

Name: AKSHAT CHUDASAMA

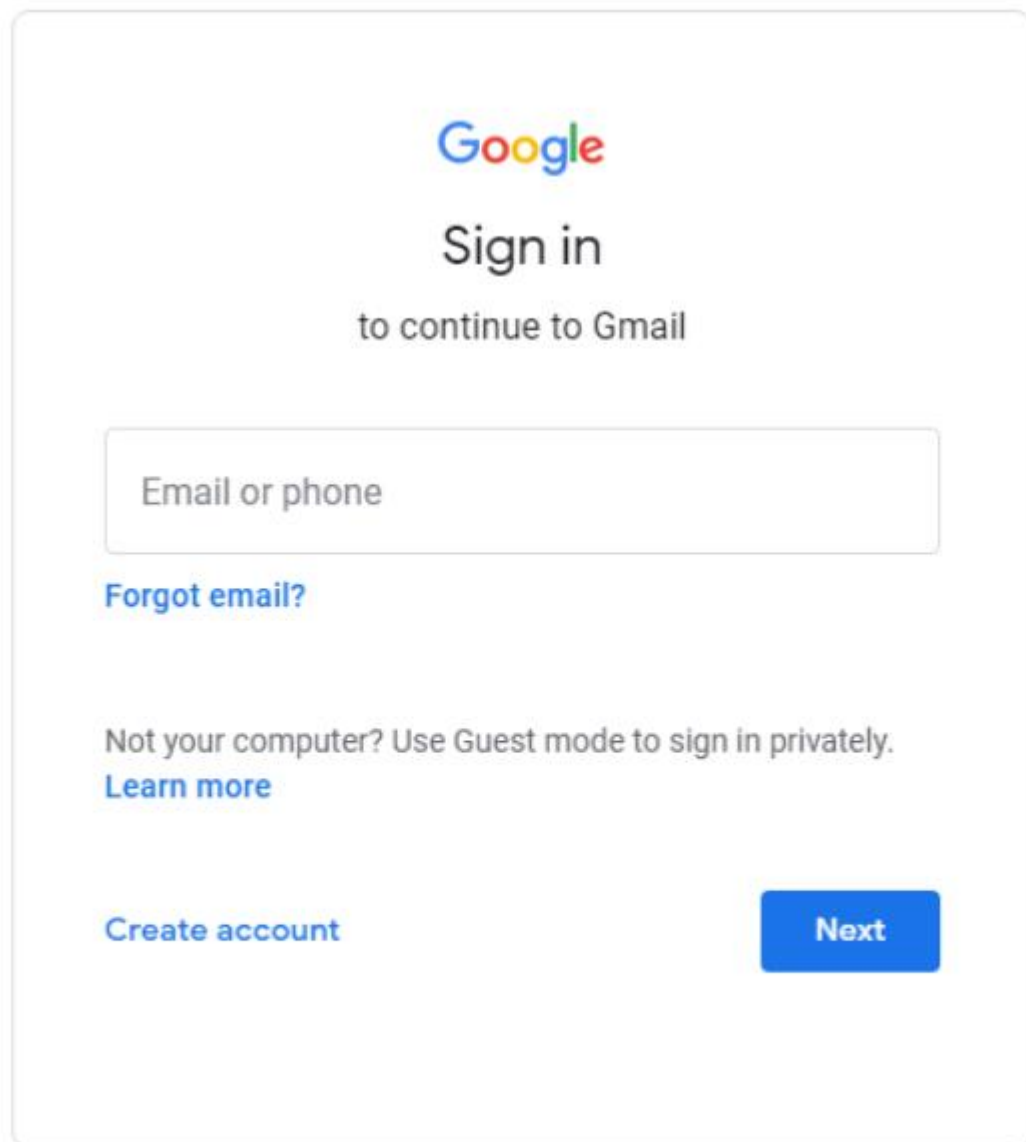
Roll No: 13

FYCS

Practical No: 4

Writing an Email

Step 1: Login to your Google account.

