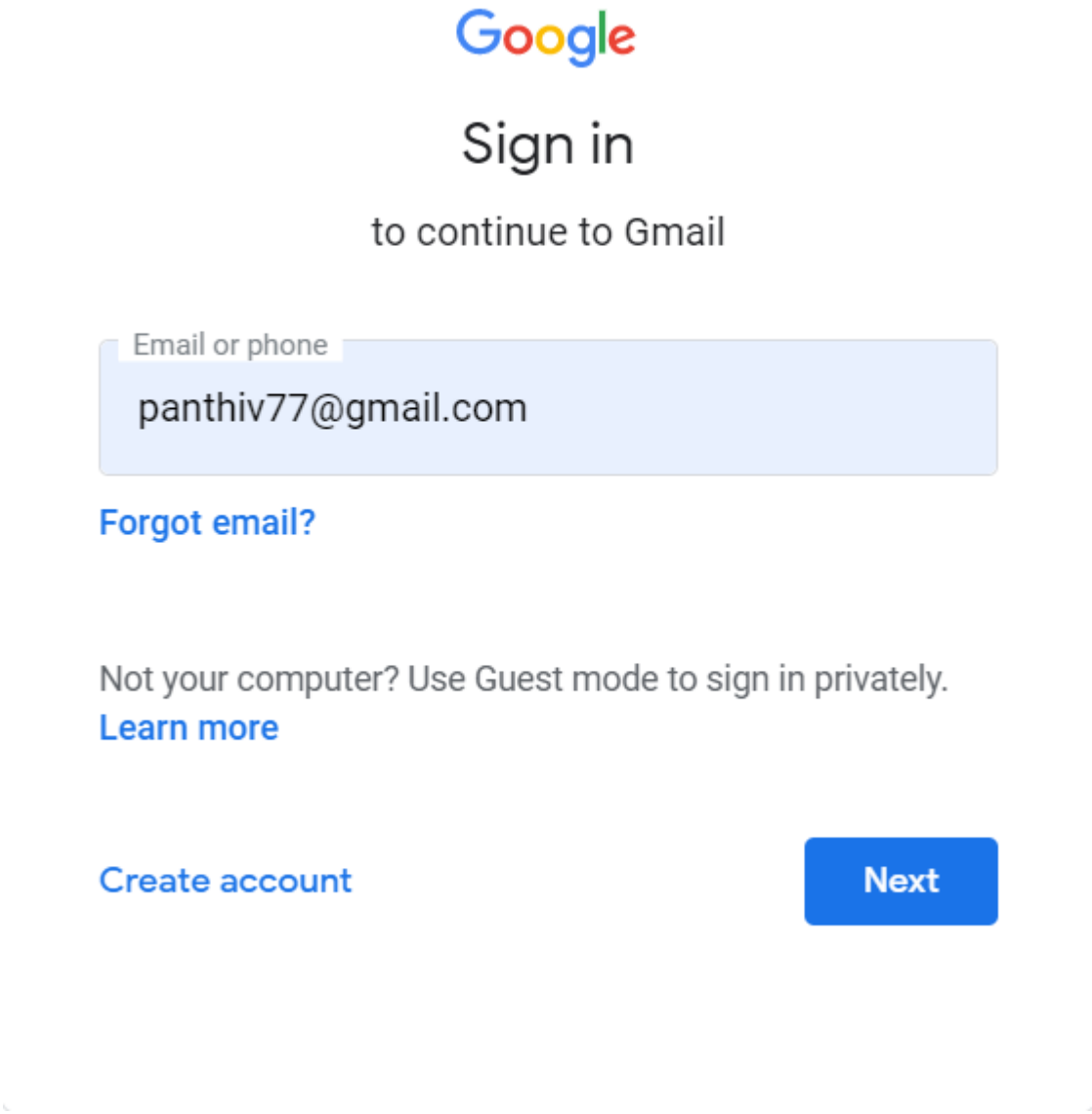
NAME :Panthiv Patel

ROLL NO :72

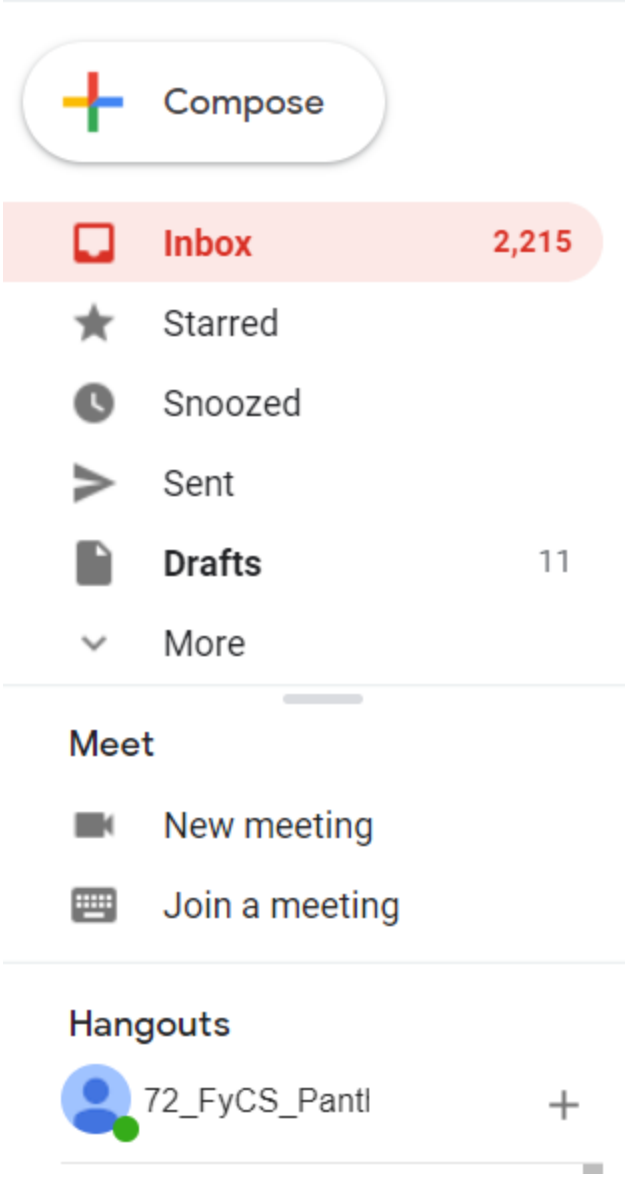
