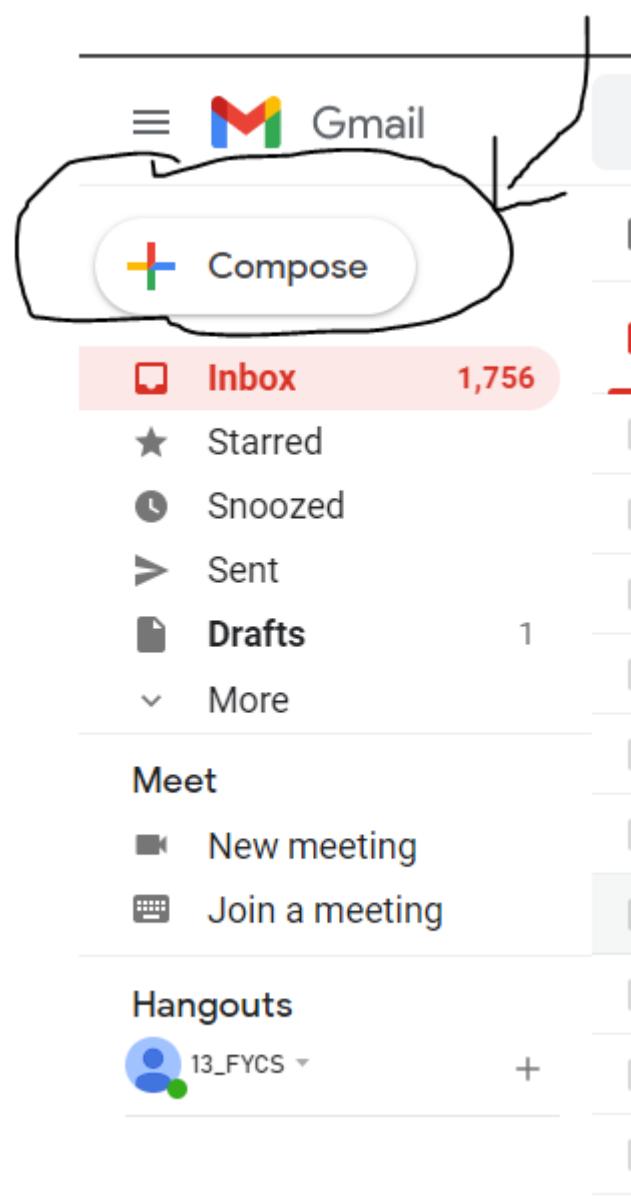
English (United States) ▾

Help

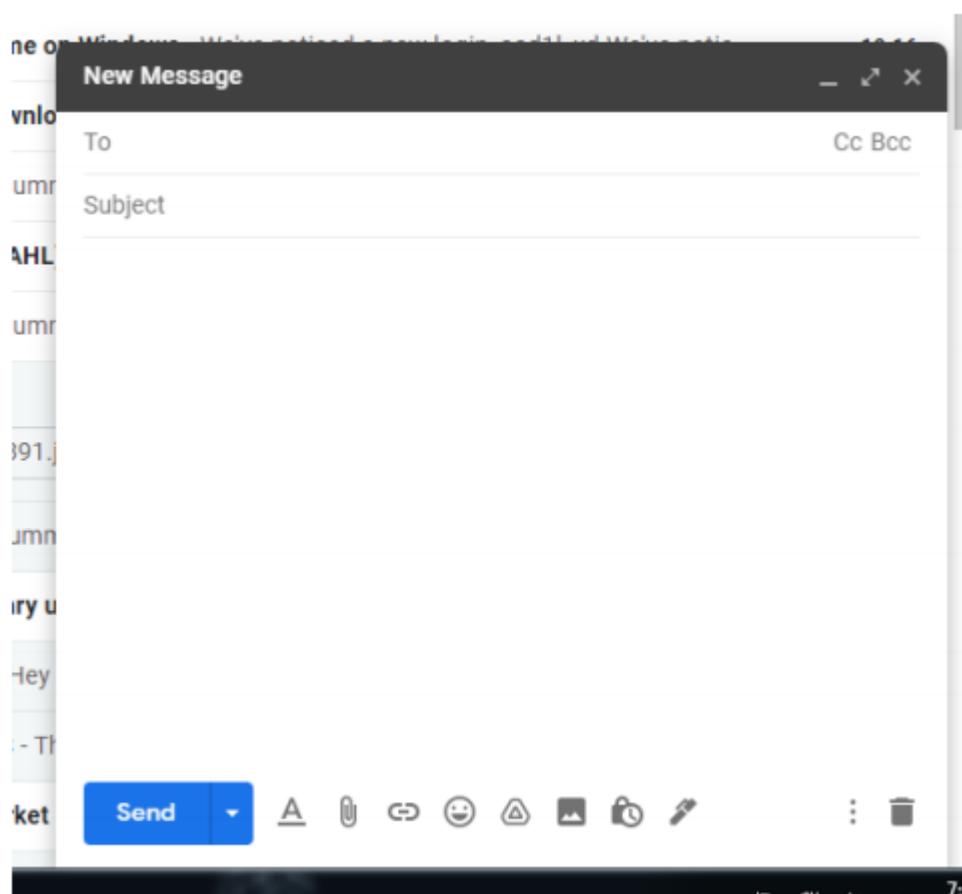
