

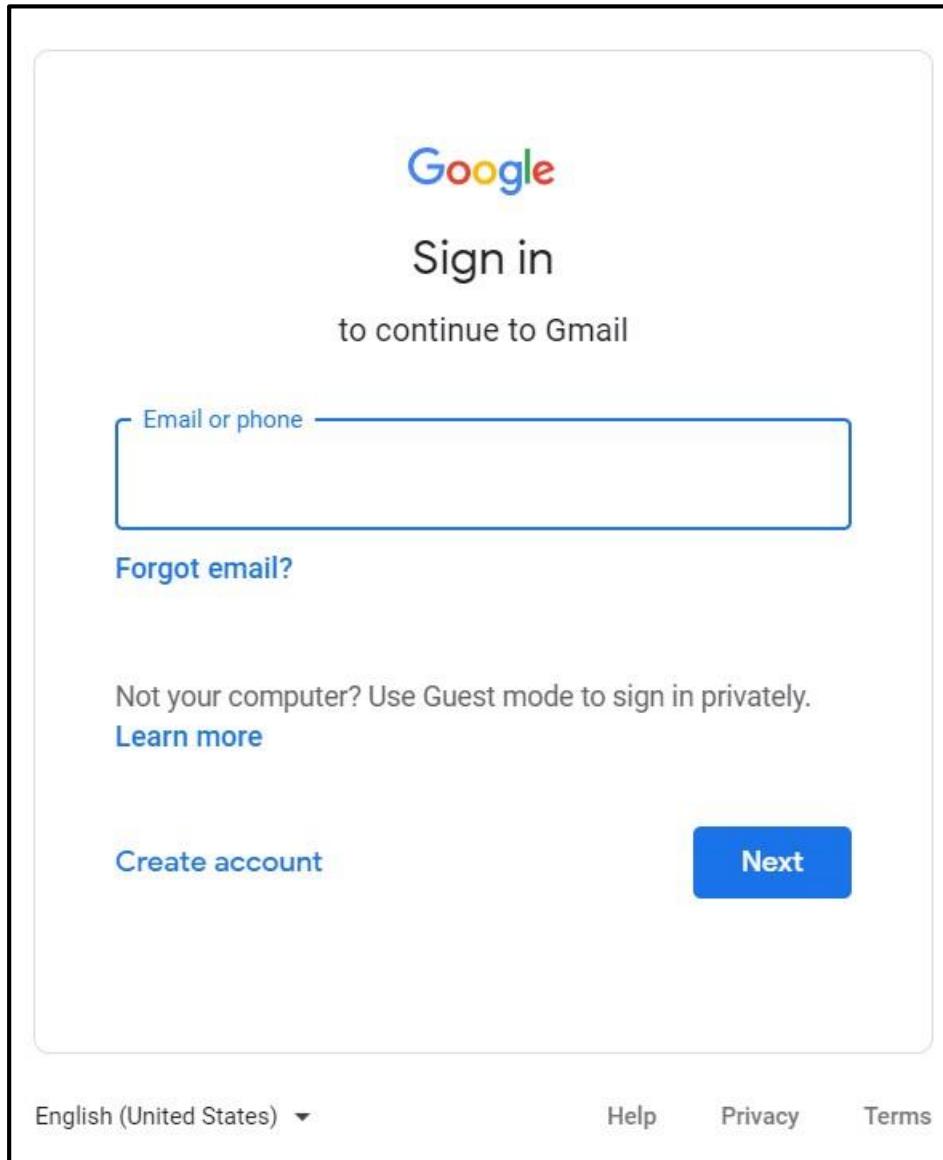
Name: MOHAN GADHAVI

Roll No:142

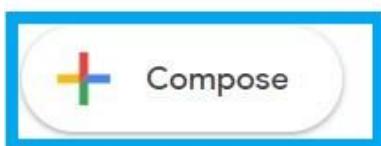
FYIT

Practical No: 4
Writing an Email

Step 1: Login to your Google account.



Step 2: Search Gmail and click on Compose.



Inbox

198

Starred

Snoozed

Sent

Drafts

13

education

More

Meet

New meeting

Join a meeting

Hangouts



142_IT_MOHAI

+



No Hangouts contacts

[Find someone](#)



Now you will see a window like this:

New Message

- ↗ ✎

To

Cc Bcc

Subject

Send



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

- ✎ X

paskinfotech@gmail.com

RAM Status Enquiry

Send

▼



⋮ ⚡

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

RAM Status Enquiry

- ↗ ✎

paskinfotech@gmail.com

RAM Status Enquiry

Dear Team,

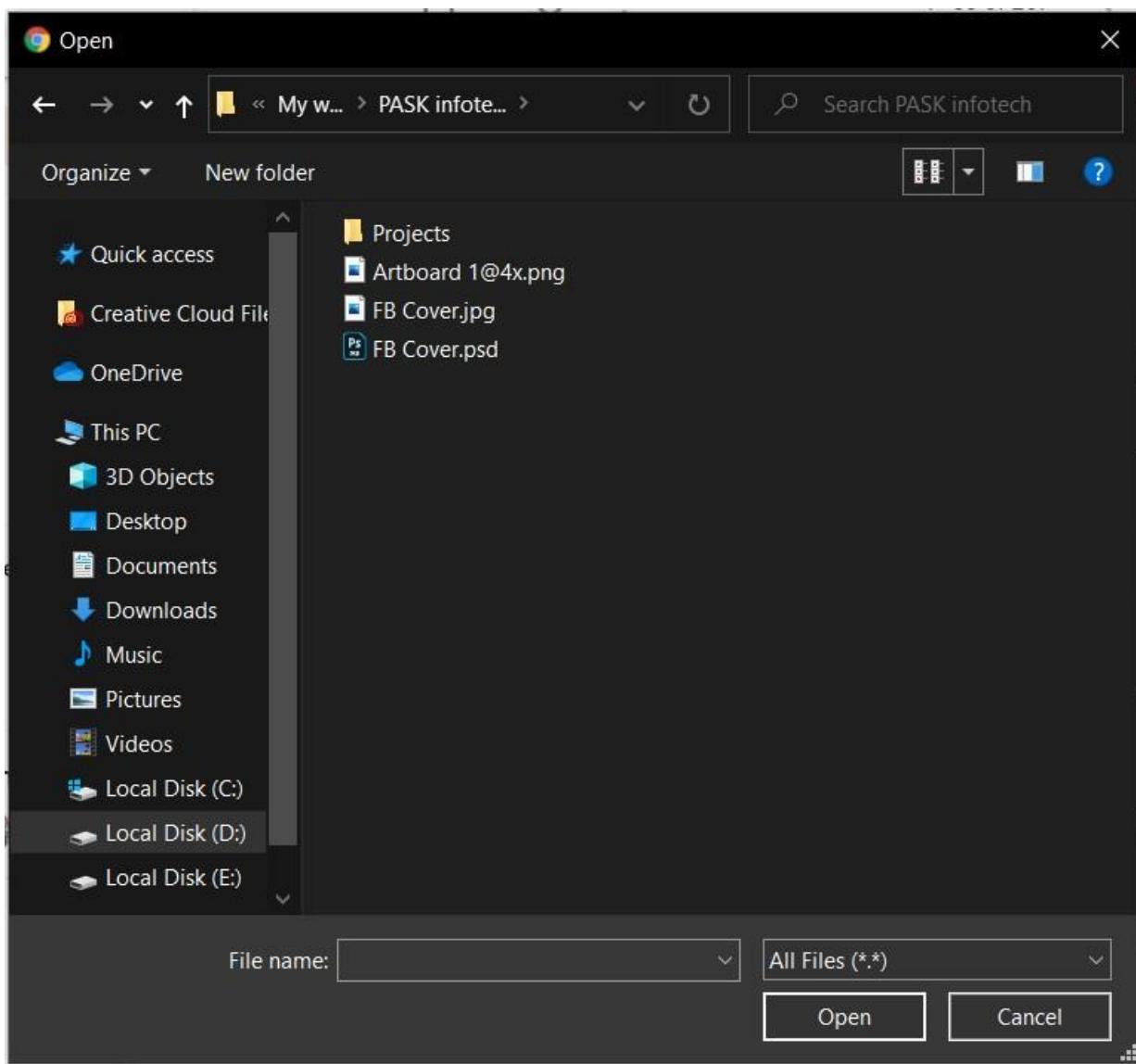
I had submitted my msi pro vdh motherboard (rma no 7870) and 2 corsair vengeance 2400 ddr 4 ram (rma no: 4708) on 4th of Nov.

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.



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



There are a few more buttons alongside attach for example:

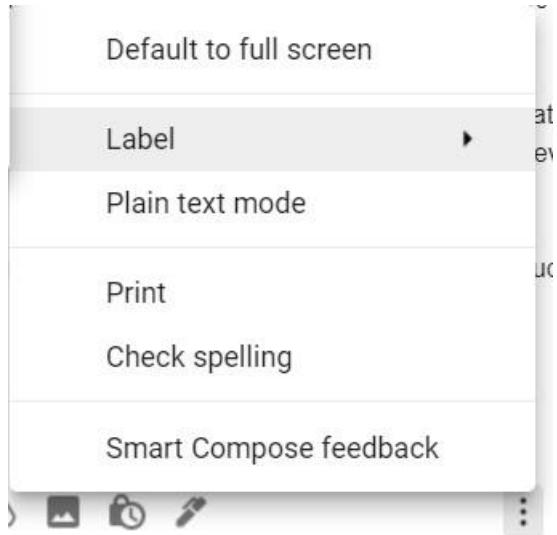
Insert link- You can insert links with the help of this button.

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.



Label as:

RG (Classr. Apr 9
ement: " DBMS I MOCK EXAM POSTED ...
DHAN, SWEETY GARG posted a new anno... ★

education

Social

Updates

Forums

Promotions

★ Add star

Create new

Manage labels

None is mostly unanswered.

est you to kindly expedite and let me k

Default to full screen

Label (selected)

Plain text mode

Print

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.

