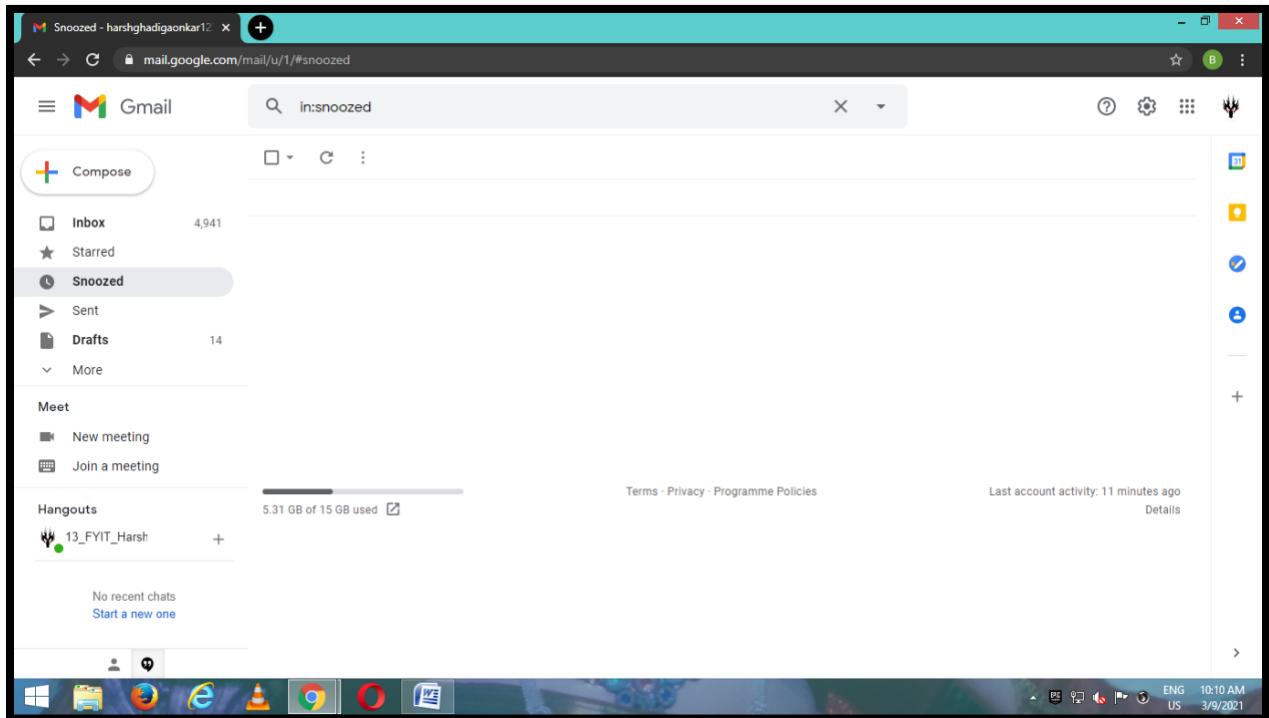


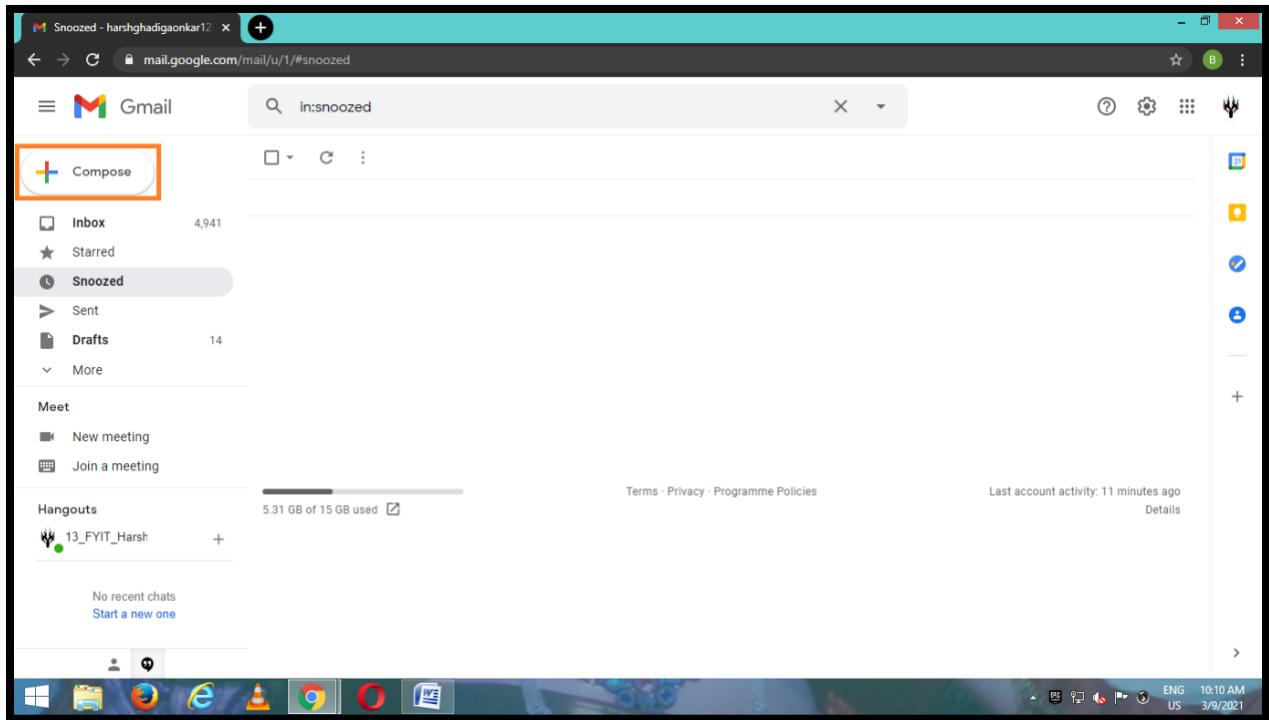
Practical 4