A screenshot of the Google sign-in page. At the top is the Google logo. Below it, the text "Sign in" is displayed in a large font, followed by "to continue to Gmail" in a smaller font. There is a text input field with the placeholder text "Email or phone". Below the input field is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left is a link "Create account", and at the bottom right is a blue button labeled "Next".

Google

Sign in

to continue to Gmail

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#)

Next

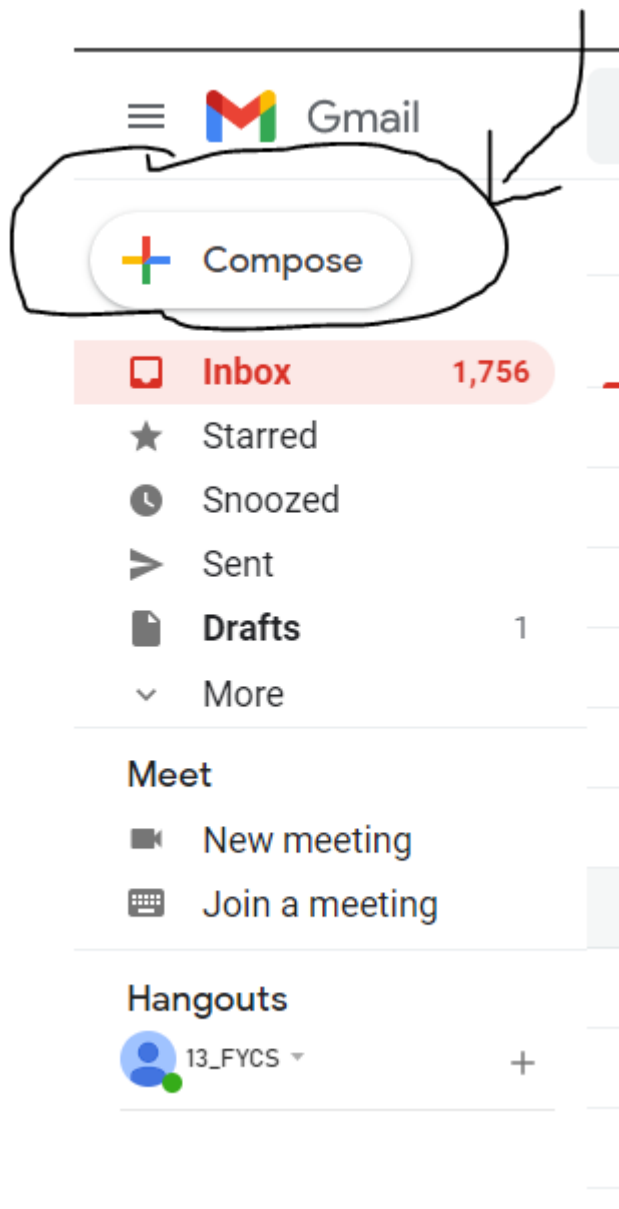
English (United States) ▼

[Help](#)

