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ROLL NO :72

FYCS

Practical 4- writing email

Step 1: login to your google account



Sign in

to continue to Gmail

Email or phone

panthiv77@gmail.com

[Forgot email?](#)

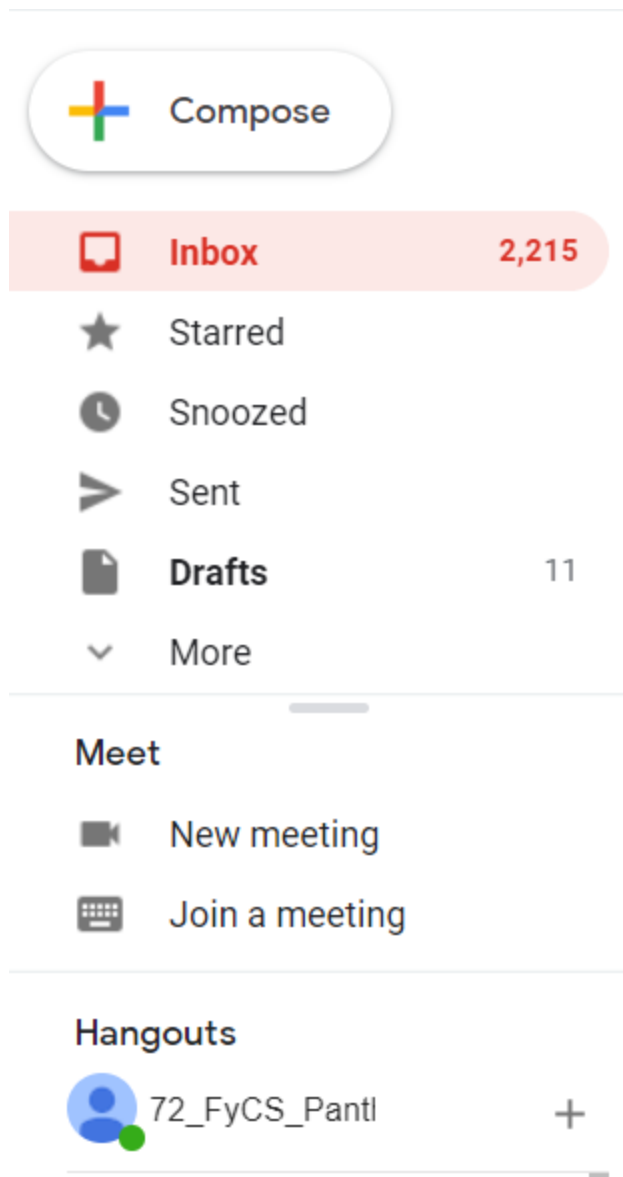
Not your computer? Use Guest mode to sign in privately.

[Learn more](#)