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.



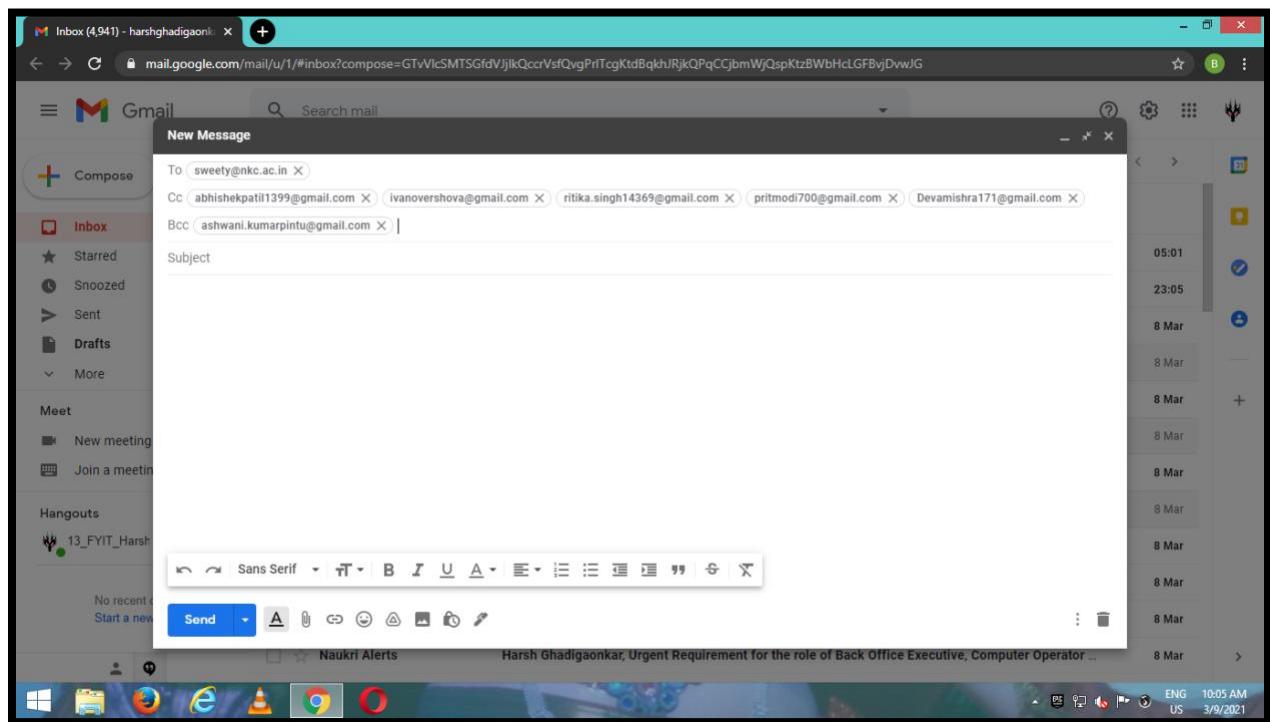
3. To: Main Recipients Gmail I'd is added