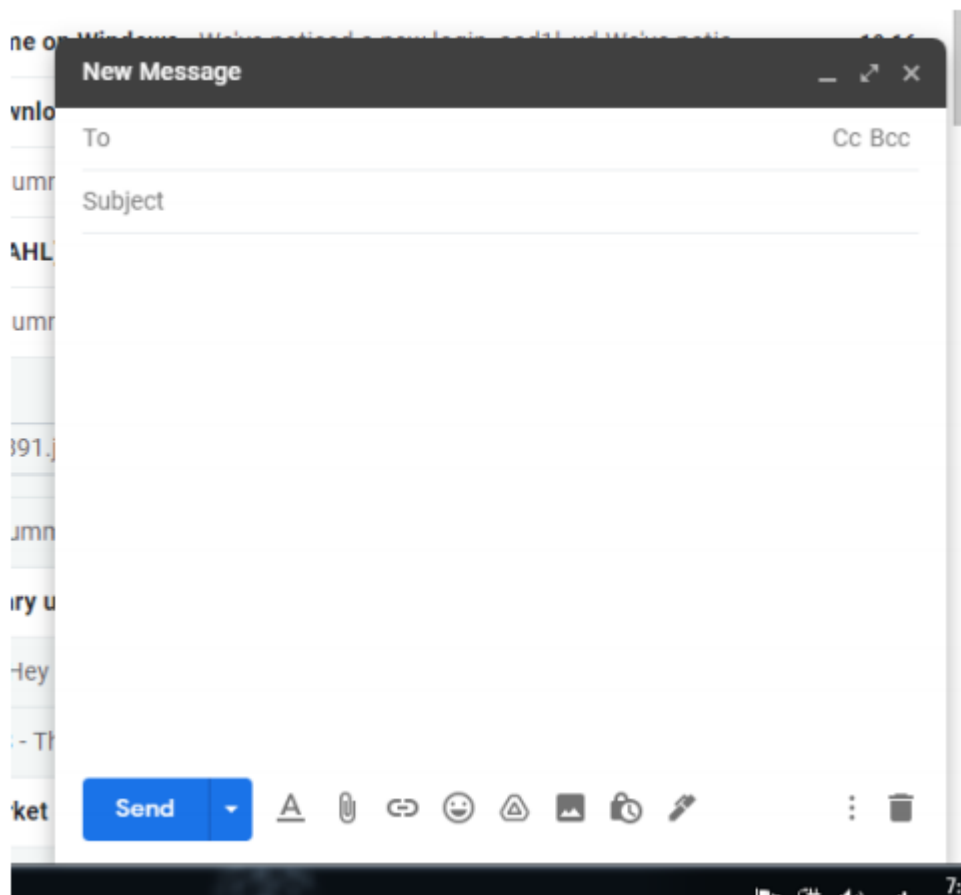
[Privacy](#)

[Terms](#)

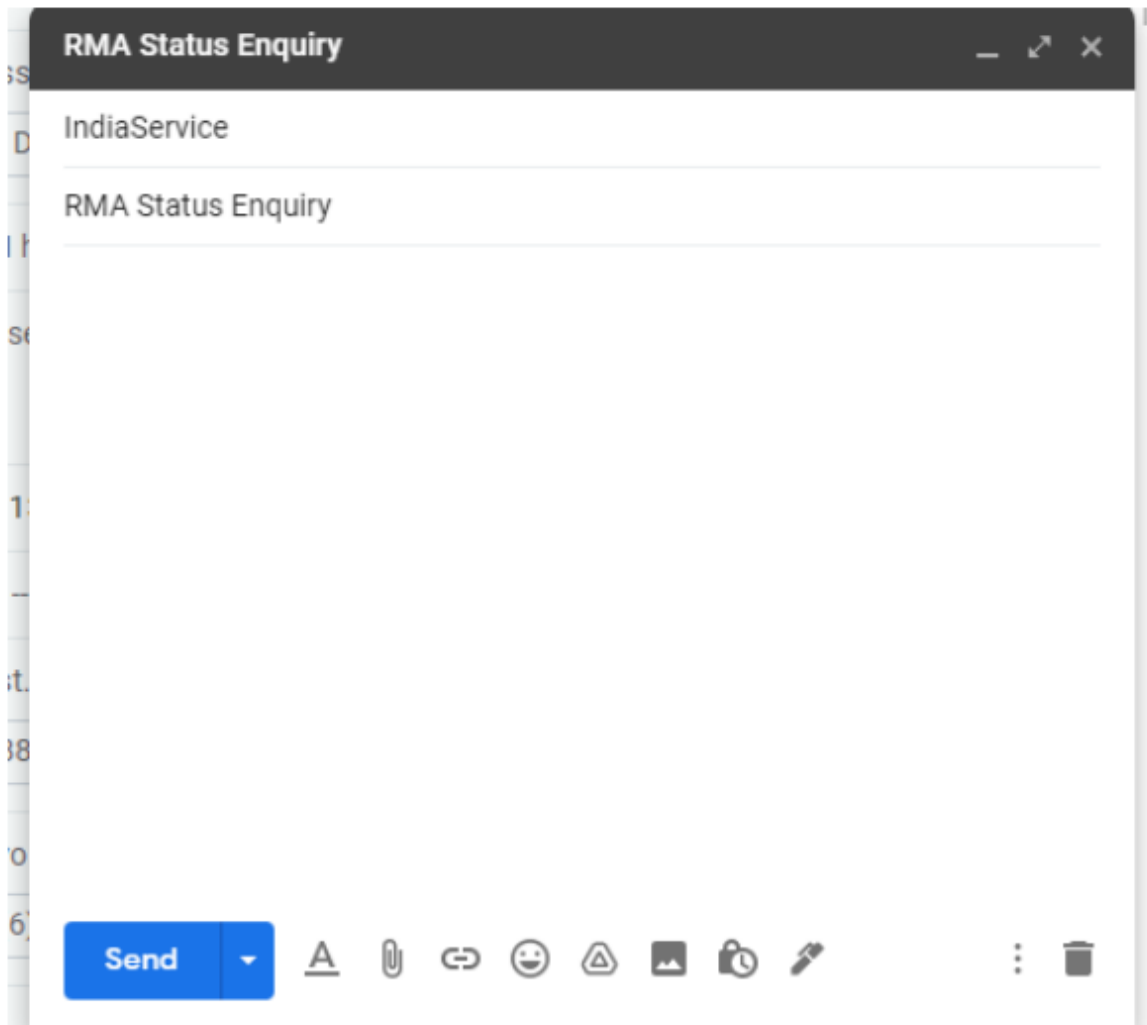
Step 2: Search Gmail and click on Compose.



