

Name: Tahir Sayyed

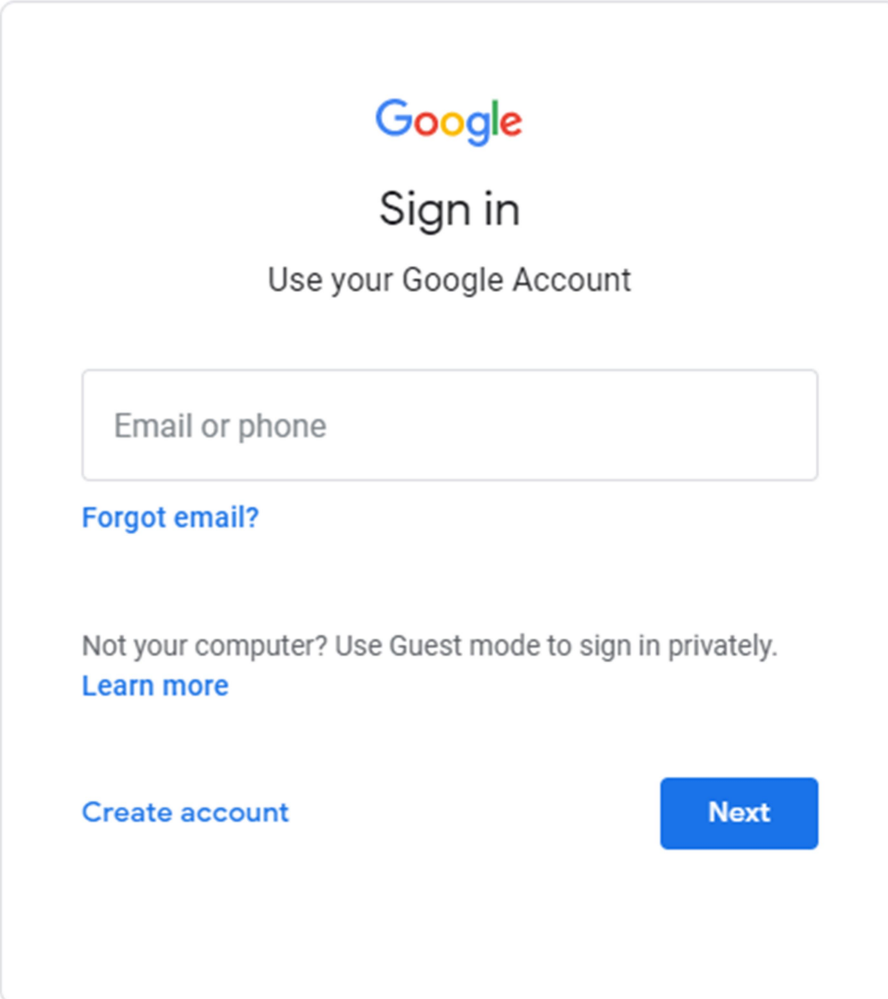
Roll No: 52

FYCS

Practical No: 4

Writing an Email

Step 1: Login to your Google account.

A screenshot of the Google sign-in interface. At the top is the Google logo. Below it, the text "Sign in" is displayed in a large, bold font, followed by "Use your Google Account" in a smaller font. A text input field with the placeholder "Email or phone" is centered. Below the input field is a blue link "Forgot email?". Further down, the text "Not your computer? Use Guest mode to sign in privately." is shown, followed by a blue link "Learn more". At the bottom left is a blue link "Create account", and at the bottom right is a blue button labeled "Next".

