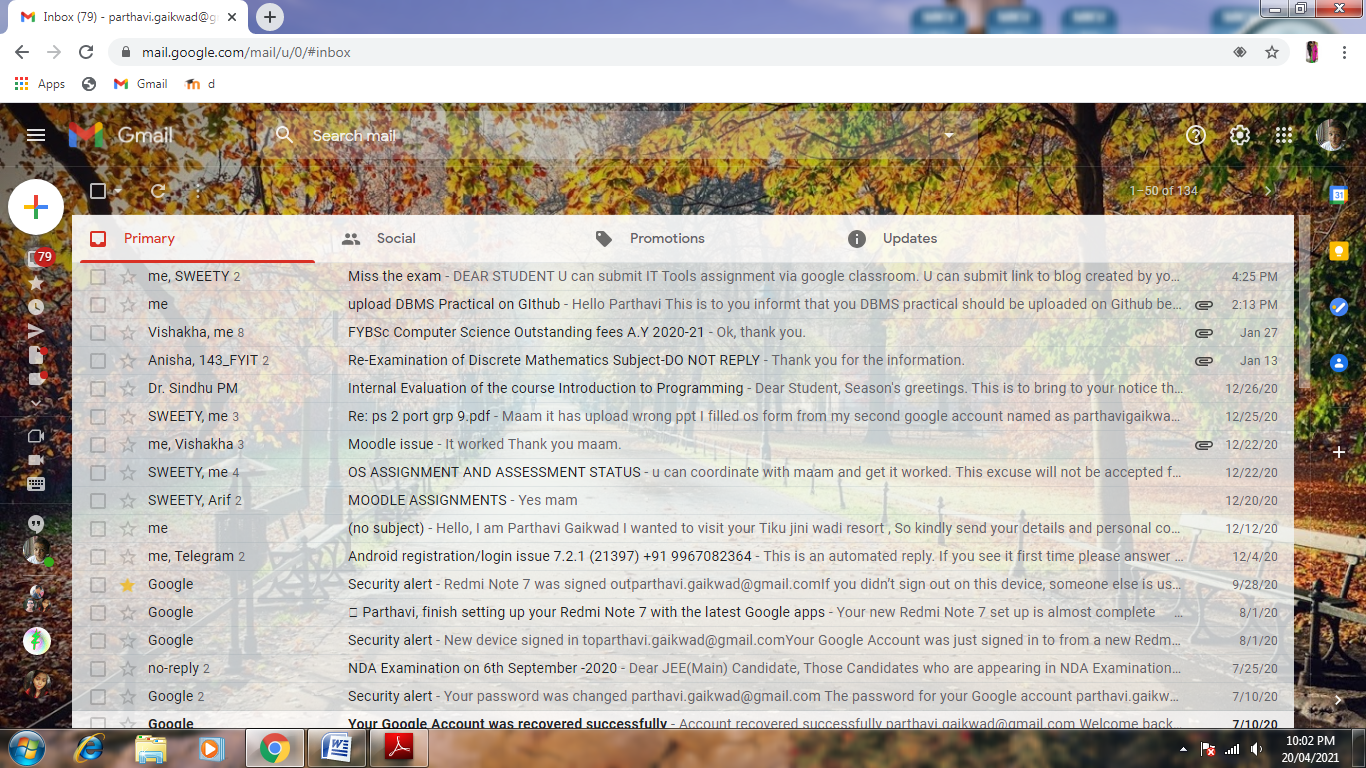
PRACTICAL 4 : WRITING EMAIL

1. First login to your G-mail account and click on the Compose icon which is on the left side of the screen.



B. After clicking on Compose you have to fill the details of

 Sender’s Email address.

