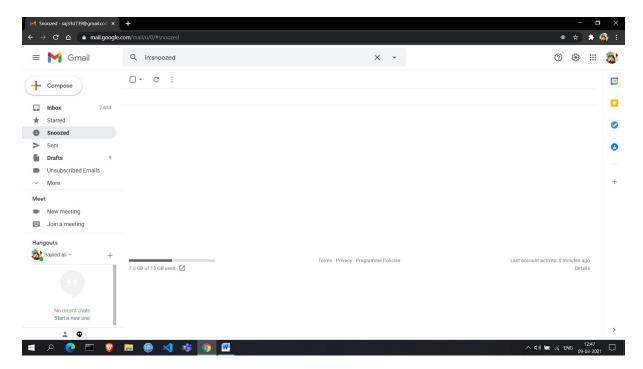
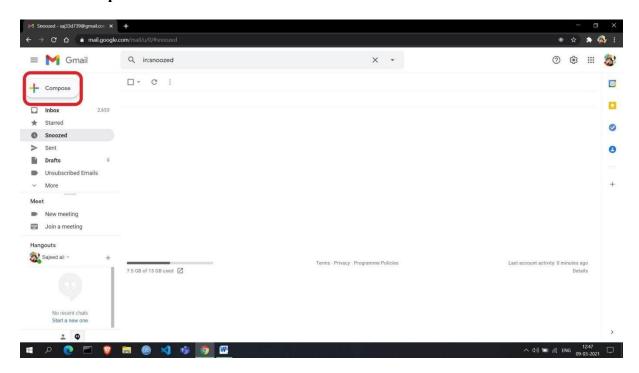
## Practical no: 4

# **Writing Email**

Open Gmail in smartphone or search mail.google.com on any browser.



## Click on compose to write a new email.



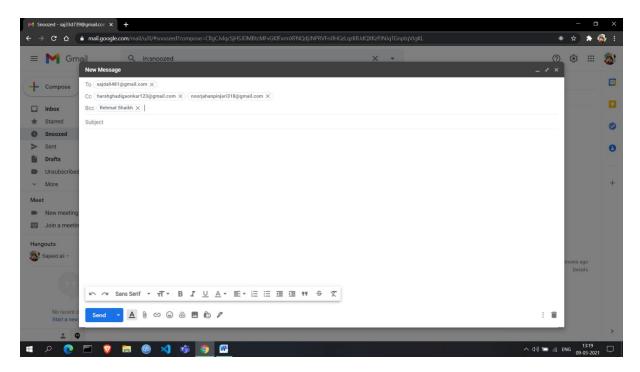
To: Main Recipients Gmail I'd is added

Cc: If you want to send the same copy of the email knows as carbon copy to others you add their Gmail I'd here and it can be seen by others.

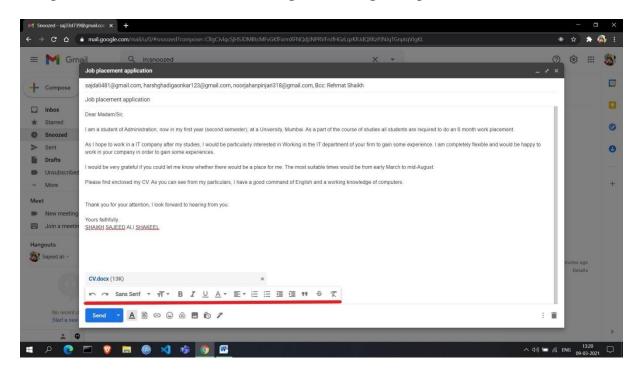
Bcc: A person who's Gmail I'd added here can't be seen by others.

Subject: The Subject field is a brief description of the message.

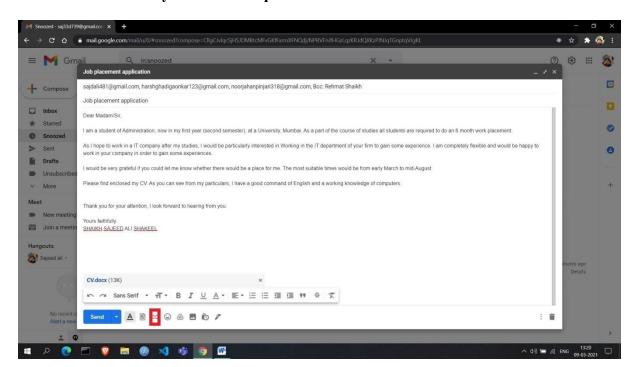
Body (Empty Field below subject): Reason or describing the description of writing a email is written here.



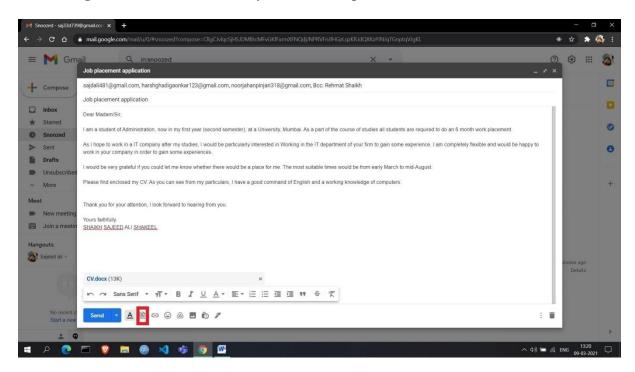
## Completion: Below there are text editing and adding tools present.



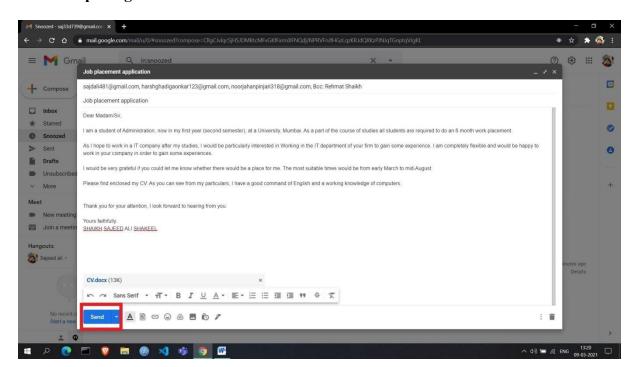
## Links can be added by Insert Link option below.



## Files, Images, etc can be attached by Attach file option.



#### After completing click on Send.



#### Final View when Sent.