Google

Sign in

Use your Google Account

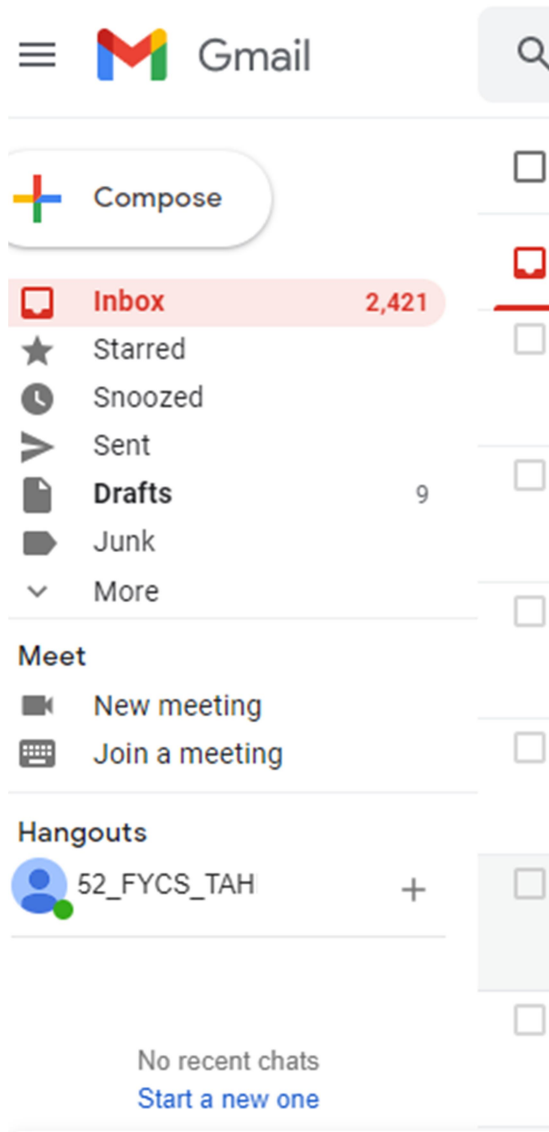
Email or phone

[Forgot email?](#)

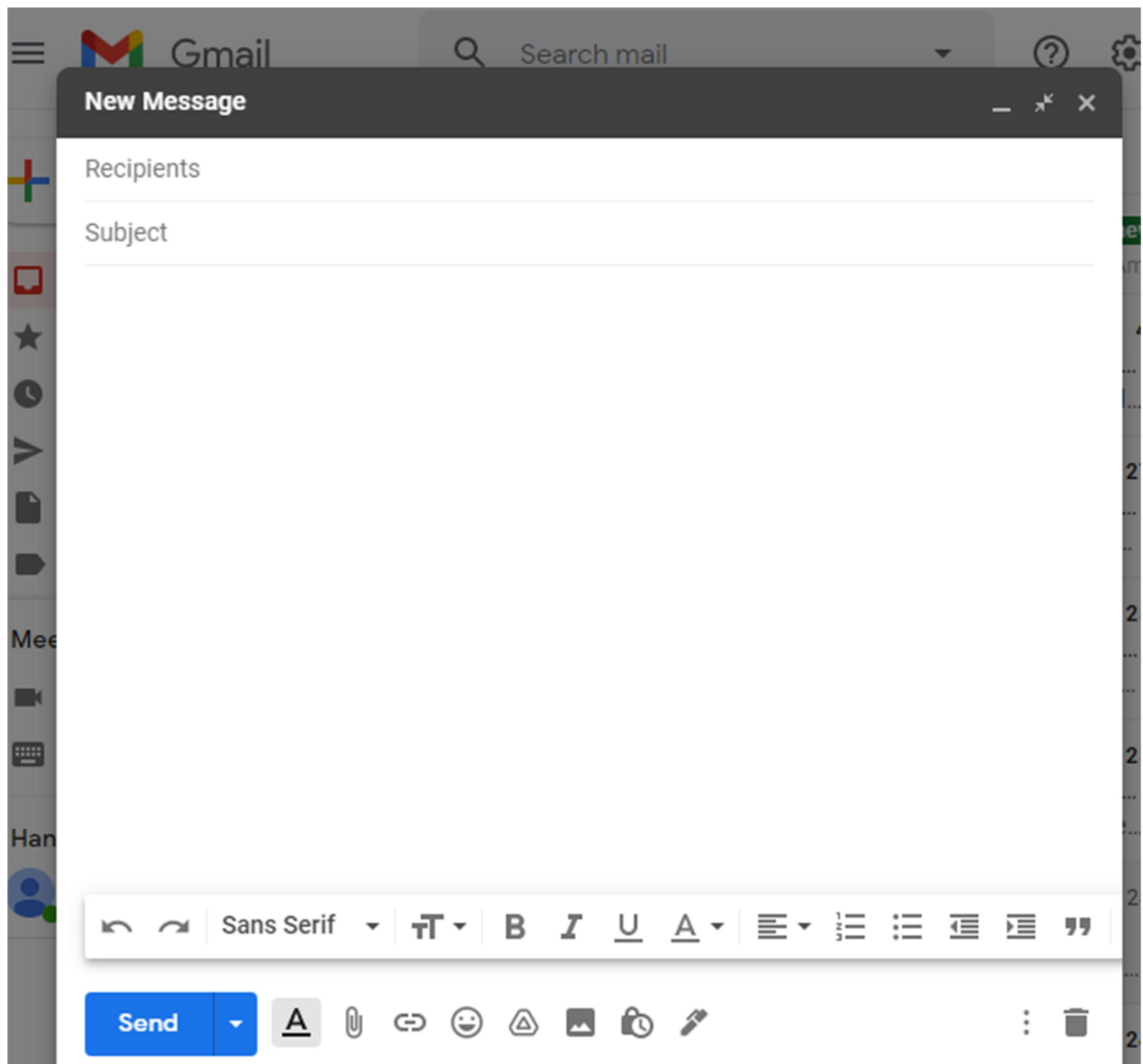
Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

Step 2: Search Gmail and click on Compose.