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

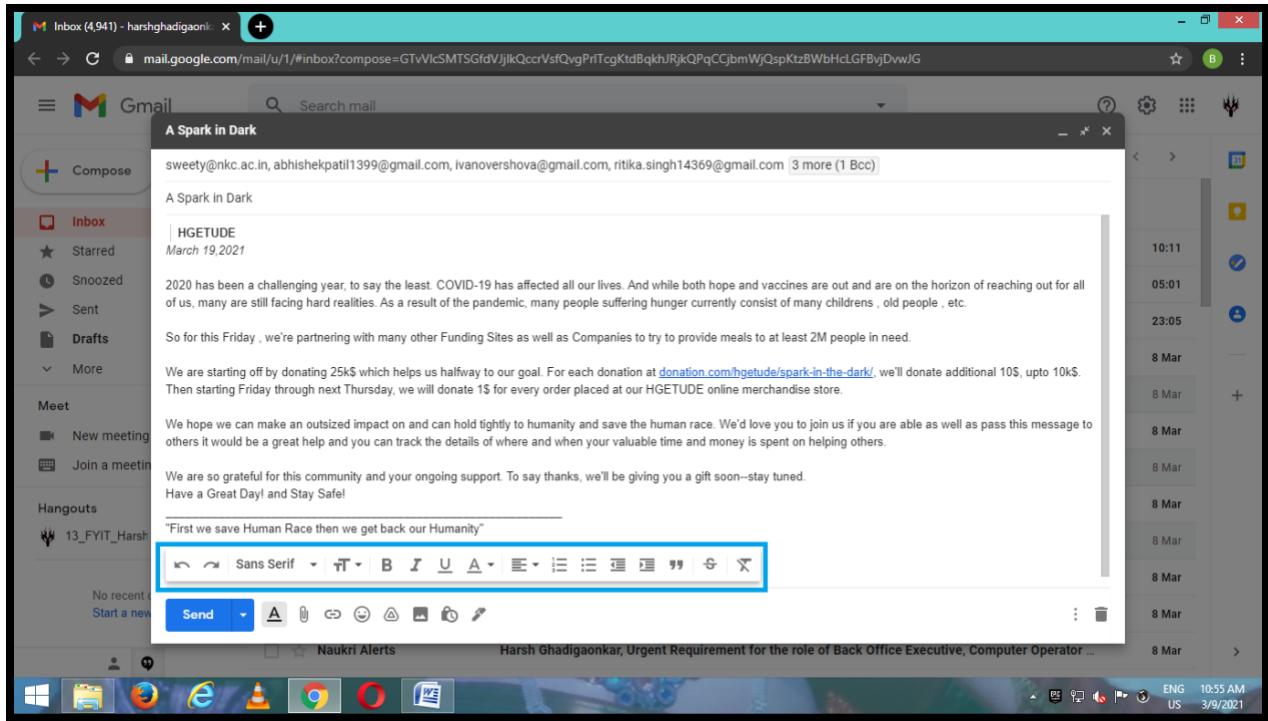
Bcc: A person who's Gmail I'd added here can't be seen by others.