FYCS

Practical 4- writing email

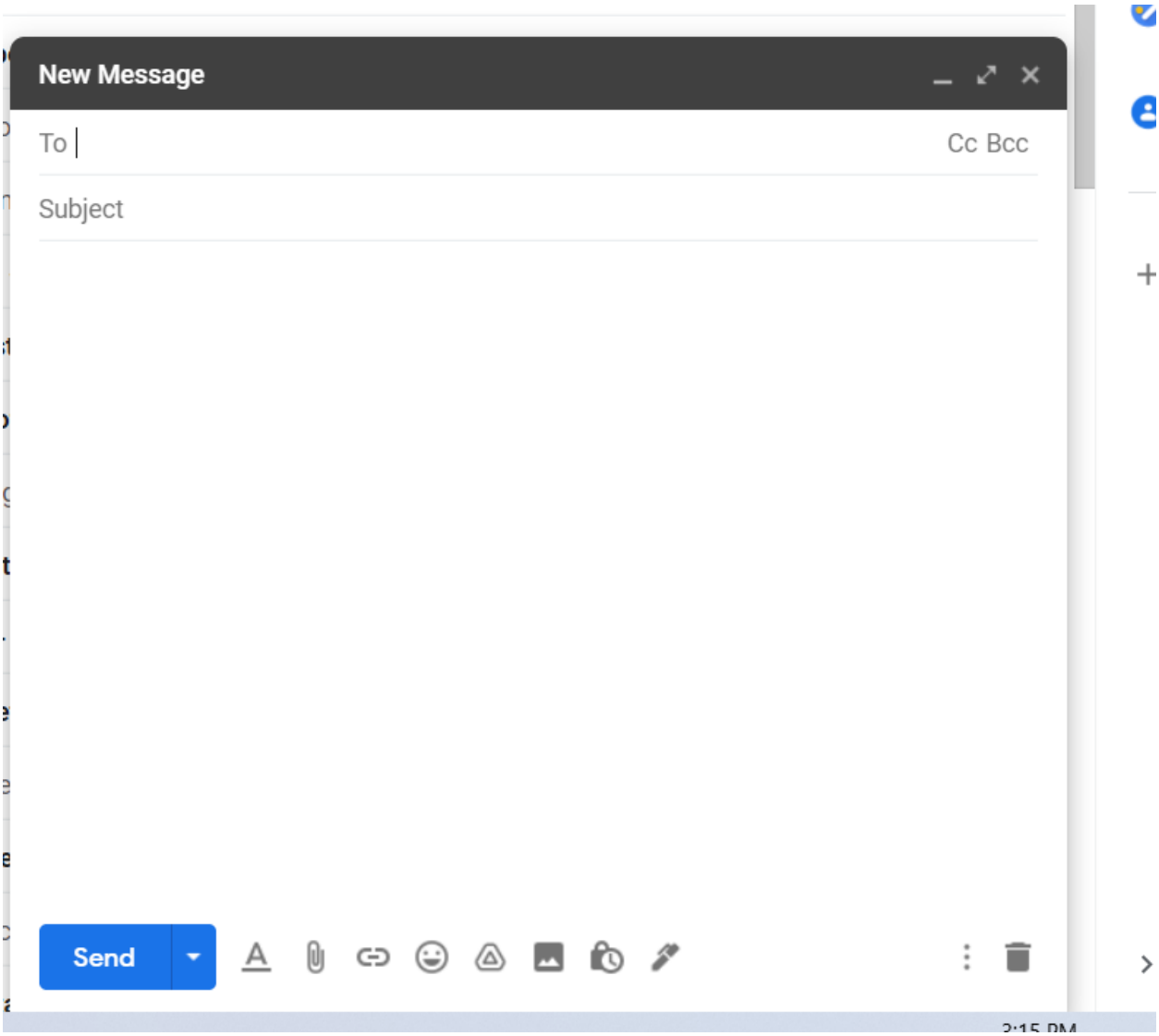
Step 1: login to your