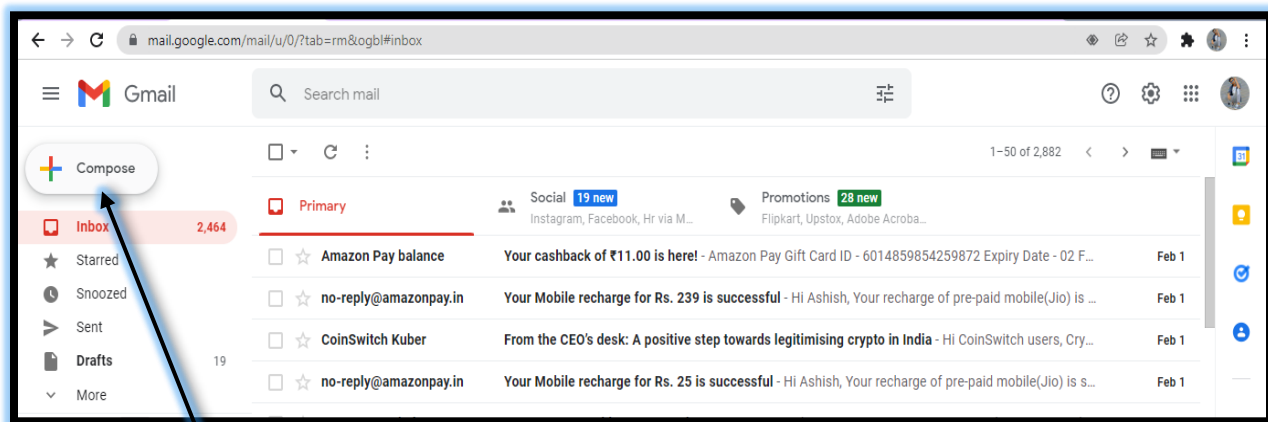# TITLE: - Writing an E-mail

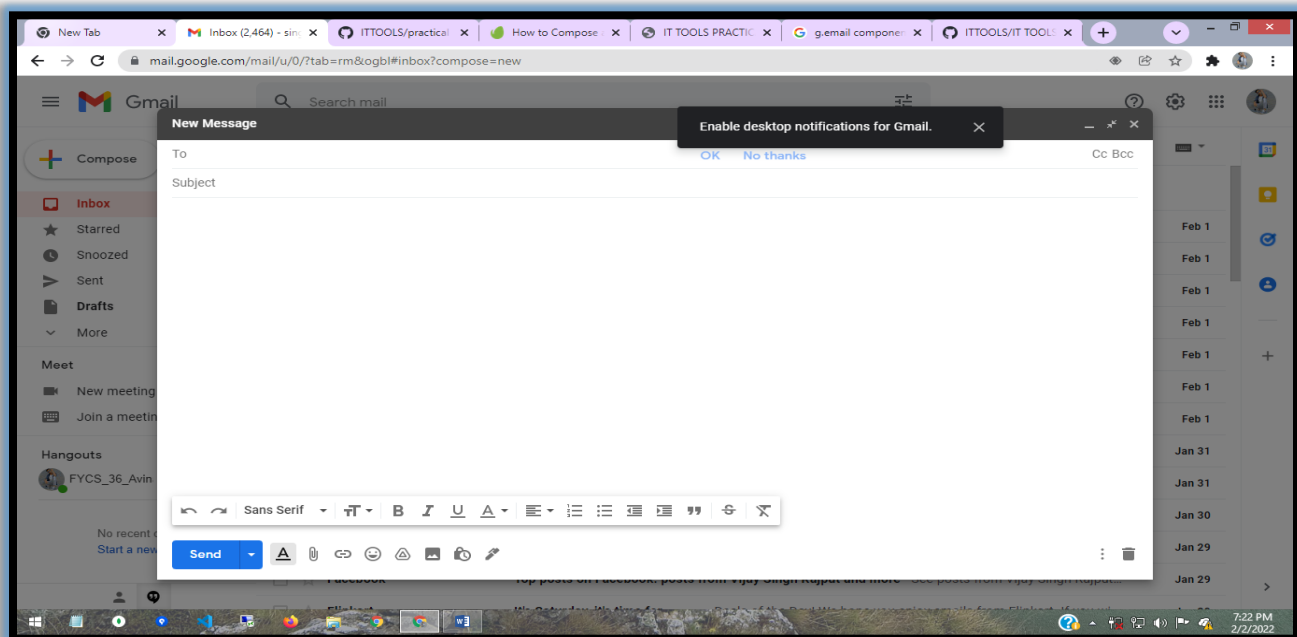**STEP 1:-** OPEN GMAIL

STEP 2:- Create a New Gmail Message

From the open Gmail inbox, click the **COMPOSE** button in the upper left of the screen

Click here

The **New Message** form displays.

STEP 3:- Fill Out the New Message Form

On the **new message** form there are some basic steps for the writing e-mail.

- The first field to fill out is the **To** field.
- Fill out the **from** field.
- Keep the subject line simple.
- Open with a proper greetings.
- Give the purpose of your e-mail.
- Writing the body text.
- Wrapping up your email.
- Signing off were you send
- Double check everything.