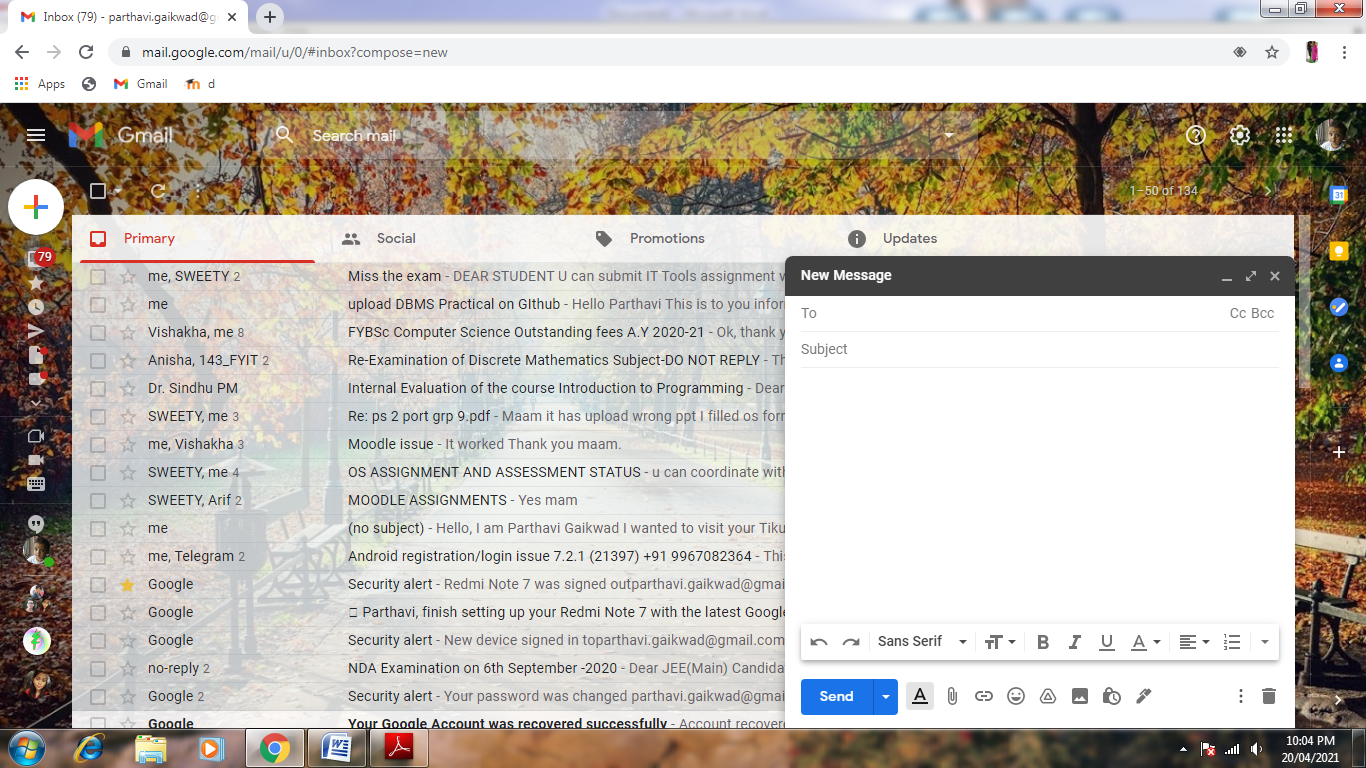
 Receiever’s email address.

 Subject [define the main cause for writing gmail to receiver].

 Body [here you have to write the detail about your topic].

 Signature to your mail.

 Attachment [here you can attach the document related to your topic].