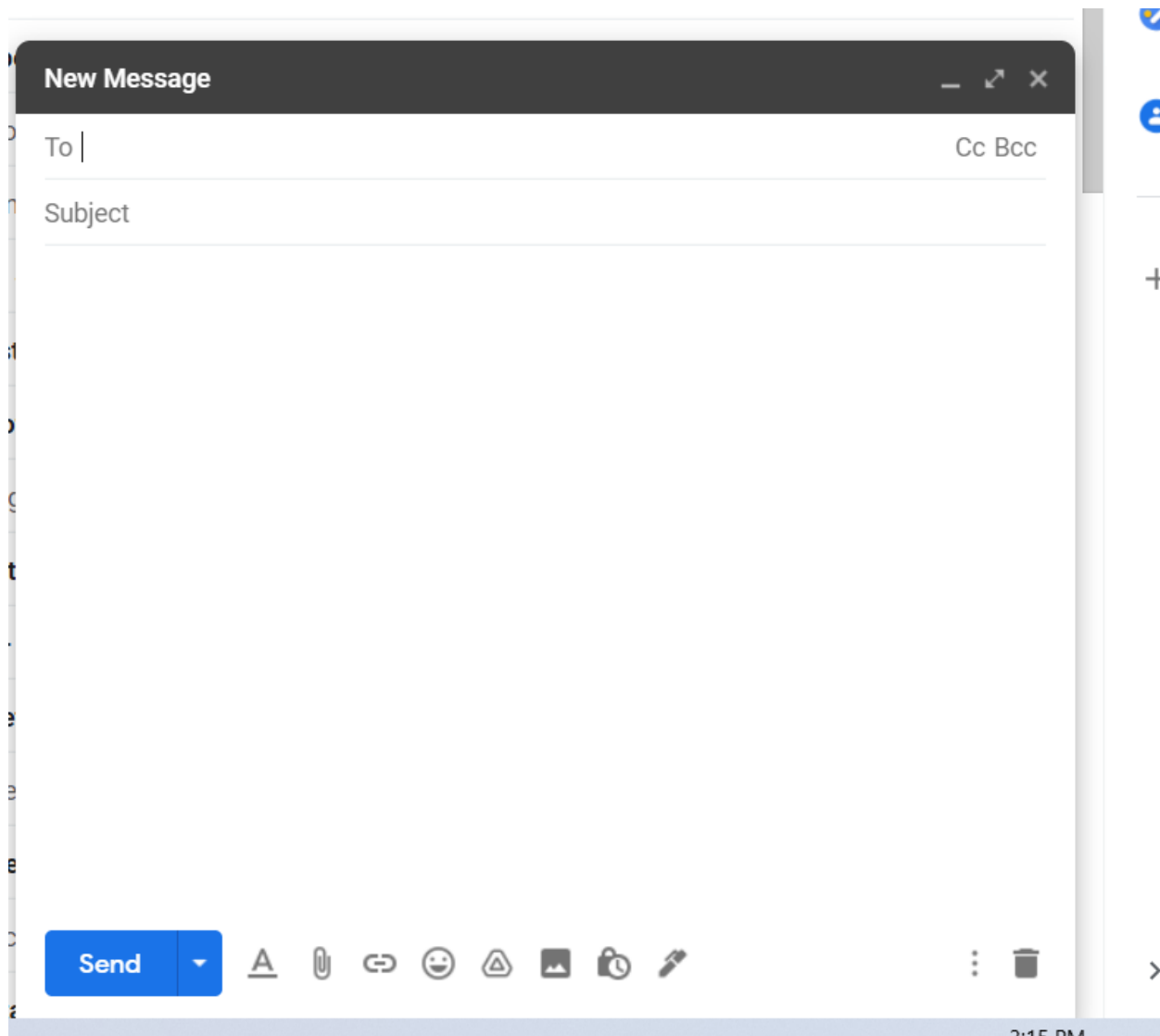
[Create account](#)

Next

Step 2: search gmail and click on compose



You will see a window like this



The image shows a 'New Message' window in an email client. The window has a dark header bar with the title 'New Message' and window control icons (minimize, maximize, close). Below the header, there are three input fields: 'To' (with a cursor), 'Cc', and 'Bcc'. Below these is a large 'Subject' field. The main body of the window is a large text area for the message content. At the bottom, there is a toolbar with a blue 'Send' button, a dropdown arrow, and icons for text formatting (bold, italic, underline), attachments, links, emojis, images, video, and a pencil. To the right of the toolbar are three vertical dots, a trash can icon, and a right arrow. On the far right, outside the main window, are icons for a checkmark, a person, and a plus sign. At the bottom right corner, the time '2:15 PM' is visible.