Privacy

Terms

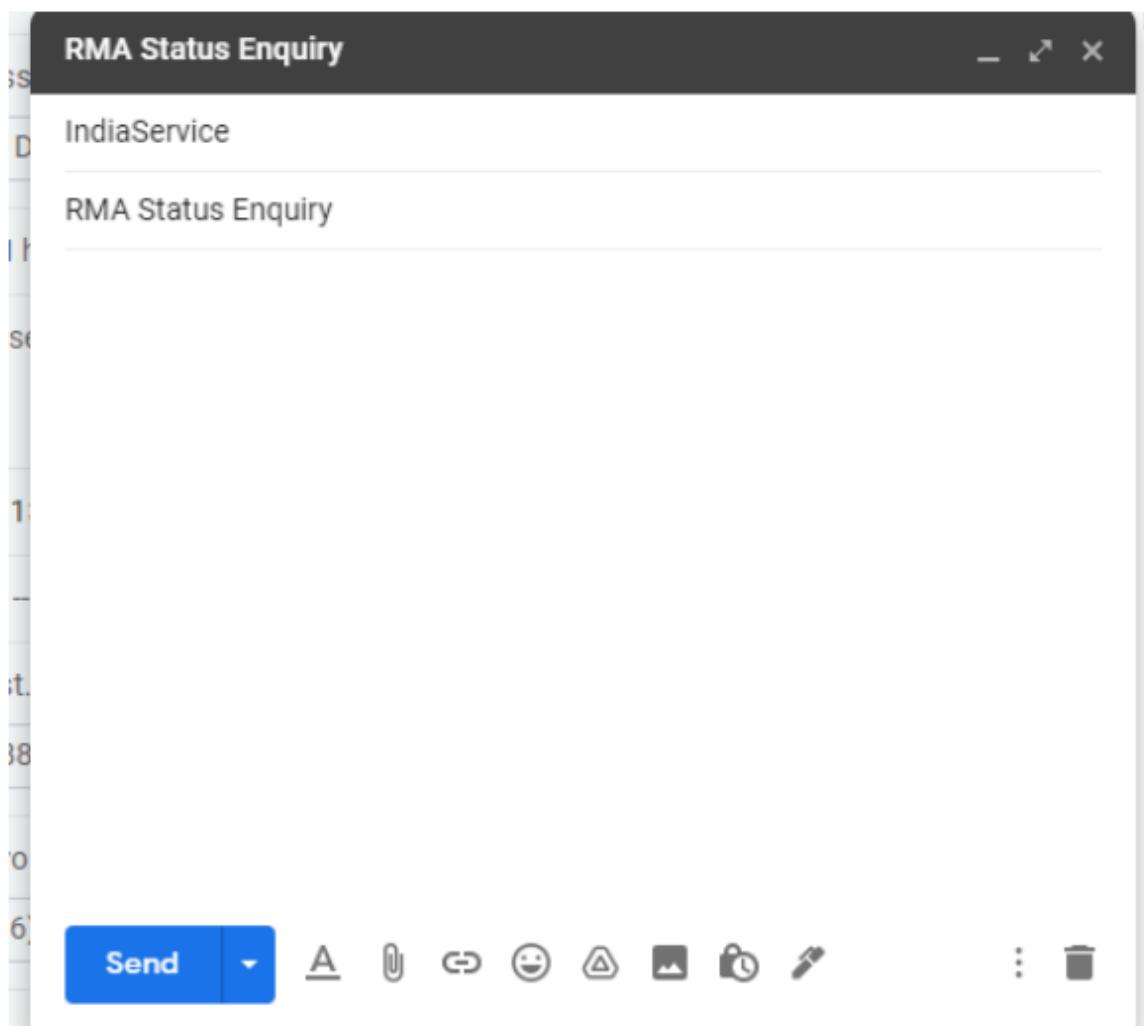
Step 2: Search Gmail and click on Compose.