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.



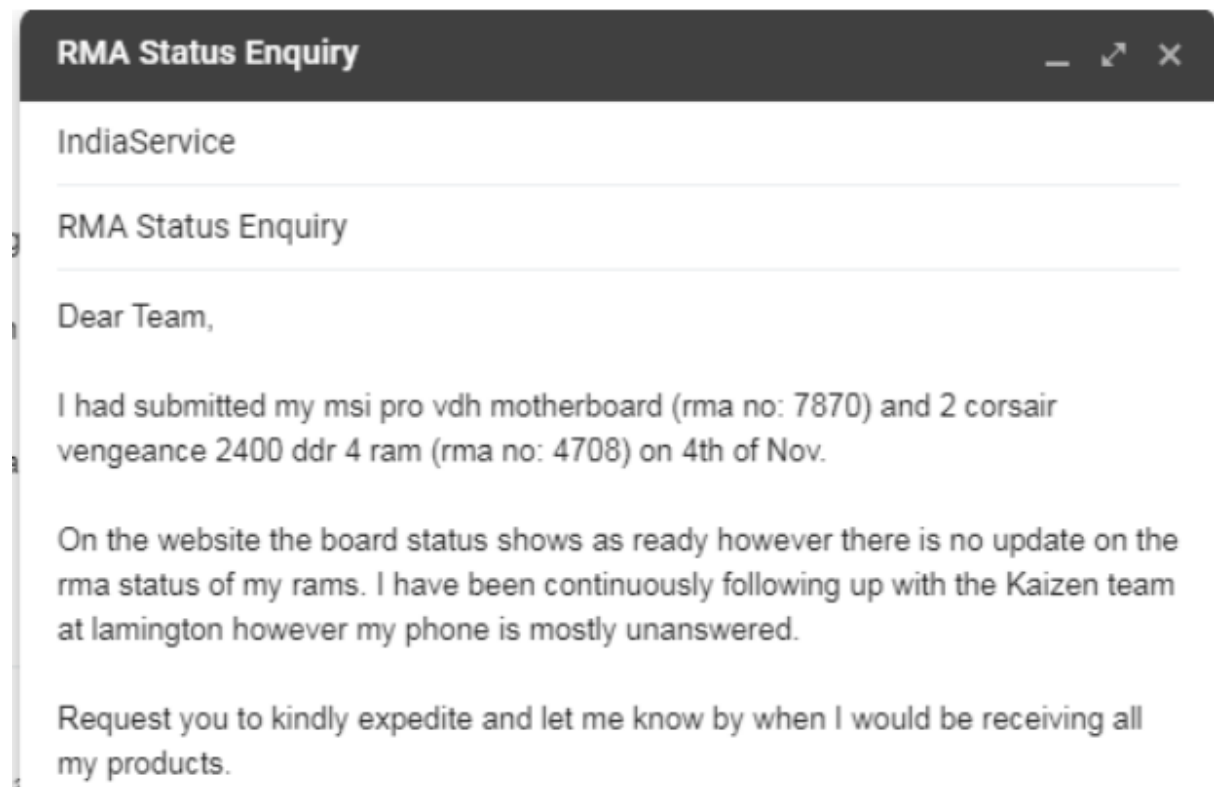
The image shows a Gmail compose window with a dark header bar containing the title "RMA Status Enquiry" and standard window controls (minimize, maximize, close). The main body of the email is white and contains the following text:

IndiaService

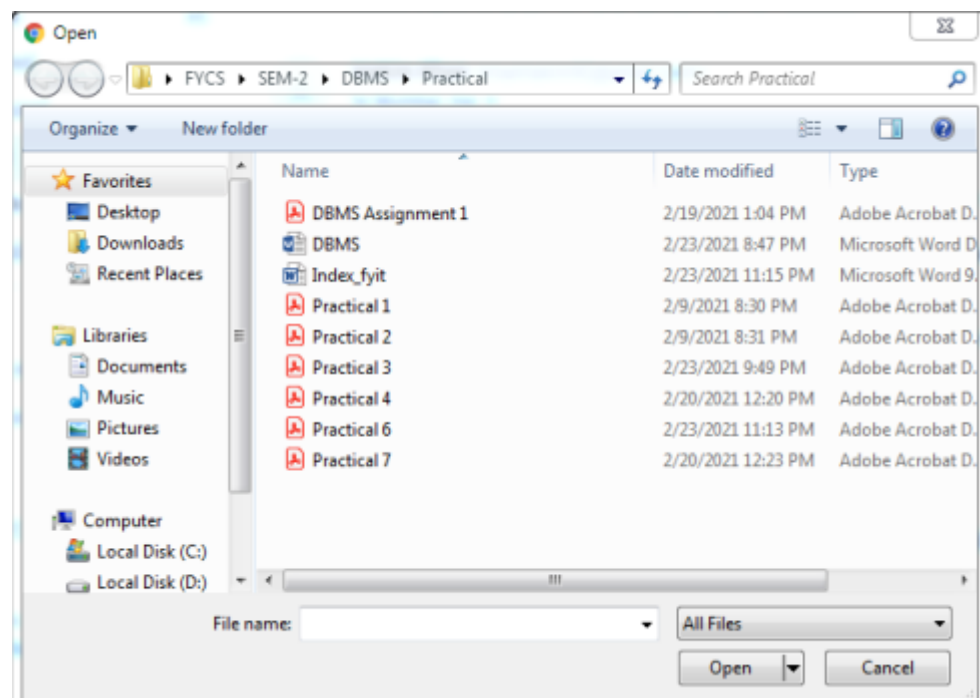
RMA Status Enquiry

The body of the email is currently empty. At the bottom of the compose window, there is a blue "Send" button with a dropdown arrow, followed by a row of icons for text formatting (underline), attachments (paperclip), links (chain), emojis (smiley face), drawings (triangle), images (landscape), and a clock icon. To the right of these icons are three vertical dots and a trash can icon.

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.

