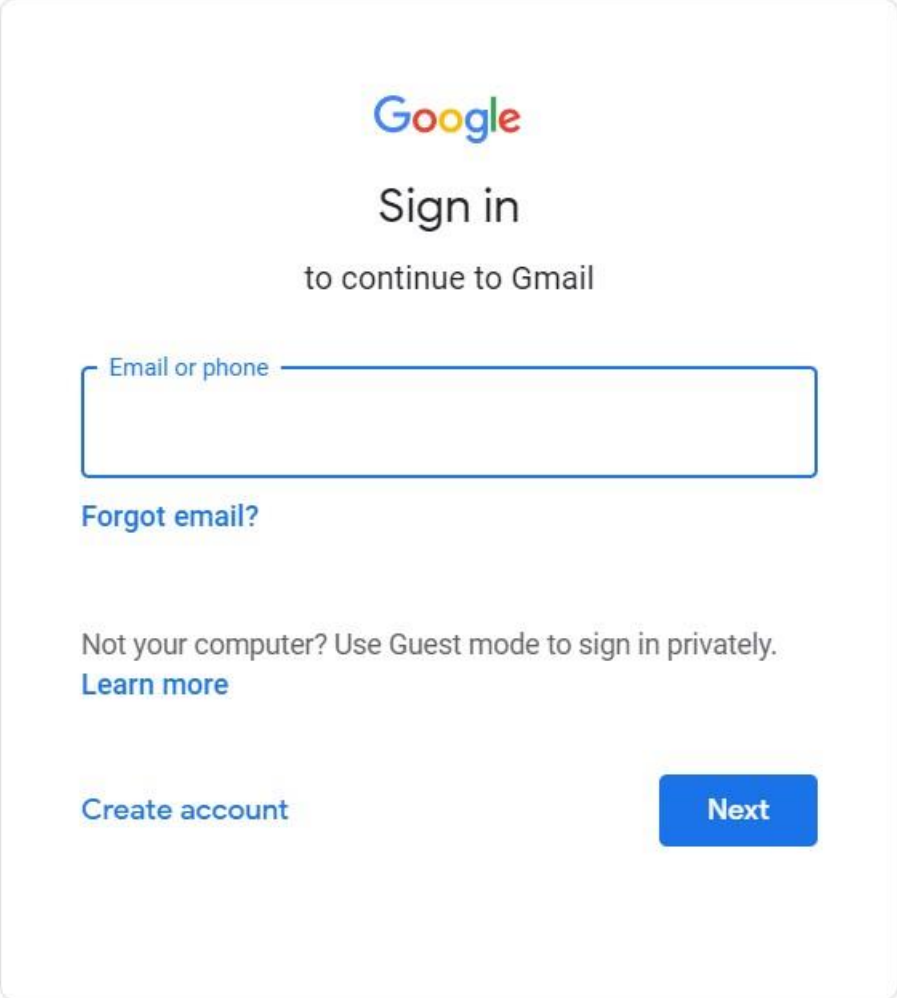


Name: MOHAN GADHAVI
Roll No:142
FYIT

Practical No: 4
Writing an Email

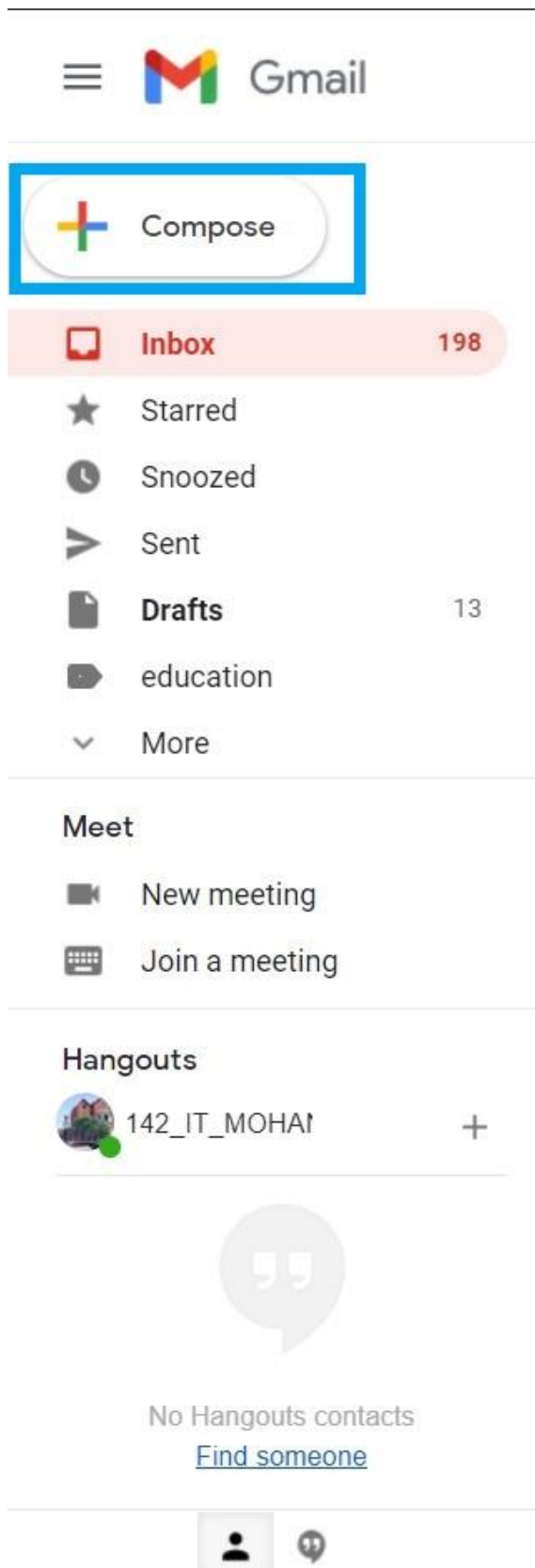
Step 1: Login to your Google account.



The image shows the Google sign-in page for Gmail. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field with the placeholder "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." with a link "Learn more". At the bottom left is a link "Create account", and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

English (United States) ▼ Help Privacy Terms

Step 2: Search Gmail and click on Compose.



Now you will see a window like this:

New Message

To

Cc Bcc

Subject

Send

A

Step 3: In the “To” section, type in the gmail id of the person or organization you want to write to and in the “Subject” section describe what you are writing about in a few words.

RAM Status Enquiry

Step 4: Below the Subject, type in the body of your mail.

RAM Status Enquiry



paskinfotech@gmail.com

RAM Status Enquiry

Dear Team,

I had submitted my msi pro vdh motherboard (rma no 7870) and 2 corsair vengeance 2400 ddr 4 ram (rma no: 4708) on 4th of Nov.