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

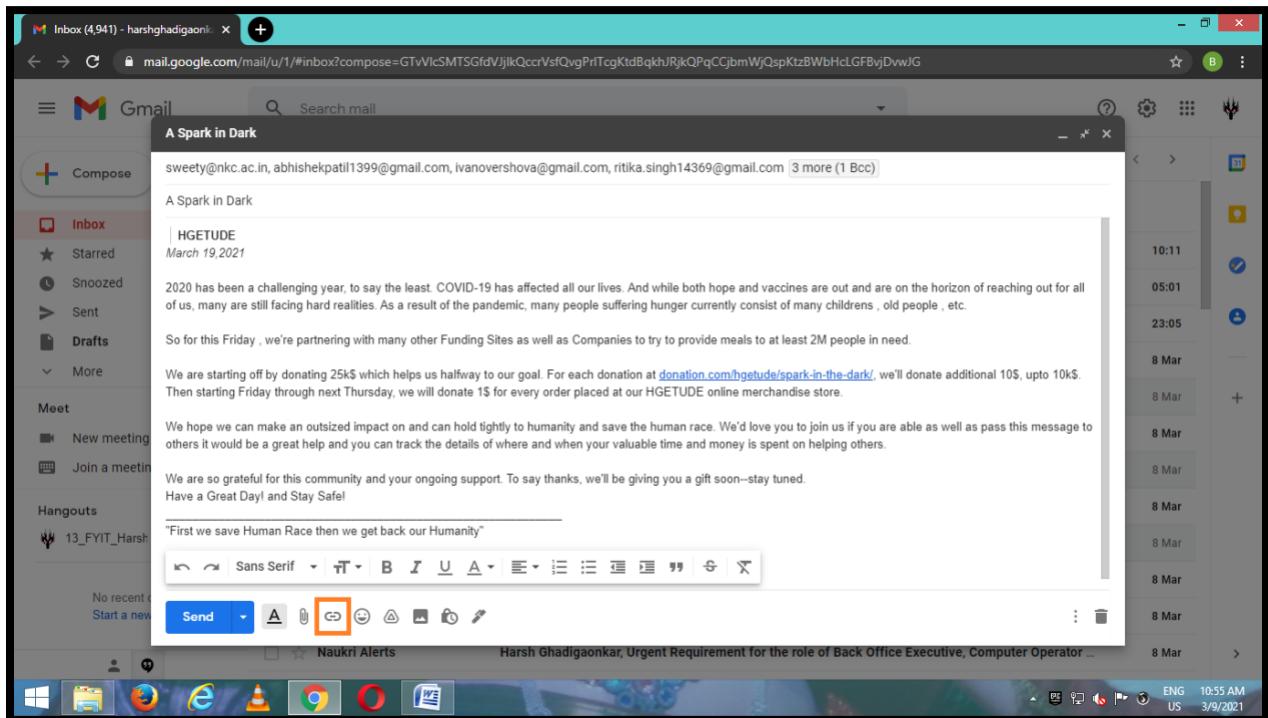
Body (Empty Field below subject): Reason or describing the description of writing a email is written here.



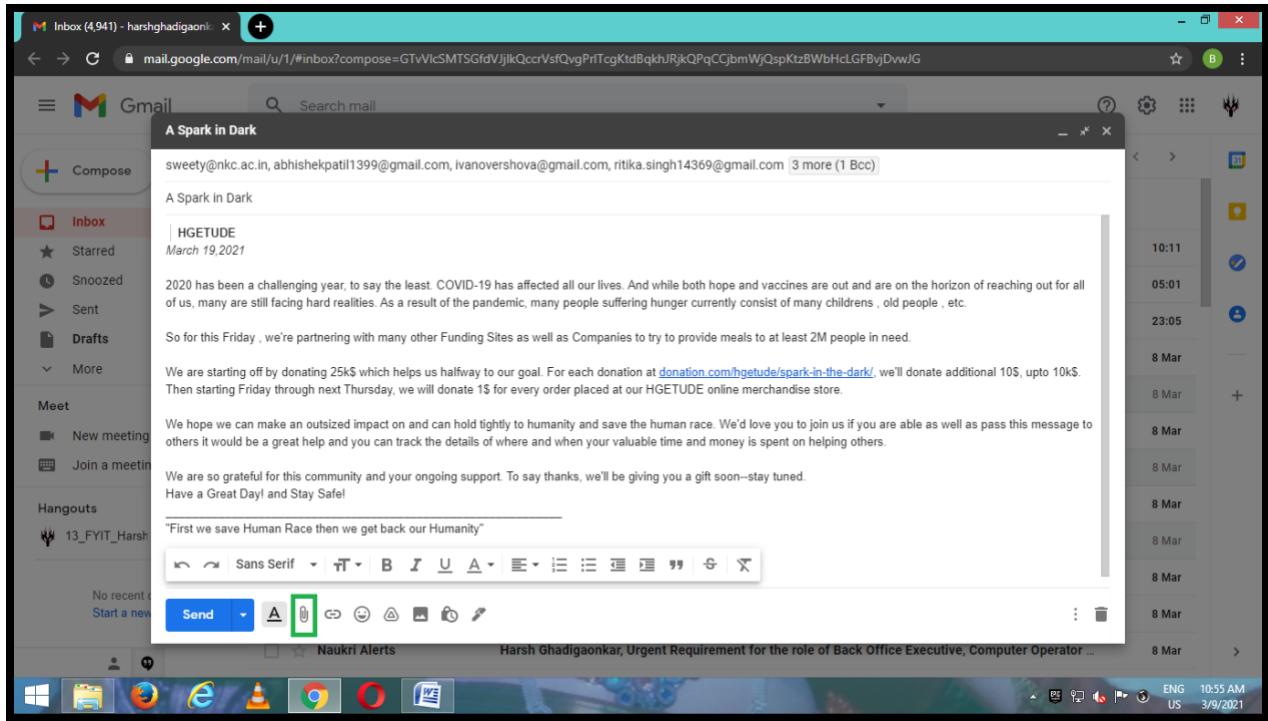
4. Completion: Below there are text editing and adding tools present.