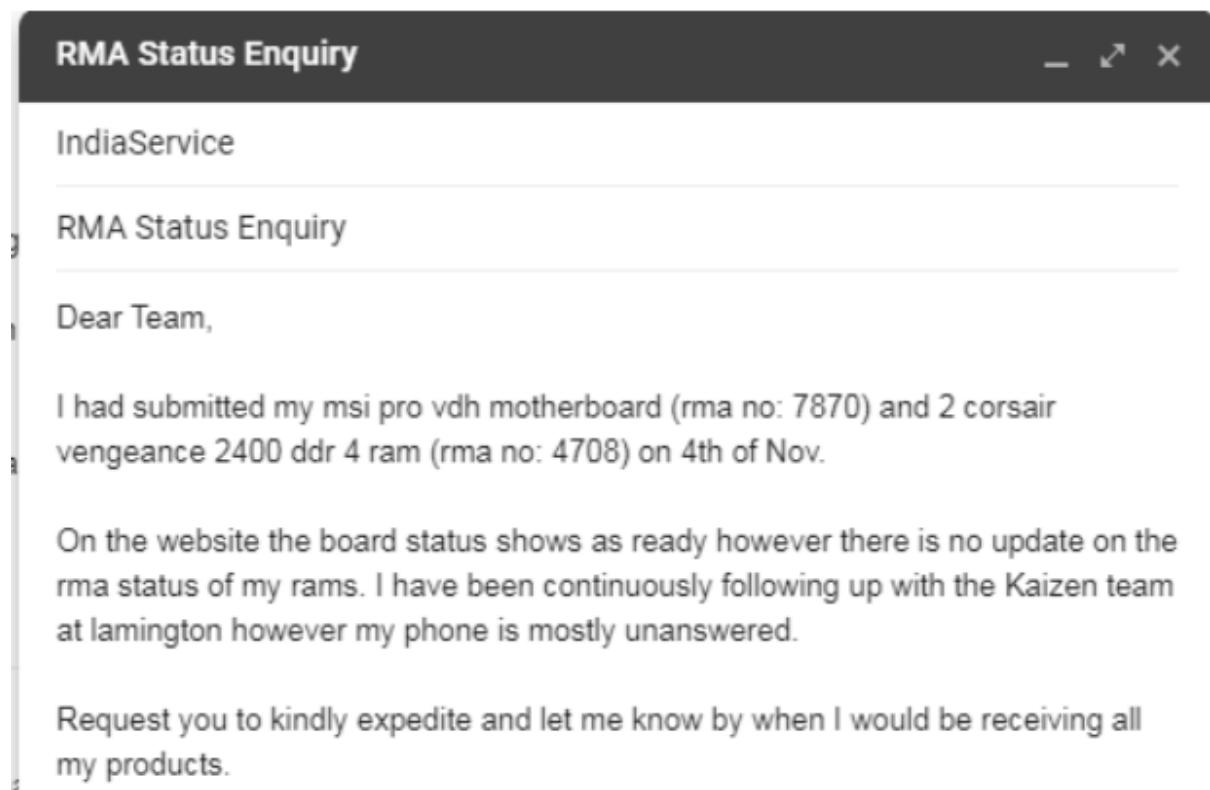
Now you will see a window like this:



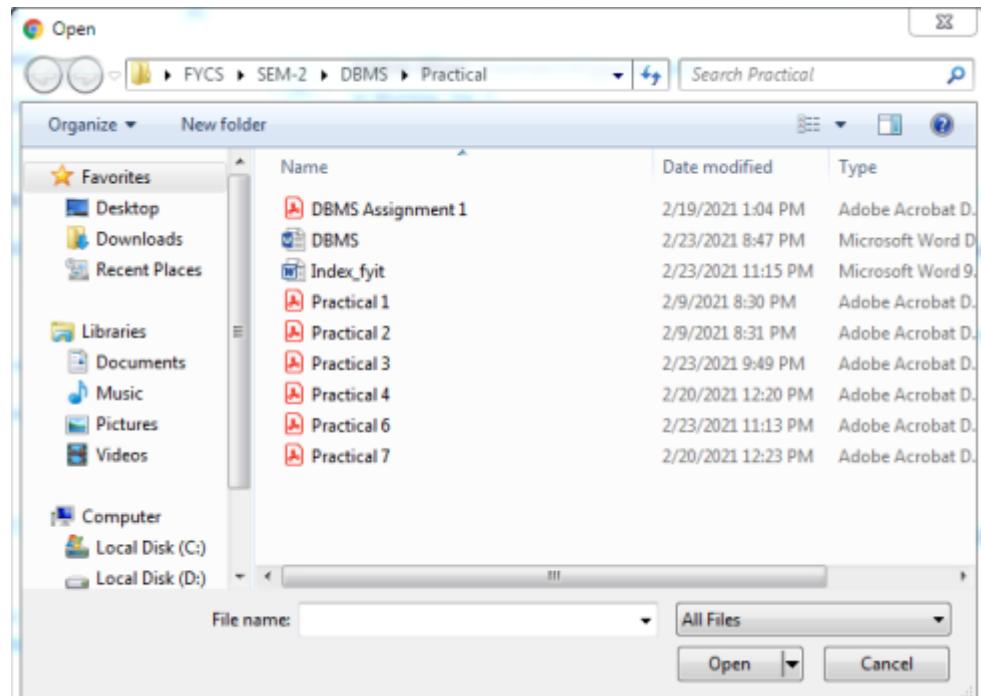
Step 3: In the “To” section, type in the gmail id of the person or organization you want to write to and in the “Subject” section describe what you are writing about in a few words.



Step 4: Below the Subject, type in the body of your mail.



You can even use the “attach button” to attach files along with the mail.



There are a few more buttons alongside attach for example:

Insert link- You can insert links with the help of this button.

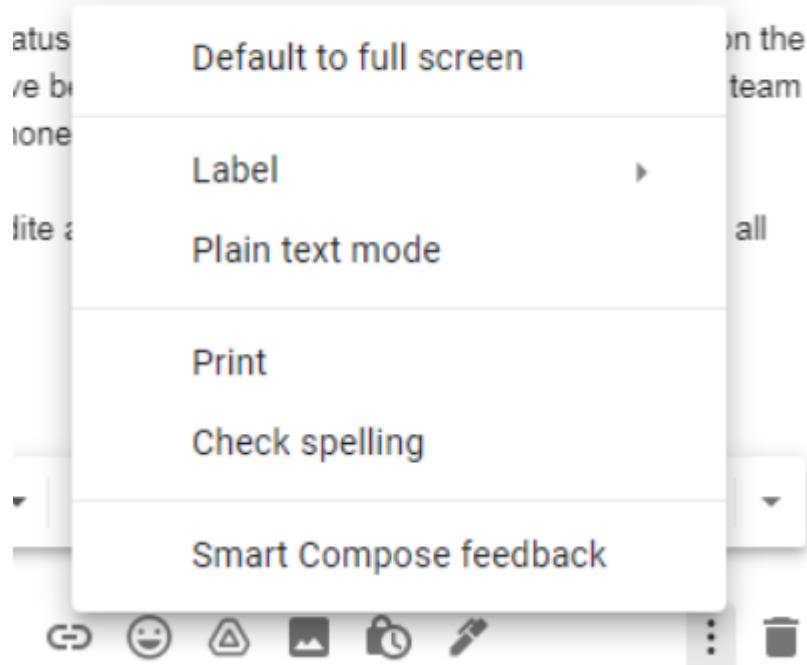
Insert Emoji- It inserts emojis.

