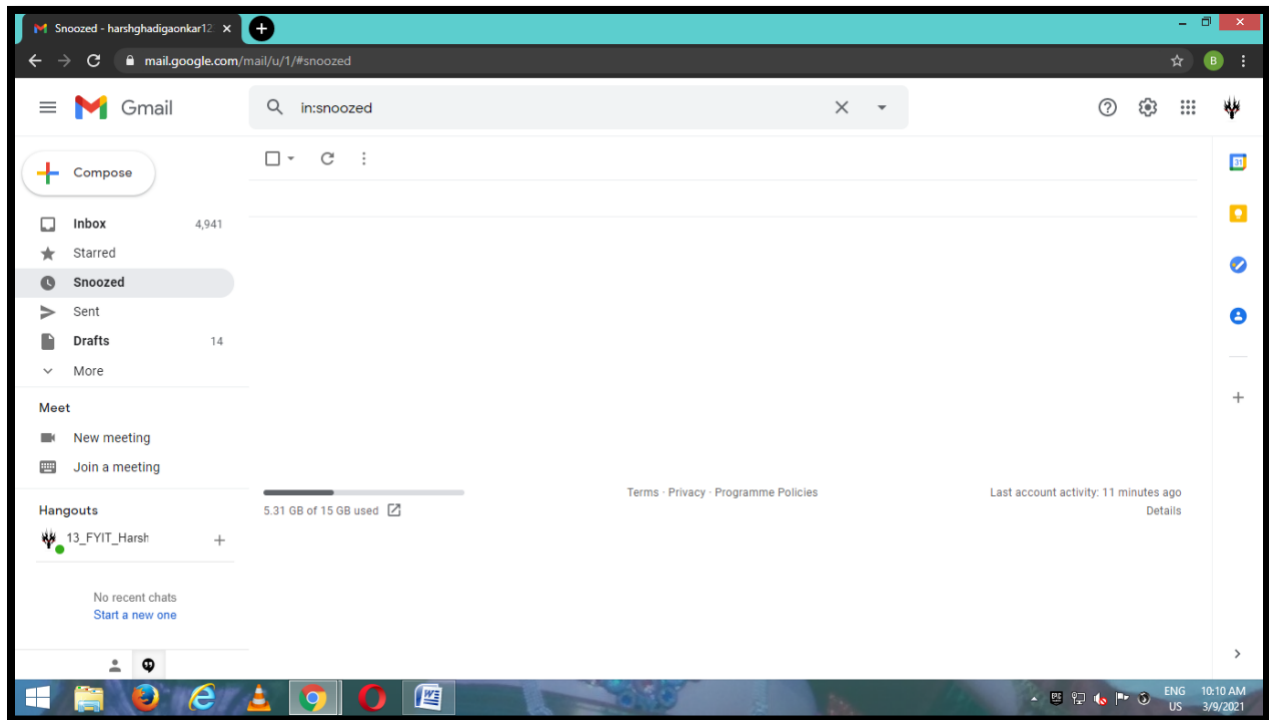


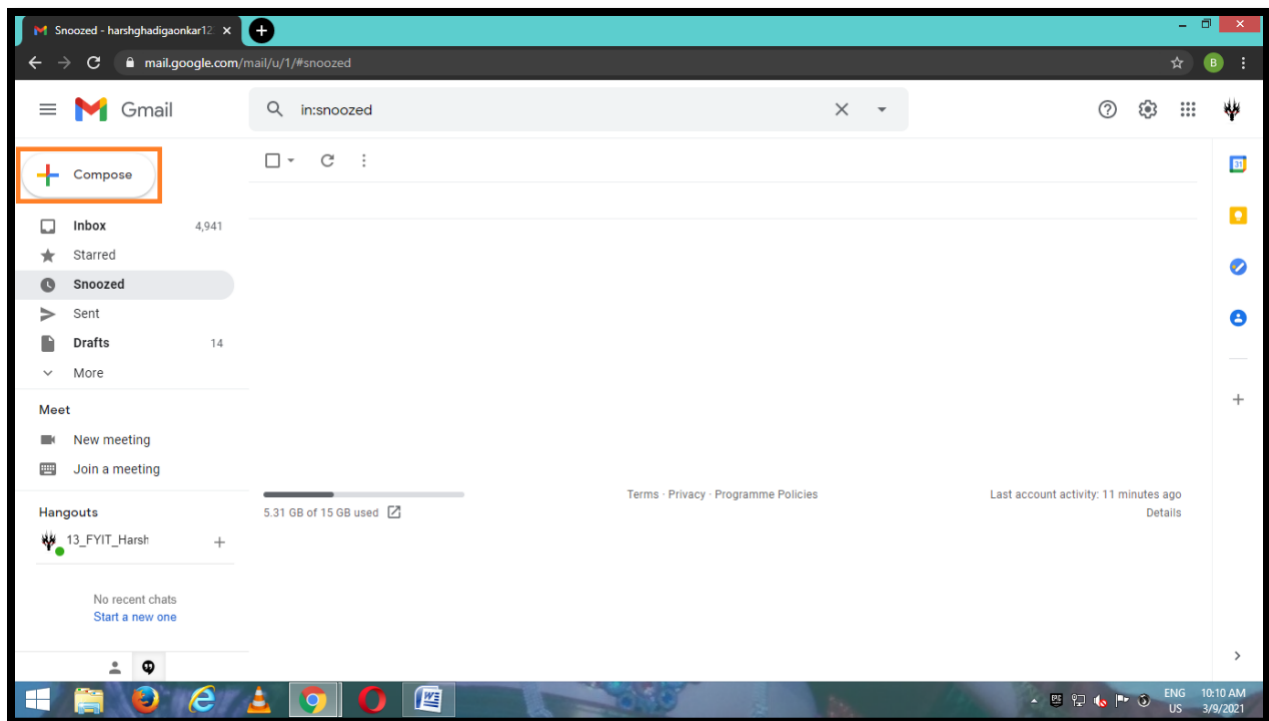
Practical 4

Writing Email

1. Open Gmail in Smart phone or search mail.google.com in any browser.



2. Click on Compose to write a new email.



