



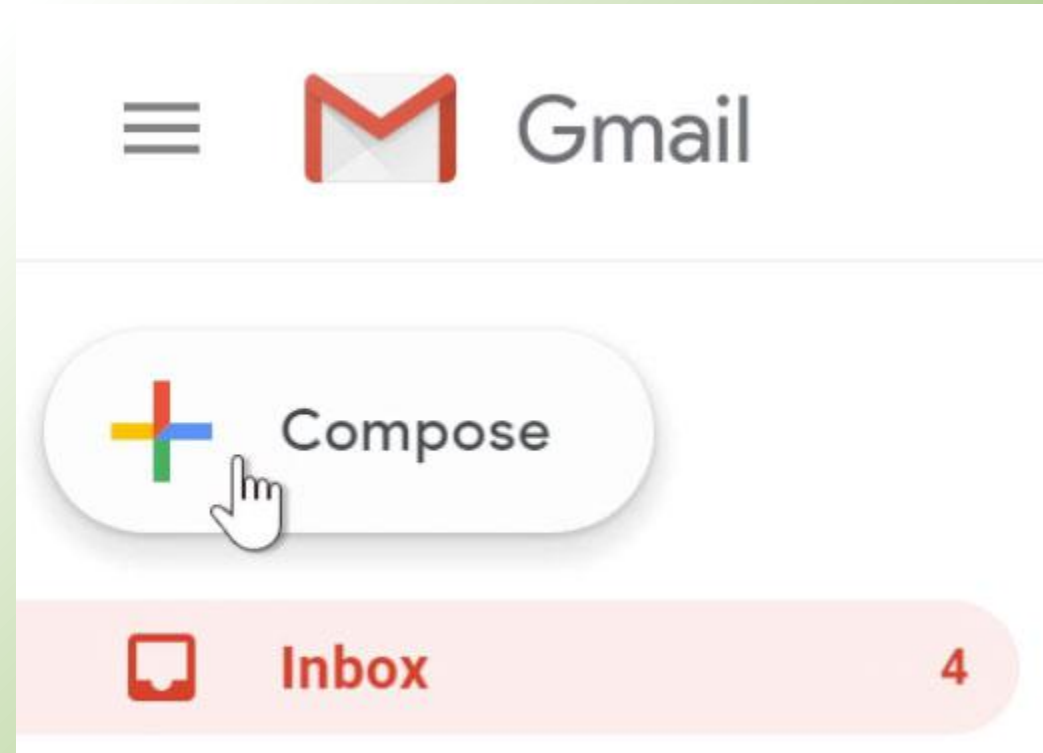
Web and Internet

Class VI
lab 12



Sending a Mail

go to Gmail and click
on Compose





Sending a Mail

The compose window will appear in the lower-right corner of the page.

A screenshot of a 'New Message' email compose window. The window has a dark header bar with the title 'New Message' and standard window controls (minimize, maximize, close). Below the header, there are fields for 'To', 'Cc', 'Bcc', and 'Subject'. The 'To' field is currently empty. Below these fields is a large text area for the message body, which contains a cursor. At the bottom of the window is a rich text editor toolbar with various icons for text formatting (font face, size, bold, italic, underline, link, unlink, list, indent, outdent) and a 'Send' button. To the right of the 'Send' button are icons for inserting elements like a link, image, video, and a trash can.








Sending a Mail

select receipient you want to send mail

Select contacts

My contacts ▾

☐ Select all

<input type="checkbox"/>		Justice Moore
<input type="checkbox"/>		Kymia Sands
<input type="checkbox"/>		Lisa Paik
<input type="checkbox"/>		Silva Casarosa
<input checked="" type="checkbox"/>		Tim Dragic