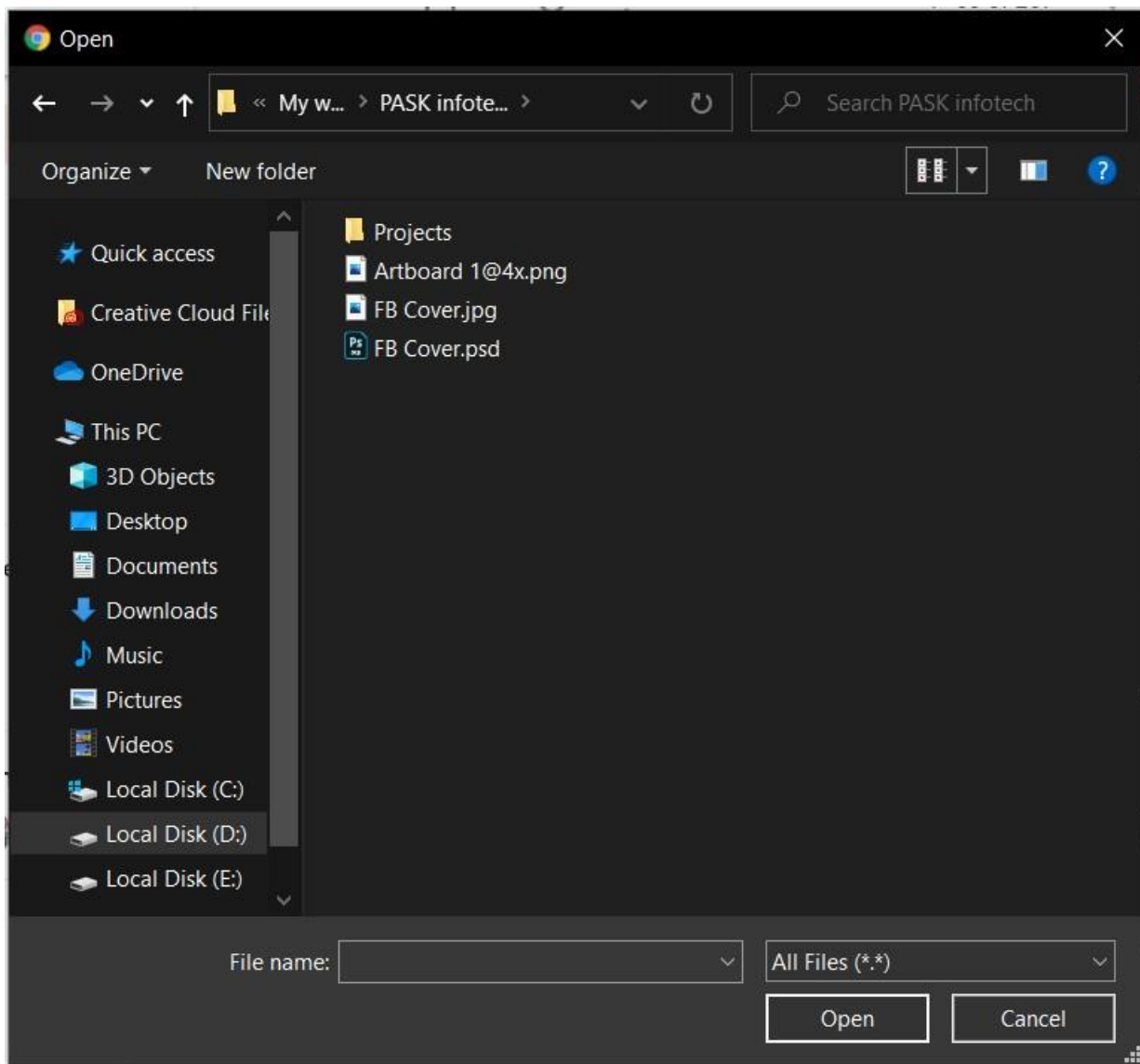
On the website the board status shows as ready however there is no update on the ma status of my rams. I have been continuously following up with the Kaizen team at lamington however my phone is mostly unanswered.

Request you to kindly expedite and let me know by when I would be receiving all my products.]

Send



You can even use the “attach button” to attach files along with the mail.



There are a few more buttons alongside attach for example:

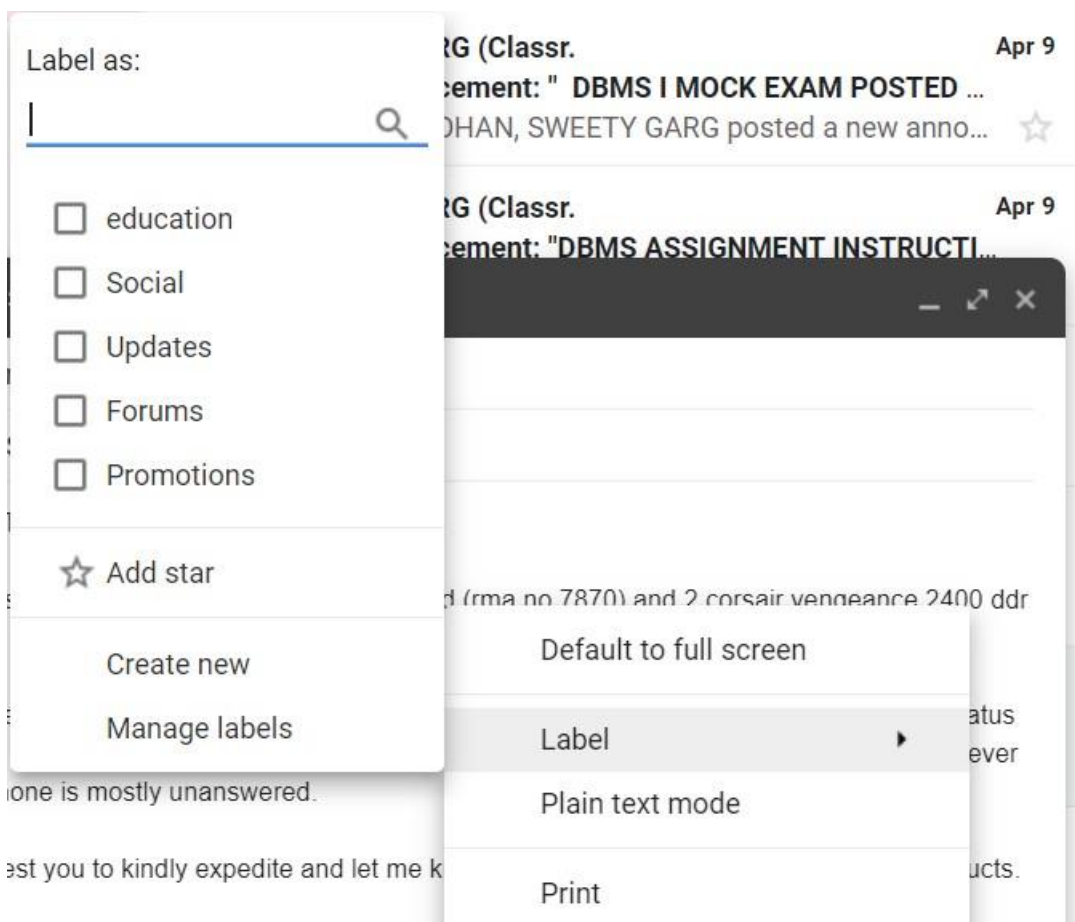
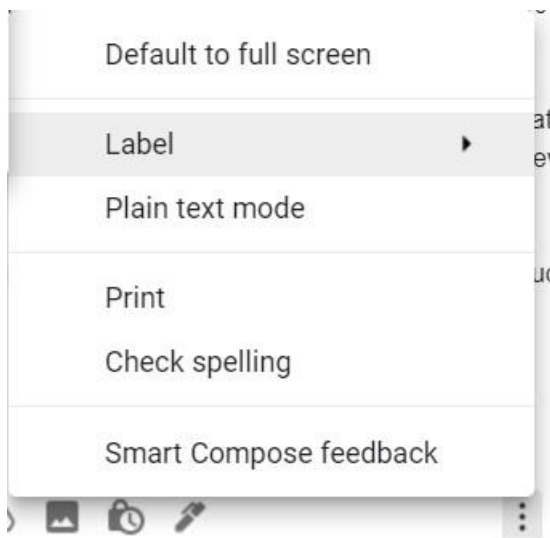
Insert link- You can insert links with the help of this button.

Insert Emoji- It inserts emojis.

Insert files using drive: With this button, you can directly insert files from your google drive. Formatting options:

Lets the user format the mail however they want.

If you click on the 3 dots it lets you use some additional features.



You can label your

mail as (trash/social/forum/promotion)

And lastly you can find the delete button beside the 3 dots.

Step 5: Once you are done with typing and formatting click on "SEND" to send your mail.