google account



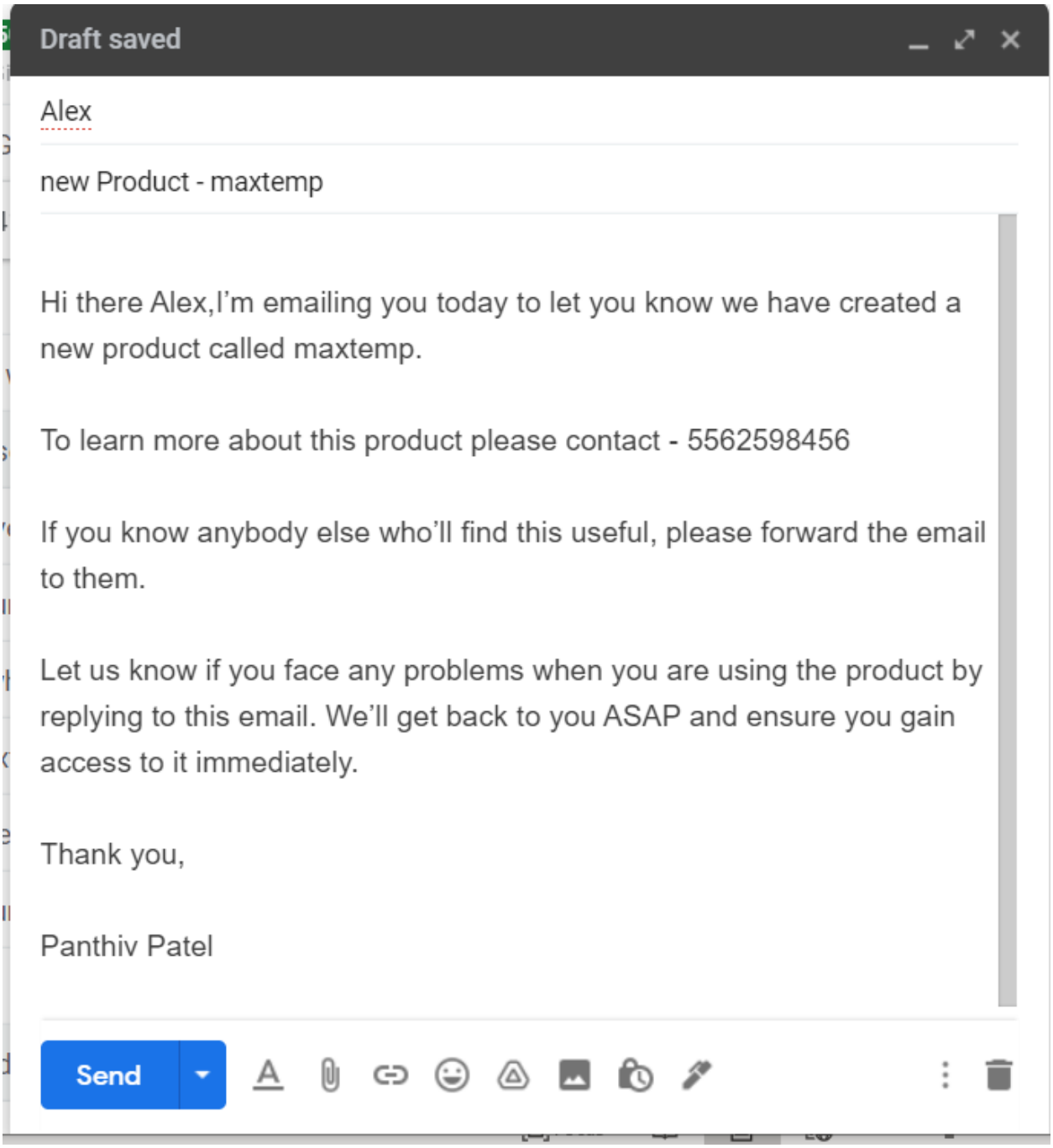
Step 2: search gmail and click on compose