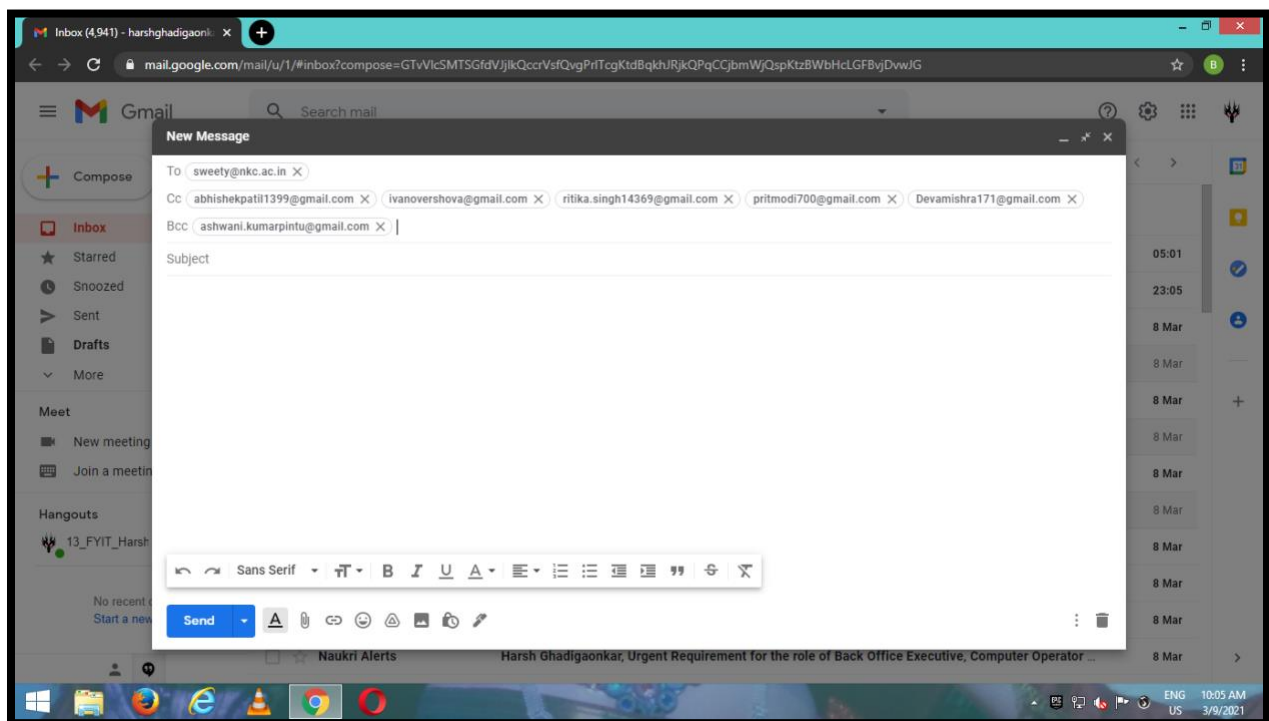
3. To: Main Recipients Gmail I'd is added

Cc: If you want to send the same copy of the email known as carbon copy to others you add their Gmail I'd here and it can be seen by others.

