

## Practical 02 Sending an E-mail.

- Steps for sending an E-mail -
  - ❖ Make sure you have an appropriate email id.
  - ❖ On your device, go to Gmail.
  - ❖ Click on “Compose”
  - ❖ In the ‘To’ field add recipients.
  - ❖ Add subject
  - ❖ Write your Message
  - ❖ And in the bottom of the page “click Send”.
  - ❖ You can check your mail in the “sent” option available there.