Now you will see a window like this:



Step 3: In the “To” section, type in the gmail id of the person or organization you want to write to and in the “Subject” section describe what you are writing about in a few words.

Welcome to our Hive



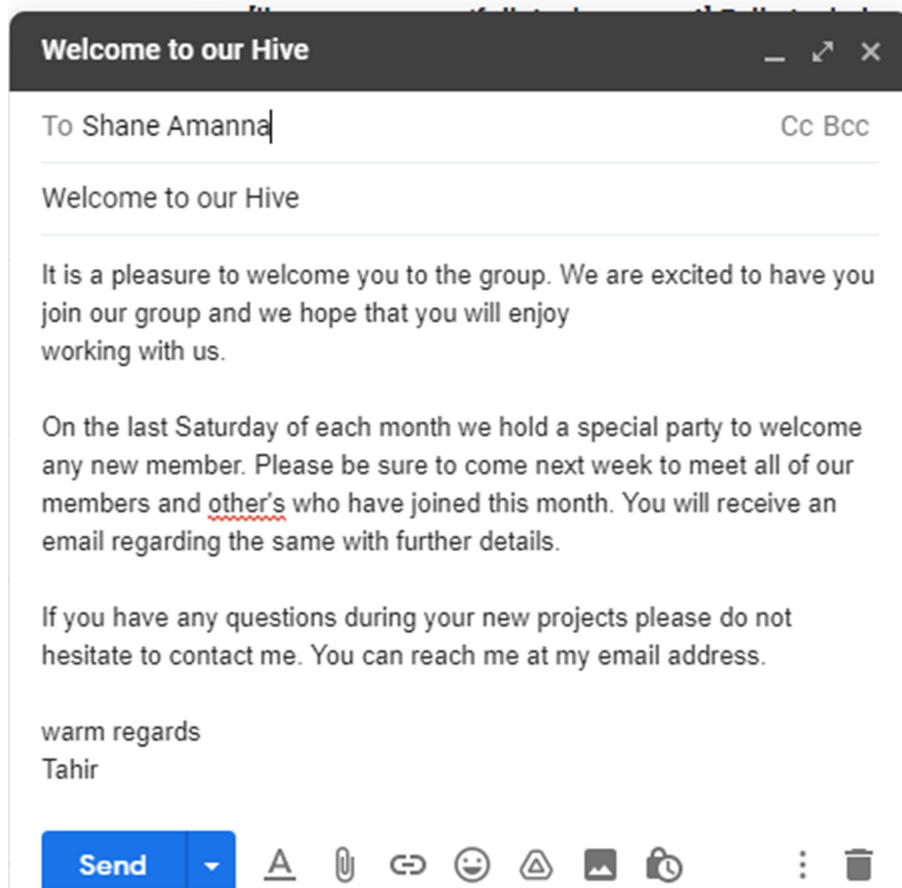
Shane Amanna

Welcome to our Hive

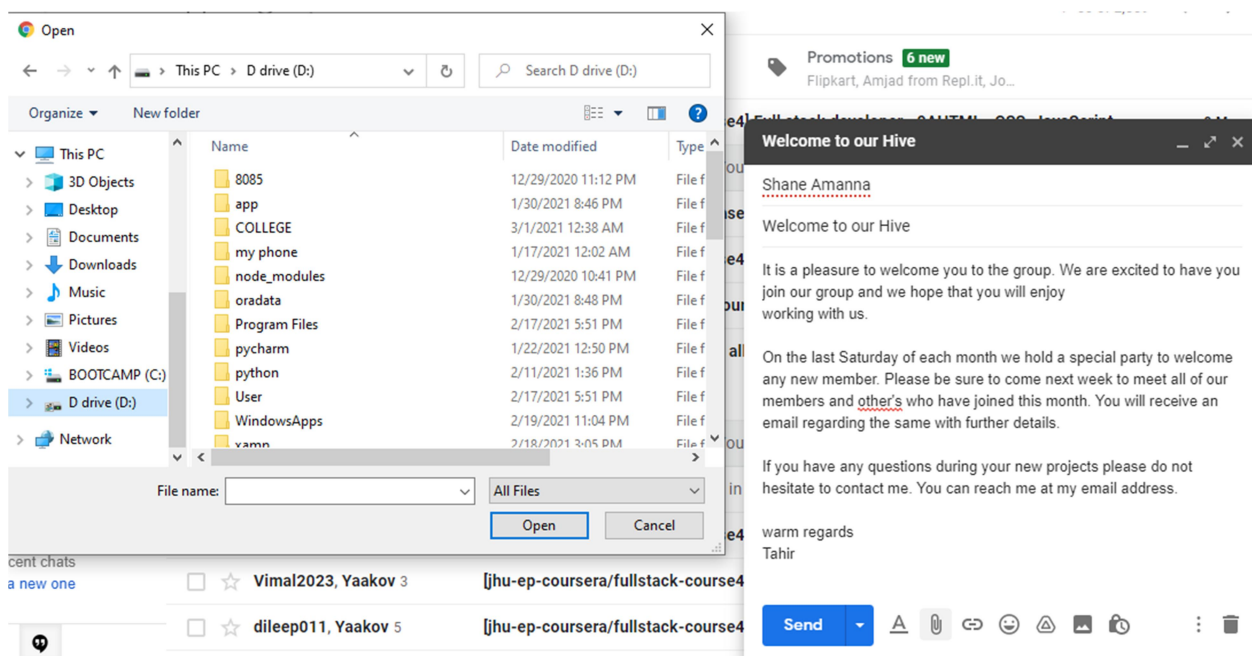