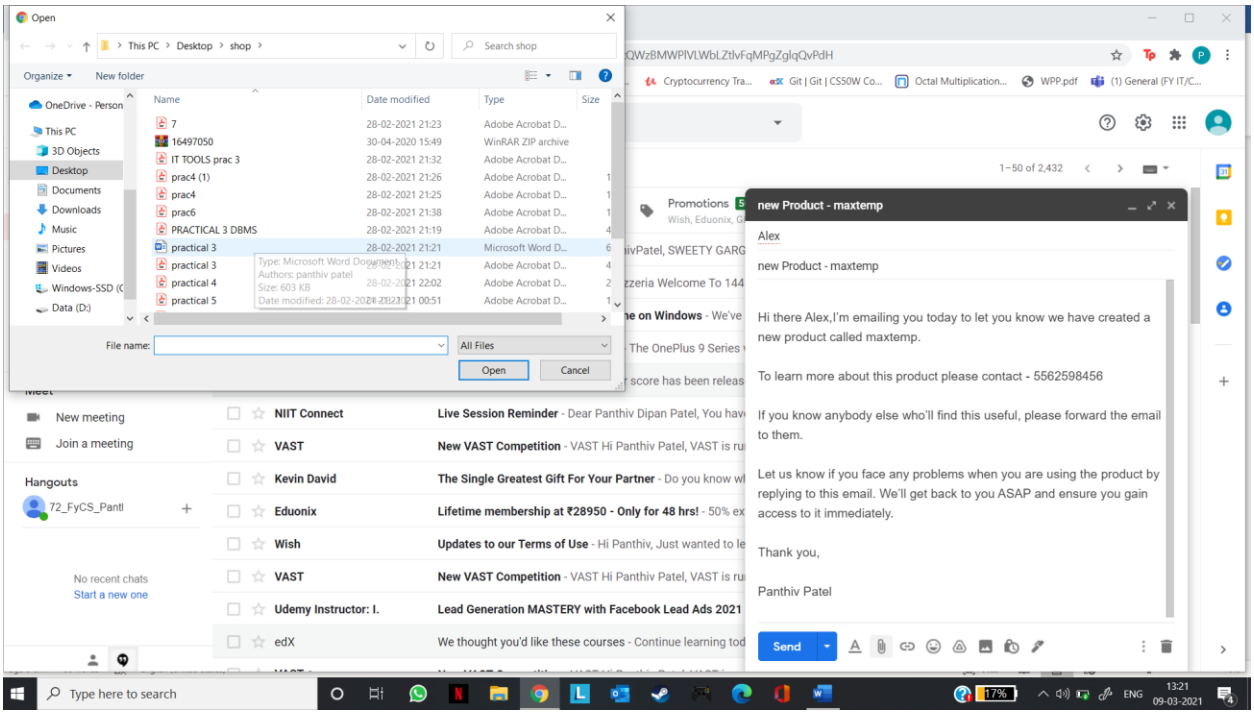
You will see a window like this



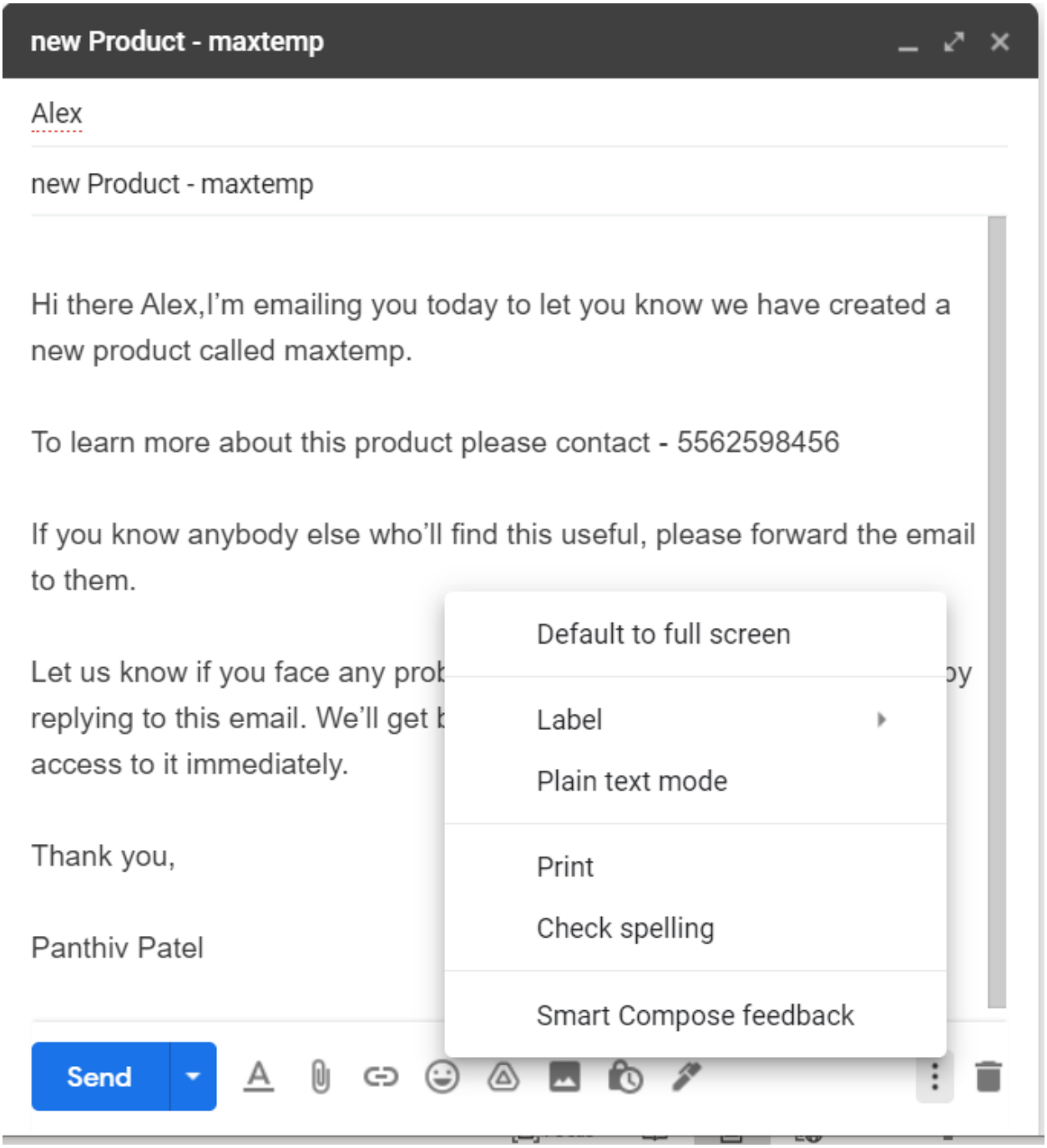
Step 3: in the ‘To’ section type the gmail id of the name or organization to whom you want to send the mail and write the subject below in the subject section.



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



Step 5: click on the 3 dots to add some additional features



Step5: once done editing click on send to send your mail

Let us know if you face any problems when you are using the product by replying to this email. We'll get back to you ASAP and ensure you gain access to it immediately.

Thank you,

Panthiv Patel