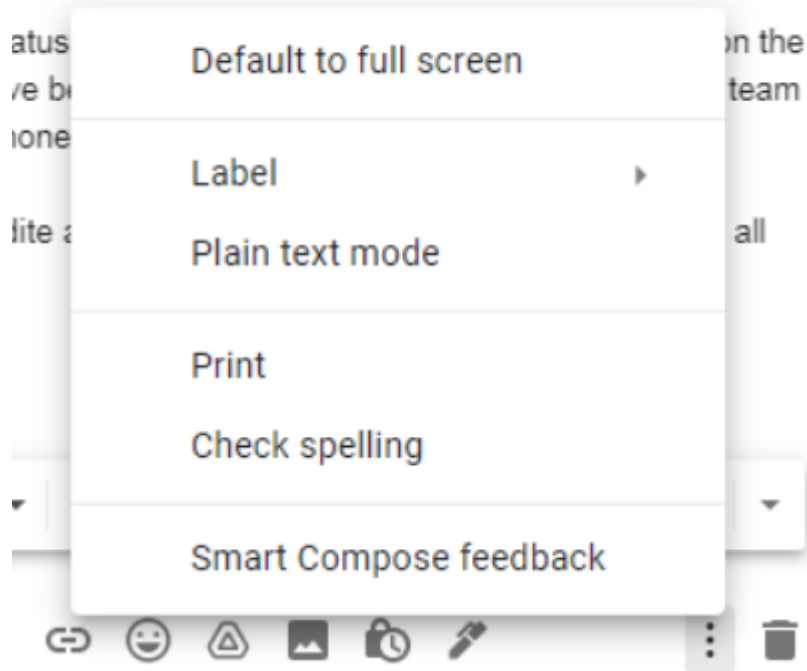
Insert Emoji- It inserts emojis.

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

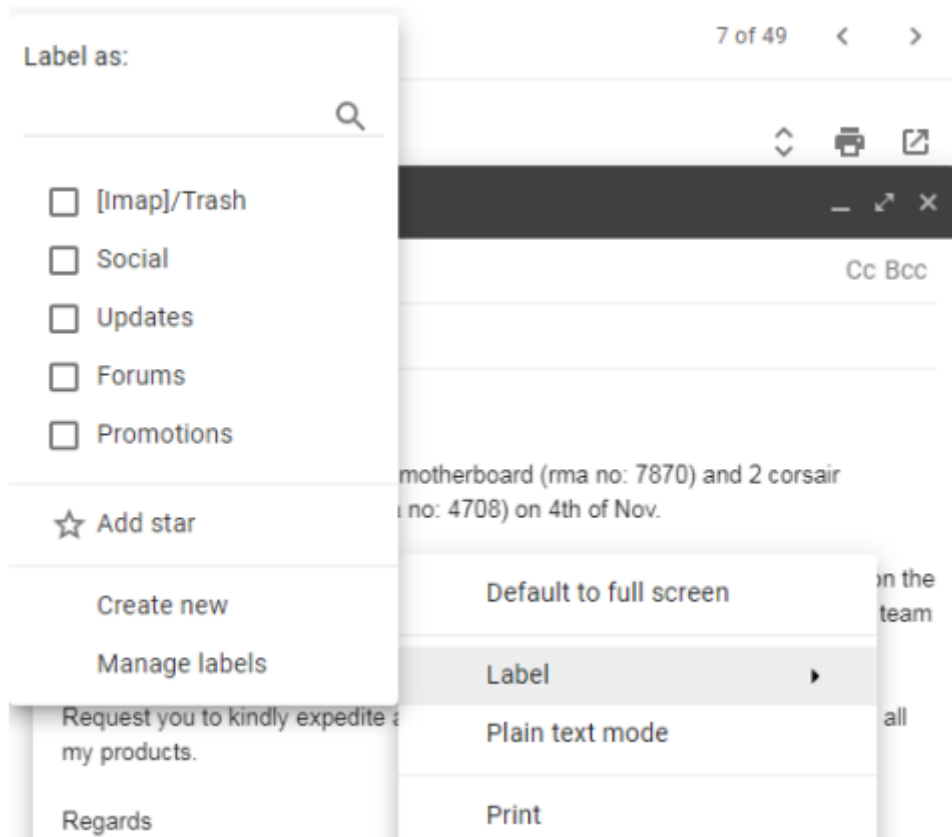
Formatting options: Lets the user format the mail however they want.

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.

