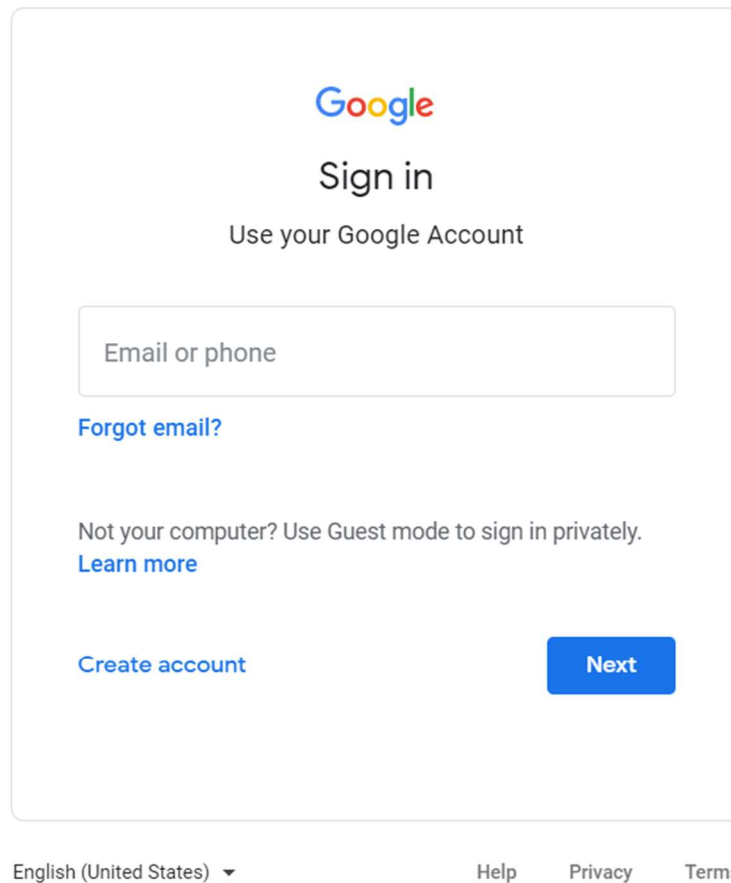


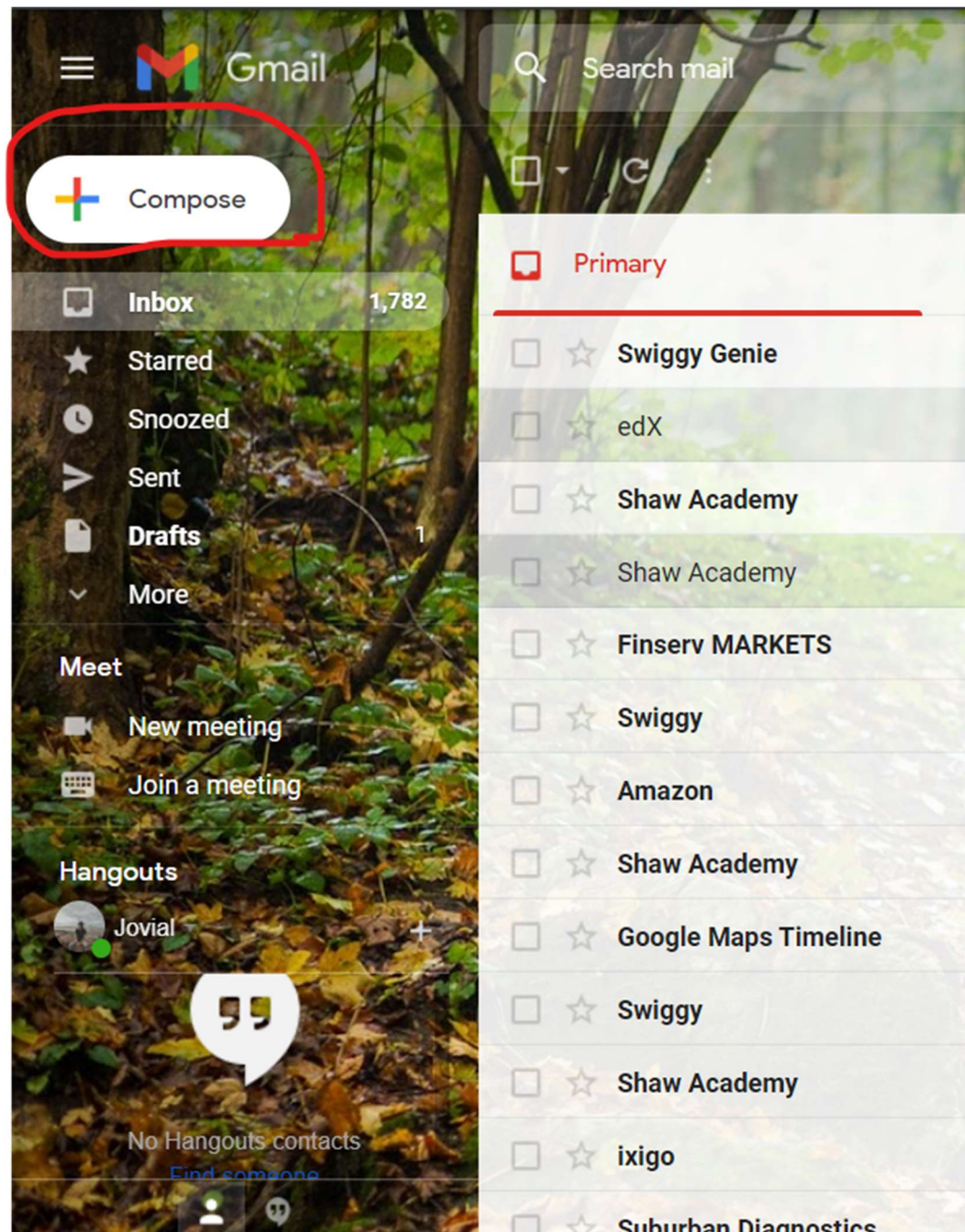
Practical 4

Step 1: Login to your Google account.



The image shows the Google Sign in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Under the input field is a link "Forgot email?". Further down is the 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". At the very bottom of the page, there is a footer with "English (United States)" and a dropdown arrow, followed by links for "Help", "Privacy", and "Terms".

Step 2: Open Gmail and Click on Compose.



After you click on Compose a Window like this will appear:

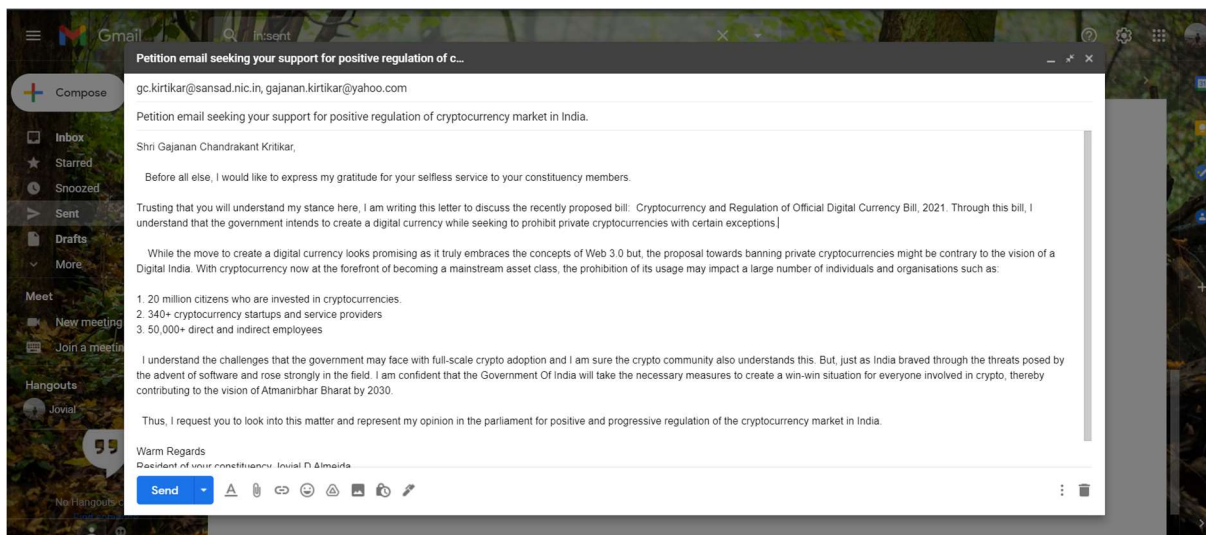
Jovial D Almeida

FYCS

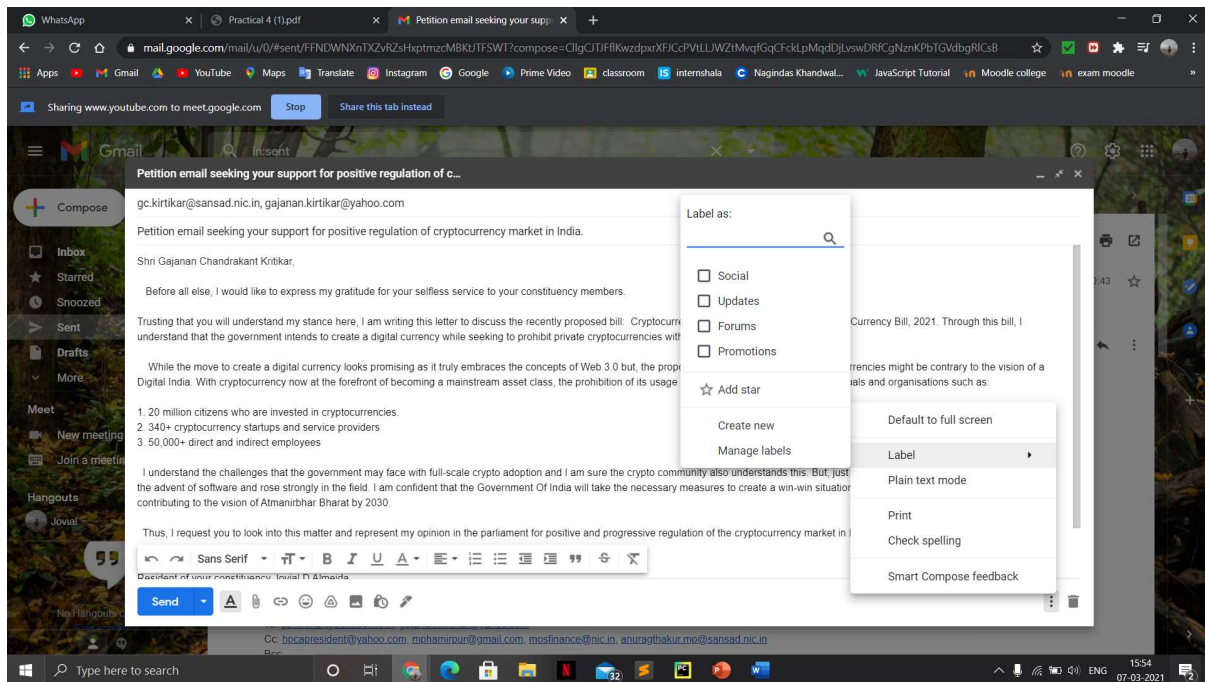
14



Step 3: In the 'To' section type the Email id of the name or organization to whom you want the mail to be Sent and write the subject below in the subject section.



Step 4: use attach button to attach the images or files



Step 5: Once done editing click on send to send your mail