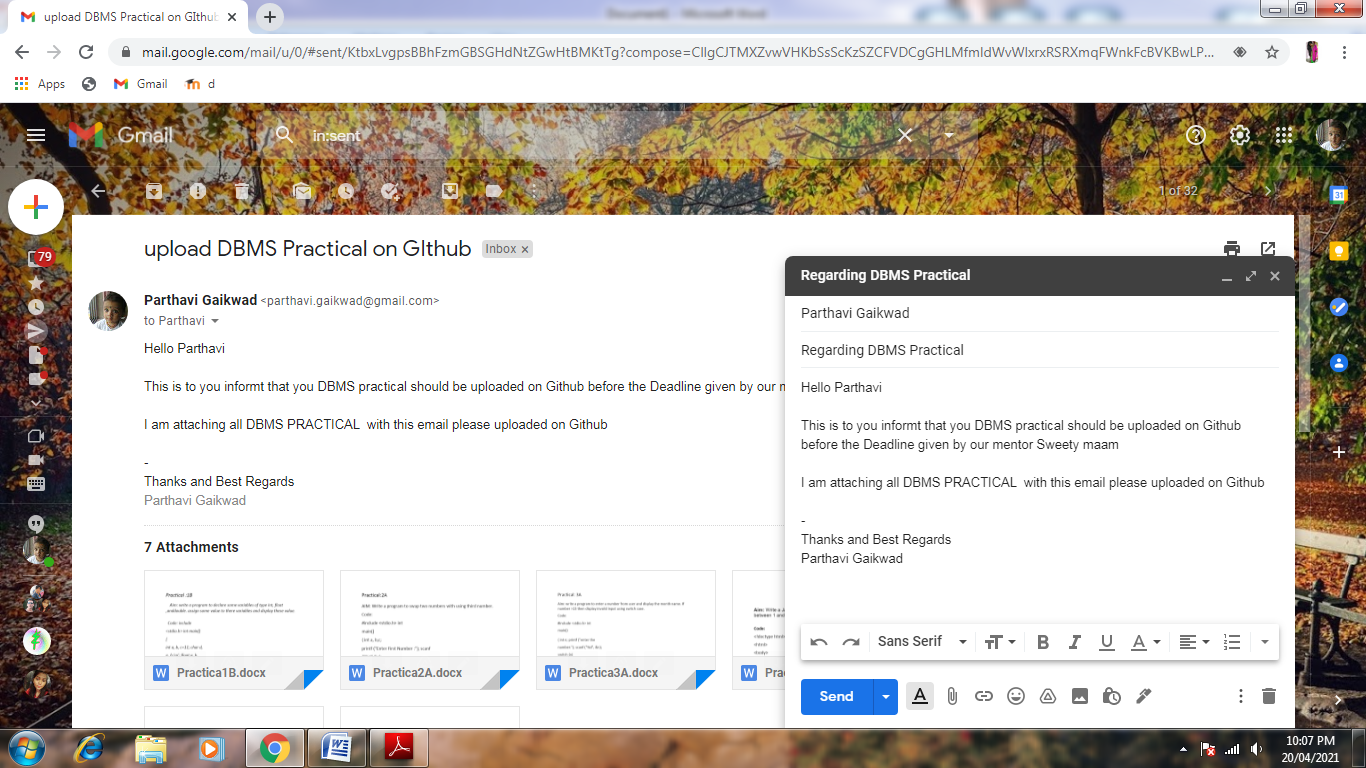
SENDER AND RECEVIER ADDREES

SUBJECT OF YOUR TOPIC

BODY DETAILS OF YOUR TOPIC

ATTACH DOCUMENT

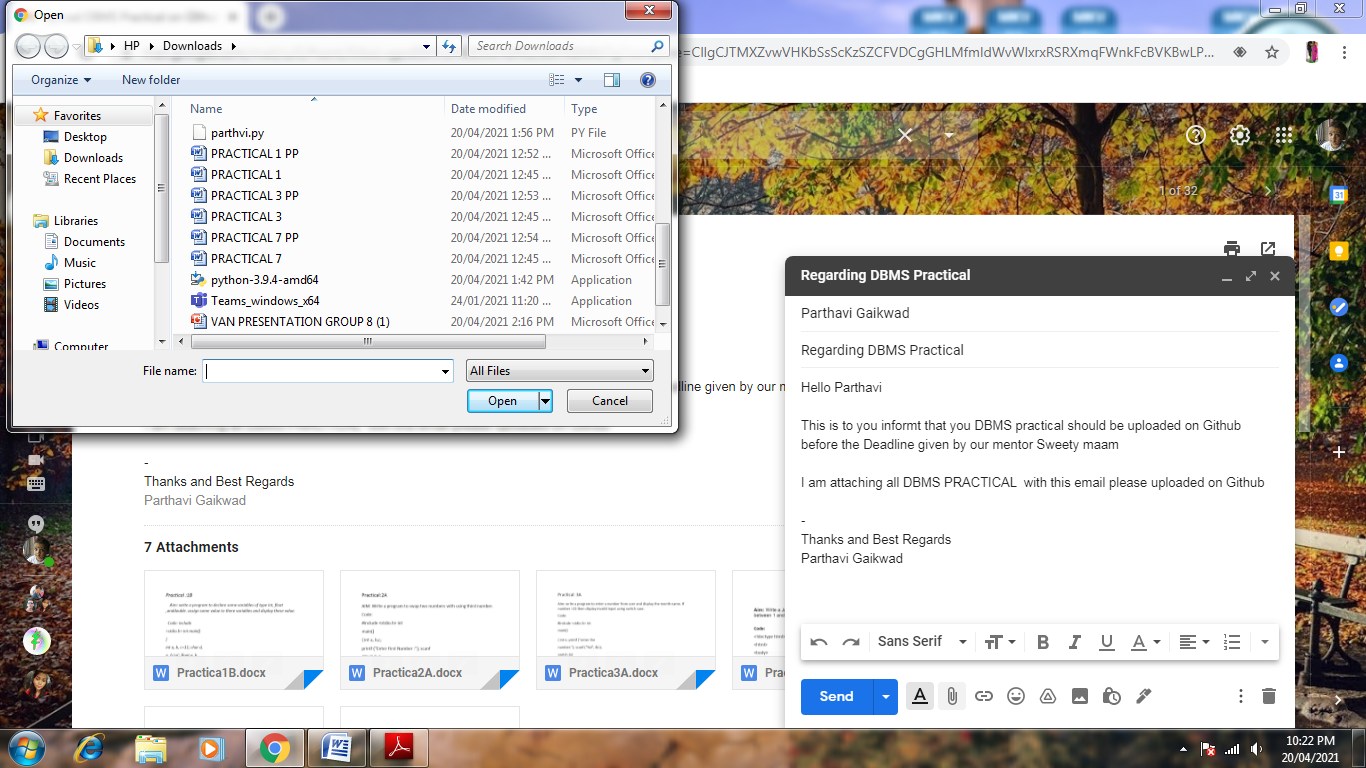