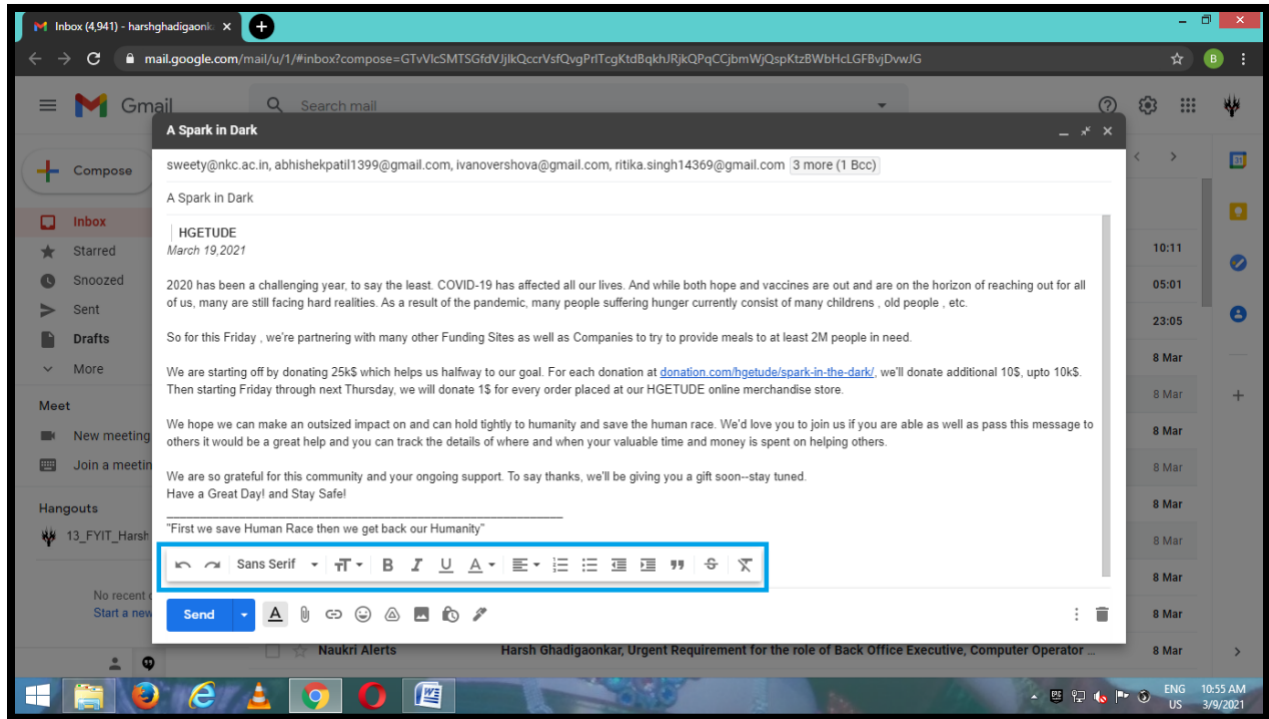
Bcc: A person whose Gmail I'd added here can't be seen by others.

Subject: The Subject field is a brief description of the message.