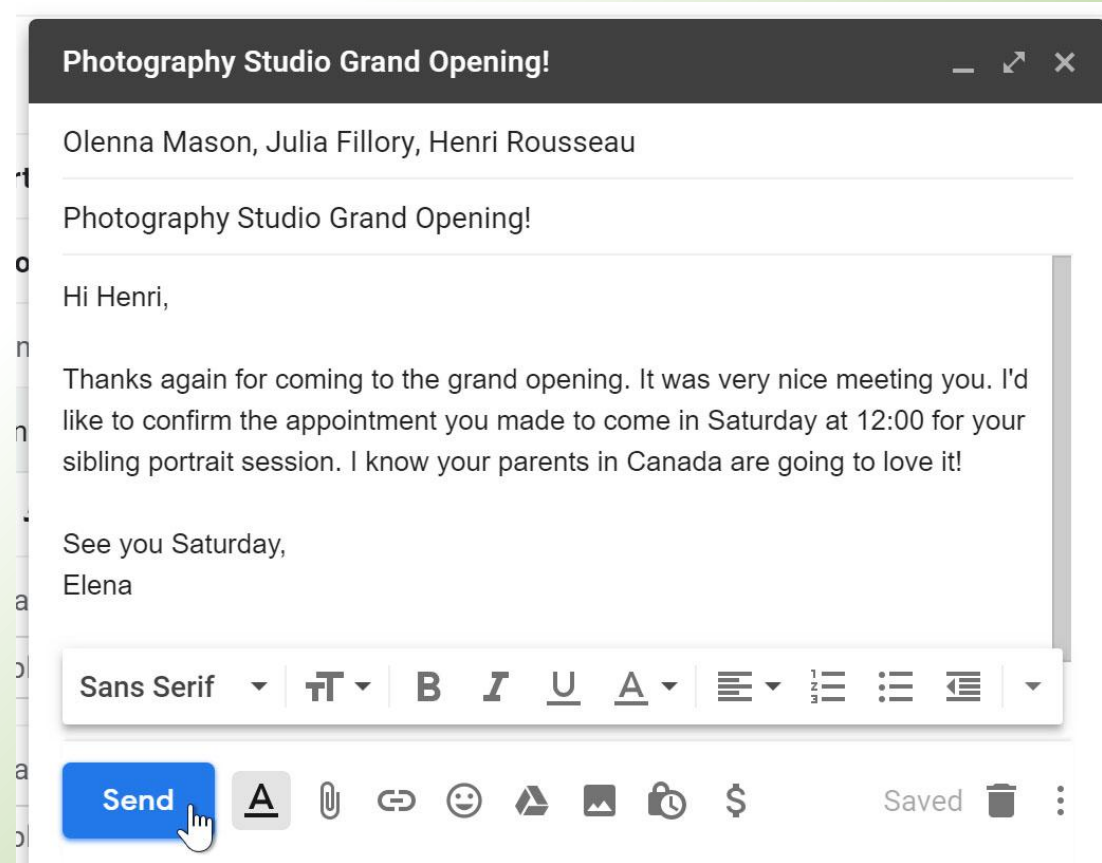
George Casarosa × Juanita Casarosa × Lisa Paik

Select Save as group... Cancel



Sending a Mail

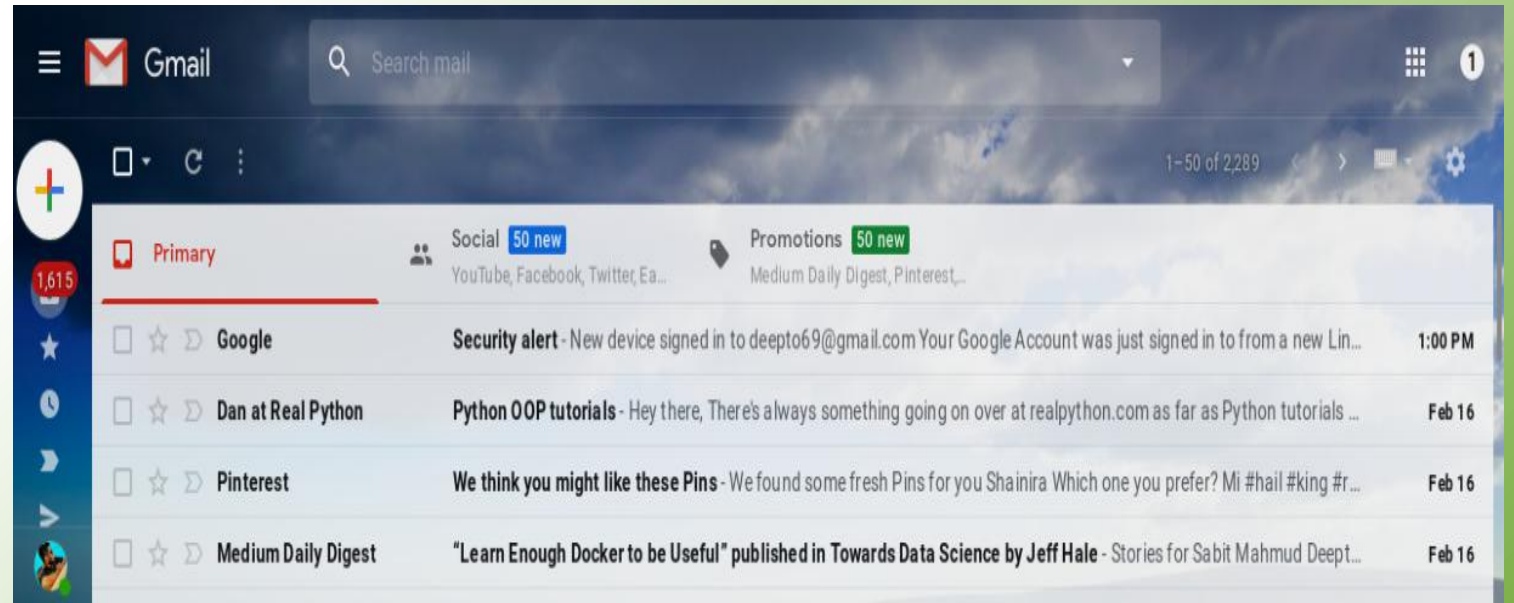
type text and
subject and click on
send





Check Inbox

Go to Gmail and you will see the default inbox page view. Click any of them to read





Thank
you!