Insert files using drive: With this button, you can directly insert files from your google drive.

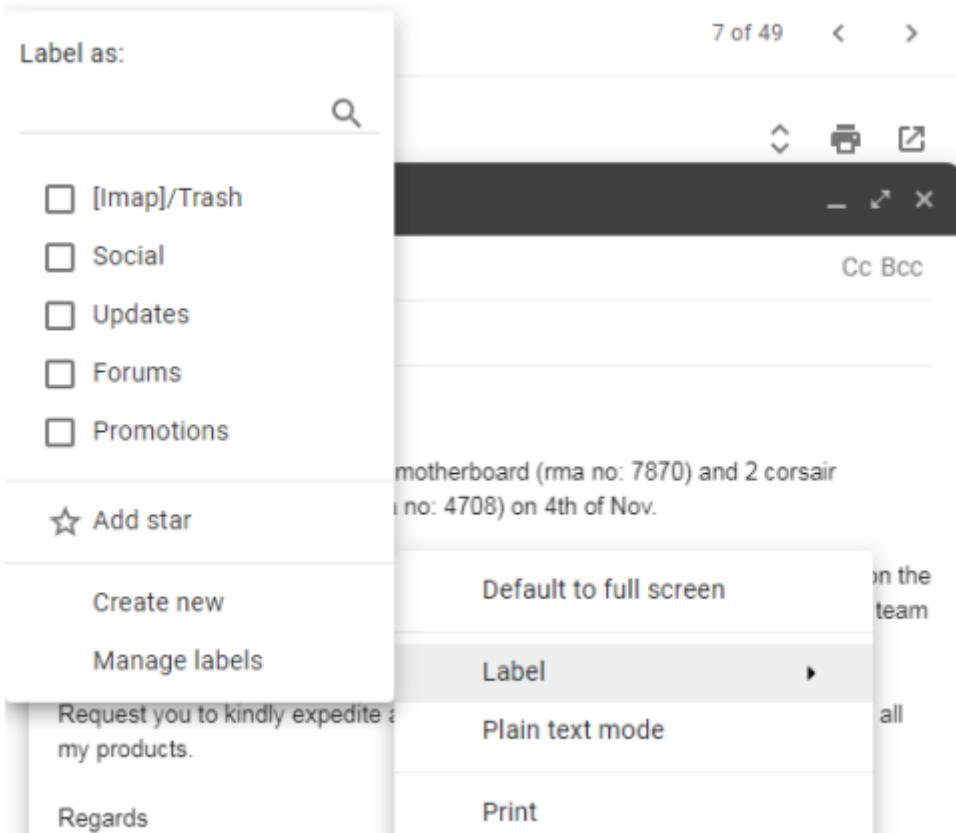
Formatting options: Lets the user format the mail however they want.

If you click on the 3 dots it lets you use some additional features.

vdh motherboard (rma no: 7870) and 2 corsair
(rma no: 4708) on 4th of Nov.



You can label your mail as (trash/social/forum/promotion)



And lastly you can find the delete button beside the 3 dots.

Step 5: Once you are done with typing and formatting click on “SEND” to send your mail.