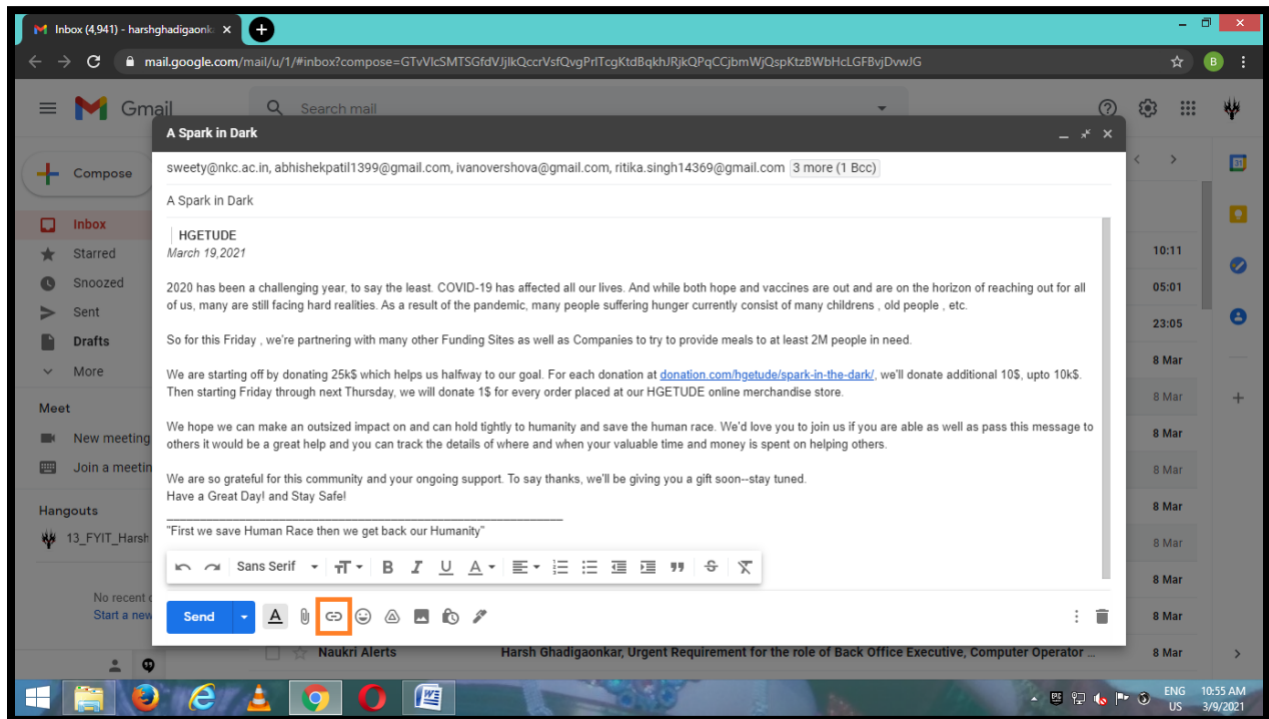
Body (Empty Field below subject): Reason or describing the description of writing a email is written here.



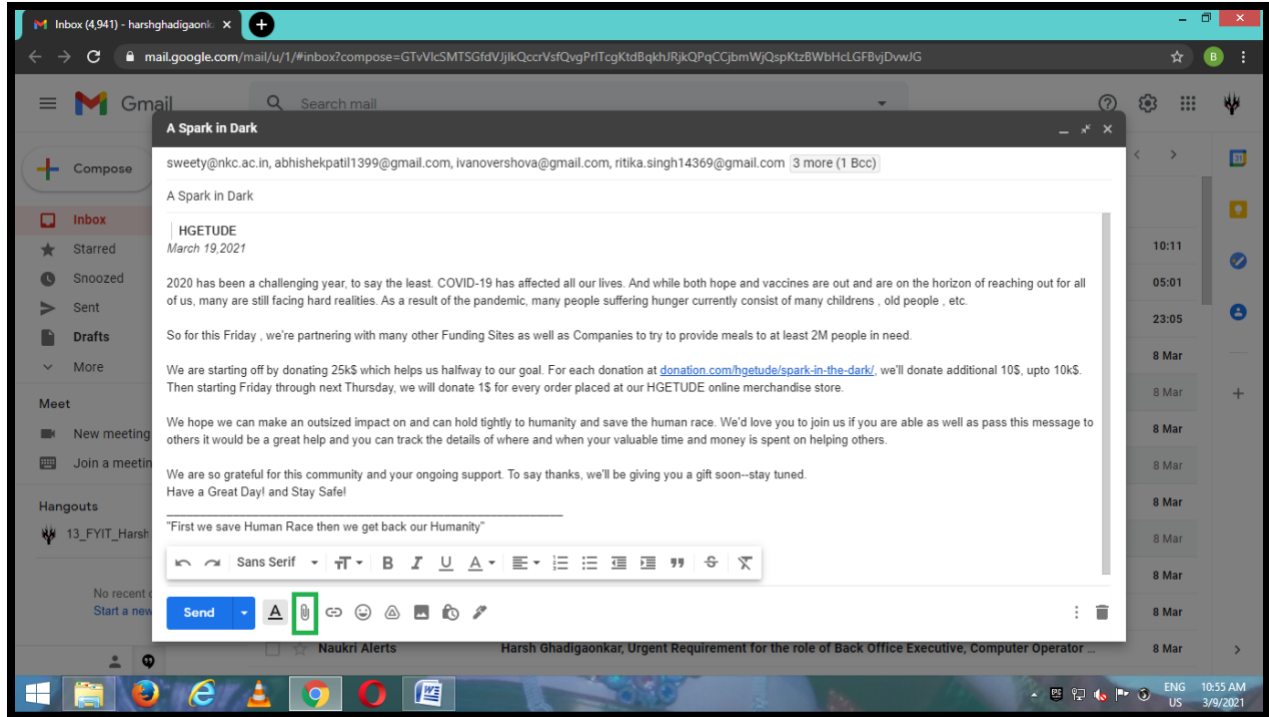
4. Completion: Below there are text editing and adding tools present.