ADD SIGNTURE



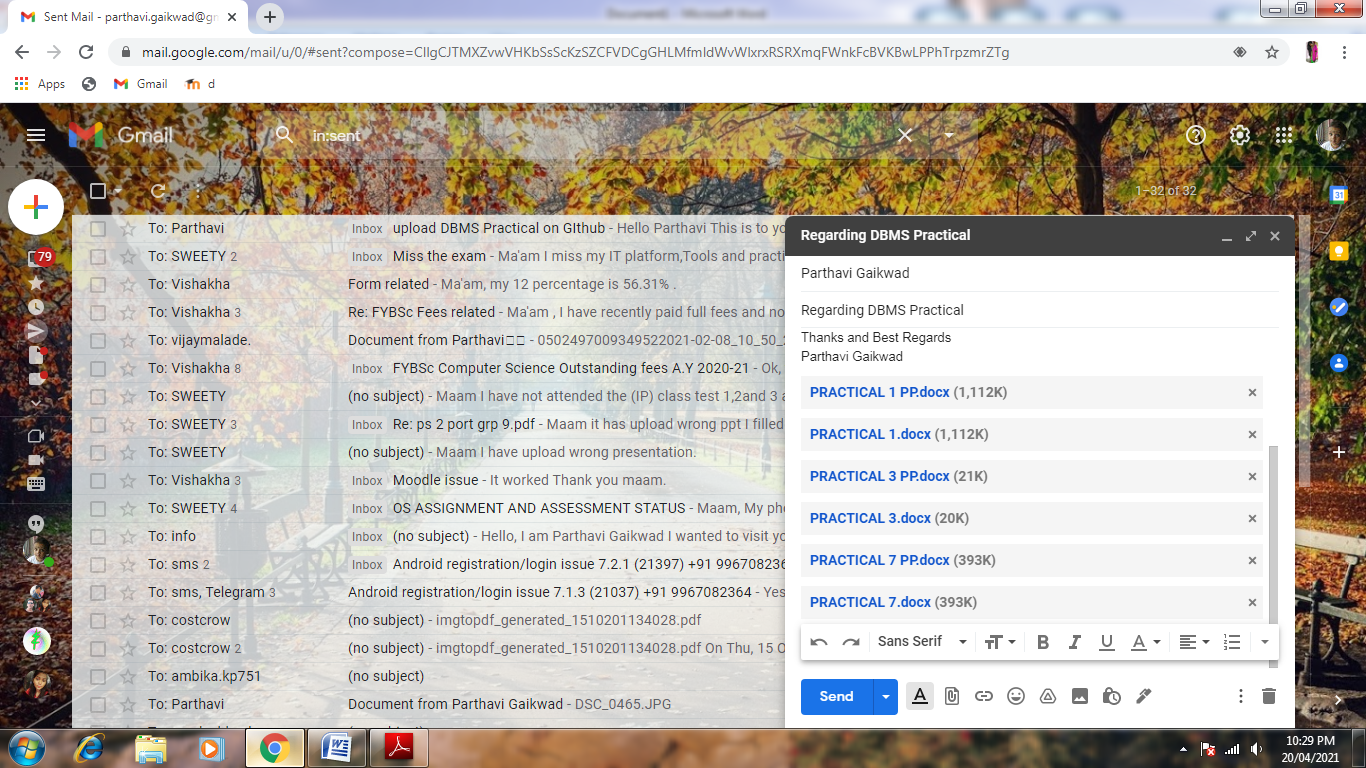
 To attach document click on attach icon and then select the file from your **system**

