

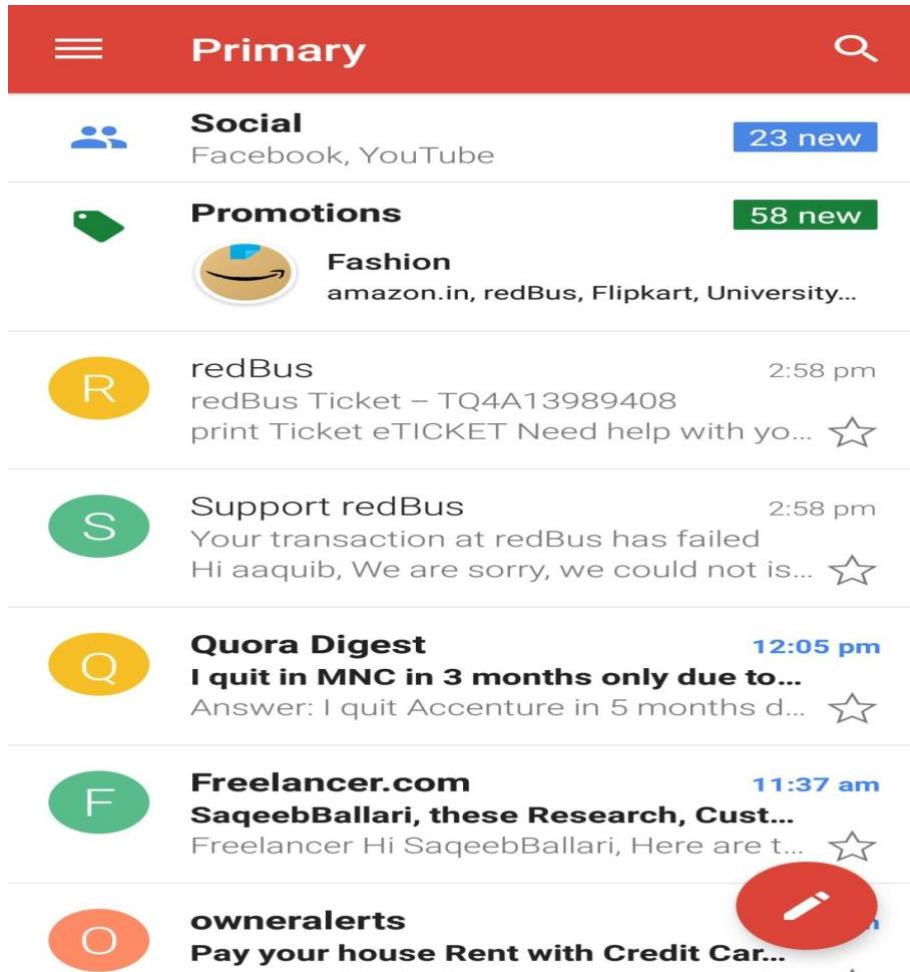
PRACTICAL 4

Name:- Saqeeb Ballari

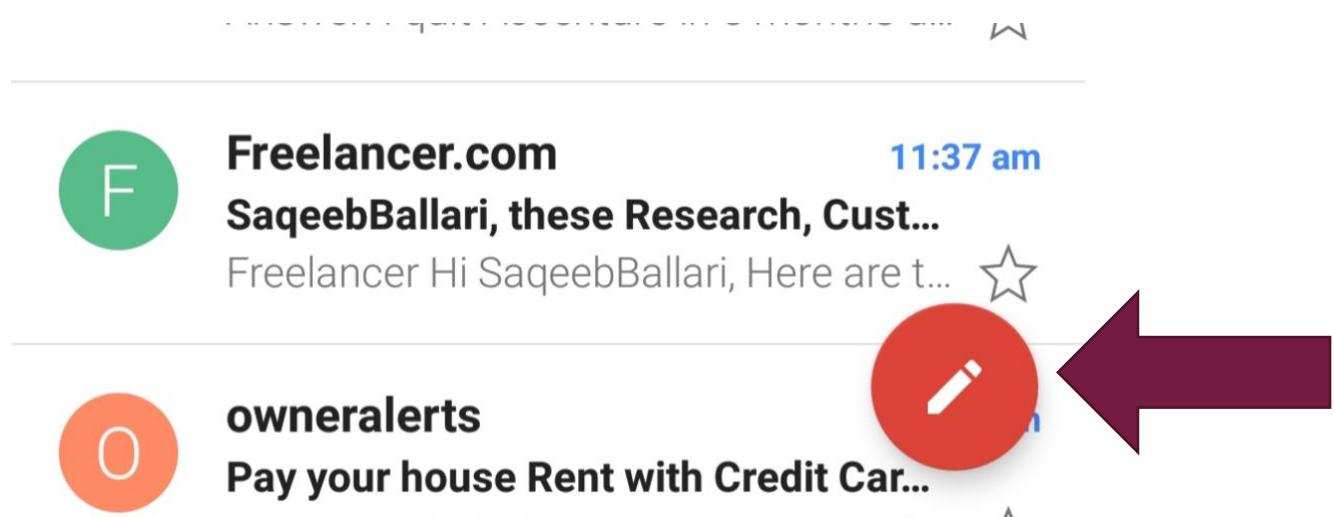
Rollno:- 113/FYIT

WRITING EMAIL FROM MOBILE PHONE

1. Open Gmail app in smart phone



2. Click on the pen like icon to compose a new email



3. To: Main Recipient Gmail I'D is added
Subject: The subject field is brief description of the message
Compose mail: Reason or describing the description of writing a email is written here



Compose



From saqeeballari@gmail.com



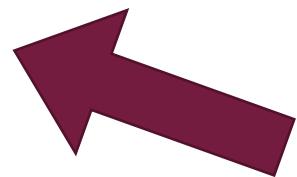
To



Subject

Compose email

4. To attach a file or image or links click on the following button





Compose

Attach file

From

saqeebballar

Insert from Drive

To

aaballari123@gmail.com



About covid 19

To prevent the spread of COVID-19:

- Clean your hands often. Use soap and water, or an alcohol-based hand rub.
- Maintain a safe distance from anyone who is coughing or sneezing.
- Wear a mask when physical distancing is not possible.
- Don't touch your eyes, nose or mouth.
- Cover your nose and mouth with your bent elbow or a tissue when you cough or sneeze.
- Stay home if you feel unwell.
- If you have a fever, cough and difficulty breathing, seek medical attention.

5. To add some more option in email click on the 3 dot button



Compose

From

saqeeballari

To

aaballari

About covid 19

To prevent the spread c

- Clean your hands often. Use soap and water, or an alcohol-based hand rub.

Add from Contacts

Confidential mode

Save draft

Discard

Settings

Help & feedback

6. After adding details click on send option to send your email



Compose



From

saqeeballari@gmail.com



To

aaballari123@gmail.com



About covid 19