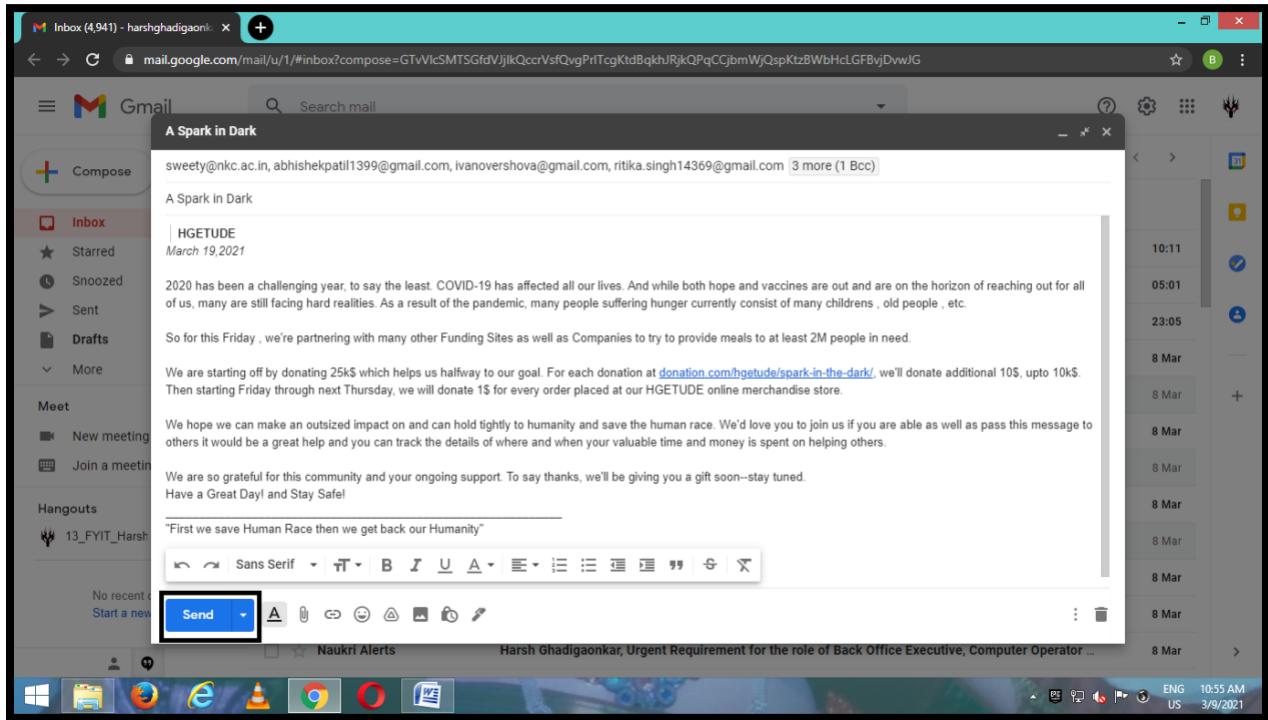
5. Links can be added by Insert Link option below.



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



7. After completing click on Send.



8. Final View when Sent.

The screenshot shows a Gmail inbox interface. On the left, there's a sidebar with navigation links: Inbox (4,941), Starred, Snoozed, Sent (highlighted in grey), Drafts (13), and More. Below these are sections for Meet (New meeting, Join a meeting) and Hangouts (No recent chats, Start a new one). The main area displays an email message from "13_FYIT_Harsh Ghadigaonkar <harshghadigaonkar123@gmail.com>" to "sweety, abhishekpatil1399, ivanovershova, ritika.singh14369, pritmodi700, Devamishra171, bcc: ashwani.kumarpintu". The subject is "A Spark in Dark" and it was sent "11:03 (0 minutes ago)" on "March 19, 2021". The message content discusses the challenges of COVID-19 and a partnership with other funding sites to provide meals. It mentions a donation drive for HGETUDE, where 25k\$ will be matched and additional donations will be made. It encourages people to join the cause and provides a quote: "First we save Human Race then we get back our Humanity". A small image of a blue heart with a flame is attached to the message.