New Message

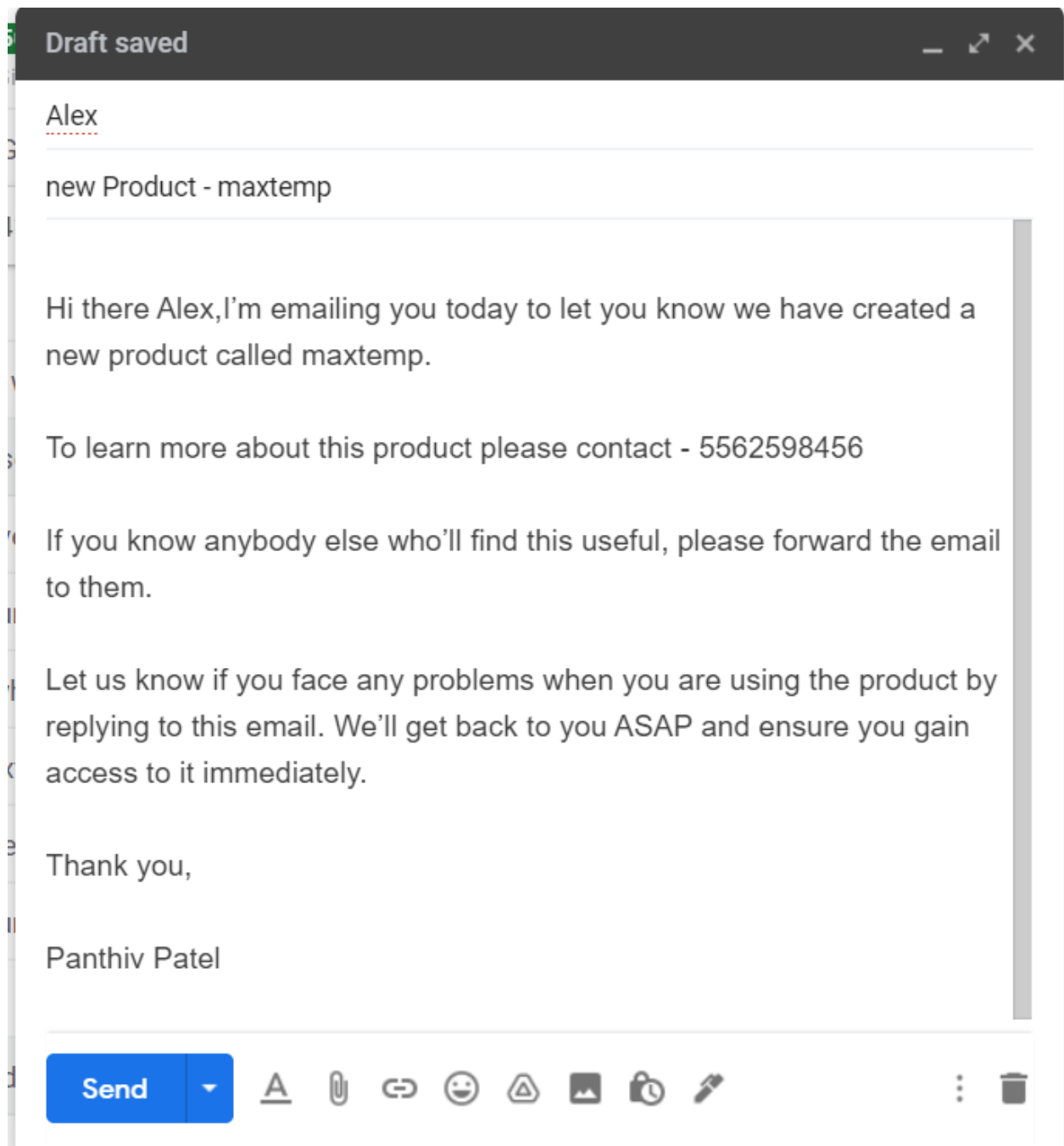
To | Cc Bcc

Subject

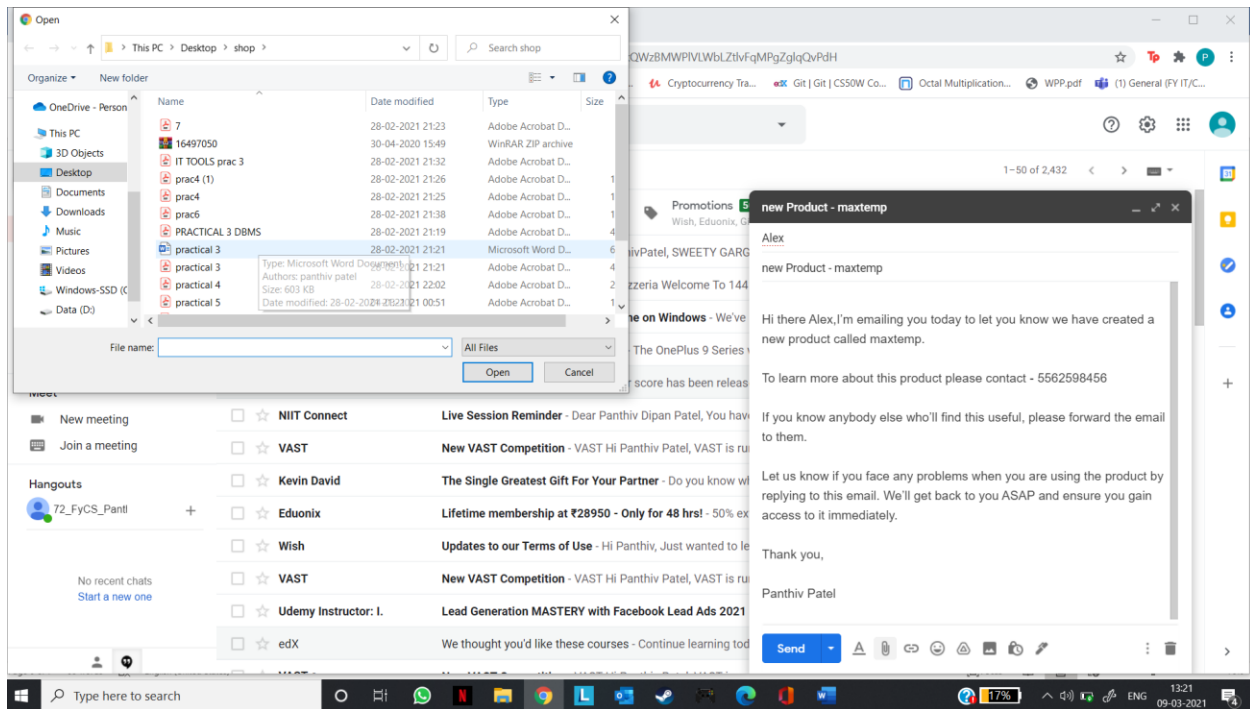
Send

2:15 PM

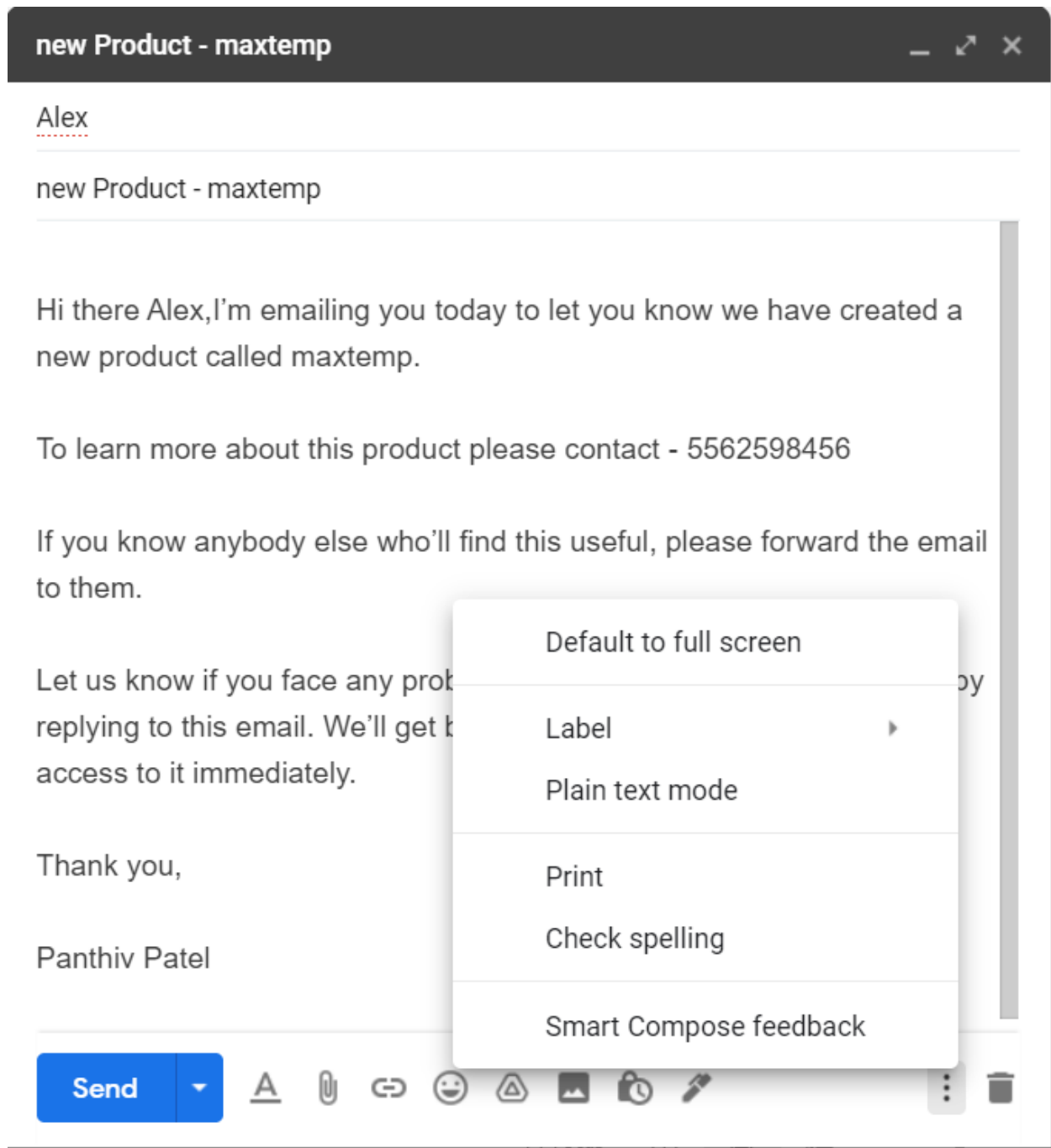
Step 3: in the 'To' section type the gmail id of the name or organization to whom you want to send the mail and write the subject below in the subject section.



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