SELECT THE FILE

CLICK ON OPEN TO ATTACH

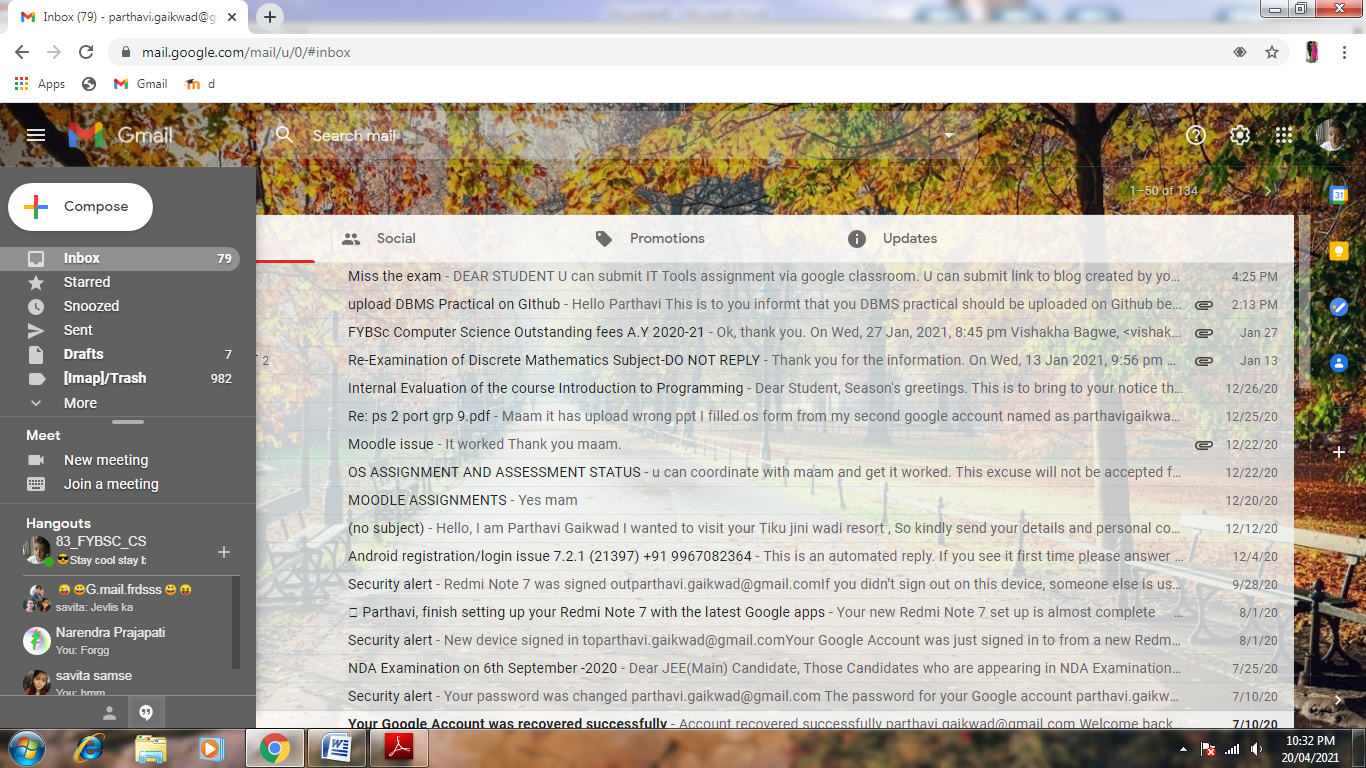


 After fill all details and attaching all document ,Click on sent icon to sent the email to the recipient.



CLICK ON SEND ICON

 Click on Sent option to see your sent mail to recipient.



CLICK ON SENT

 Your email will be display in these way in your recipient mail box.