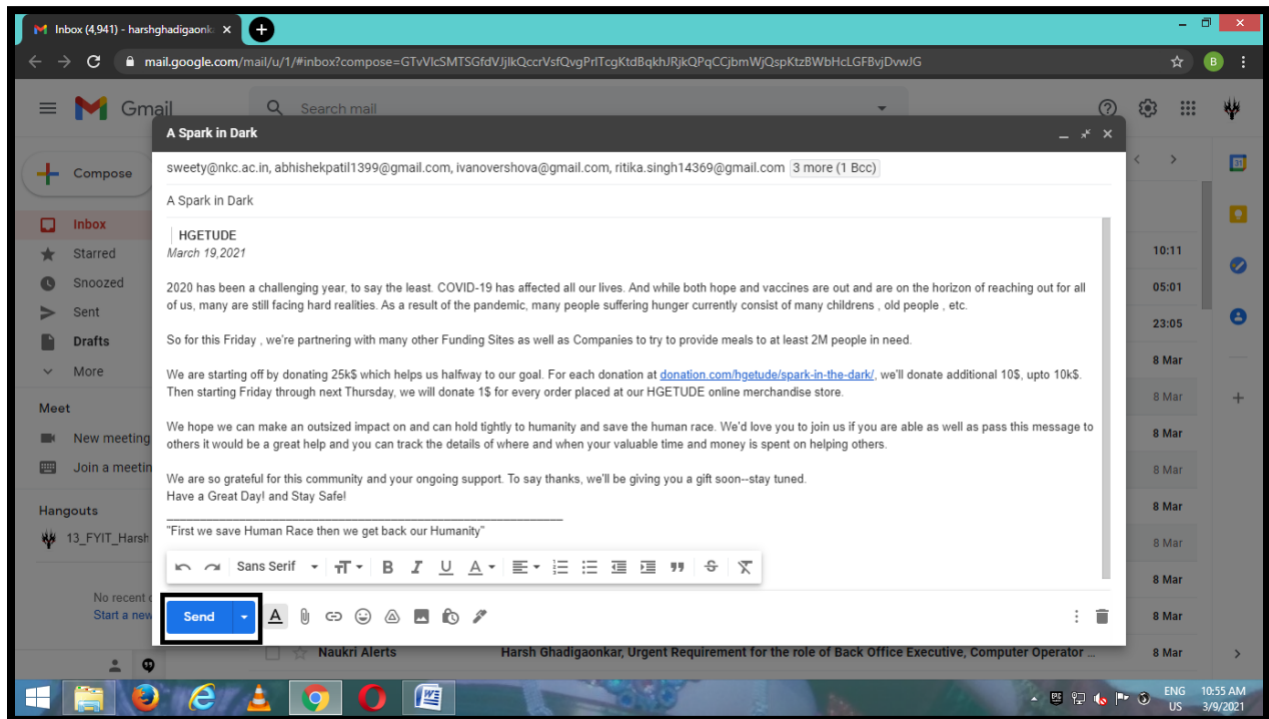
5. Links can be added by Insert Link option below.



6. Files, Images, etc can be attached by Attach file option.



7. After completing click on Send.



8. Final View when Sent.

