

Name:- Bhargav Tatoji Rane.

Class:- FYCS

Rollno:-

29

Subject:- I.T.Tools.

Practical No:- 2

Writing an E-mail.

Pr: 2

For Attaching file || send mail



← Compose



From: sender@gmail.com ✓

To : receiver@gmail.com

Cc : same@gmail.com

Bcc : Blind@gmail.com

→ Instructions to send mails.

Respected Sir/Madam,

Good Afternoon,

Follow the instructions given in pdf.

PDF

Given Instructions.pdf X

For more options:-

① Schedule Send, ② Add from contacts,

③ Save draft, ④ Discard settings, ⑤ Help & feedback.

→ Subject

Tuesday

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Cc: Cc means Carbon copy. It is used to write mails to multiple recipients at one time and they will receive information about all the recipients. mail address.

Bcc: Bcc means Blind carbon copy.

It is used to hide the mail addresses of all recipients from each other. and the content is same for all recipients.