Send



Step 4: Below the Subject, type in the body of your mail.



You can even use the "attach button" to attach files along with the mail.



There are a few more buttons alongside attach for example:

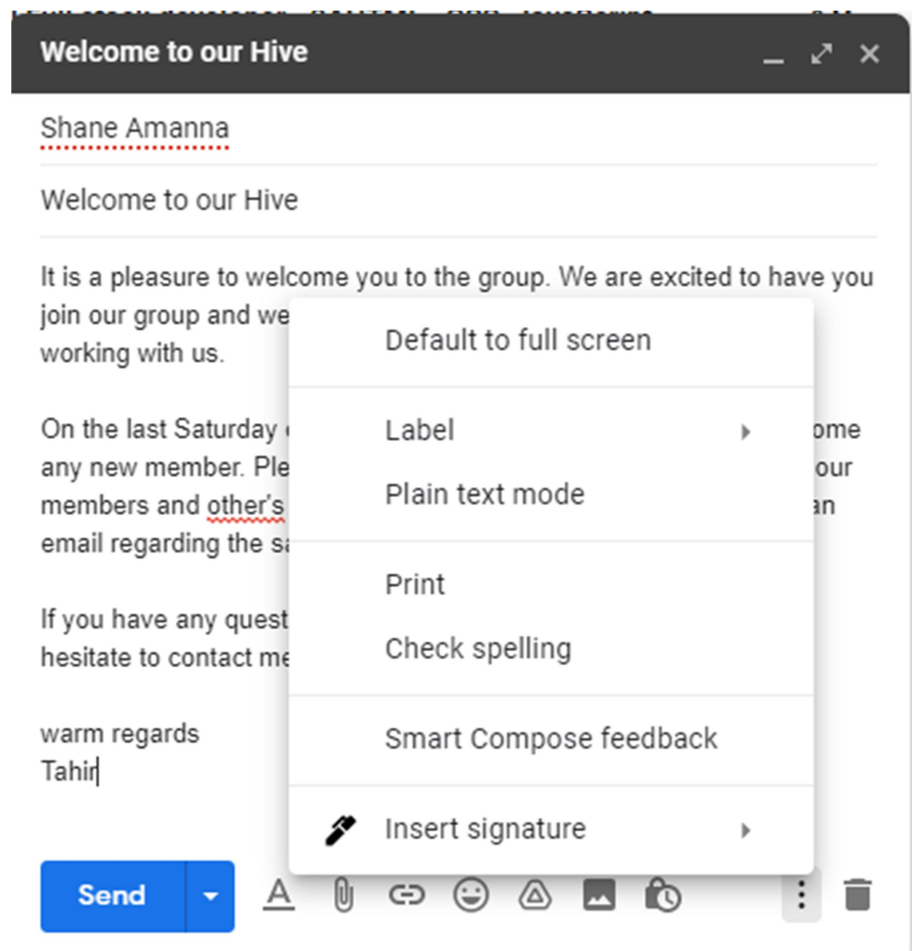
Insert link- You can insert links with the help of this button.

Insert Emoji- It inserts emojis.

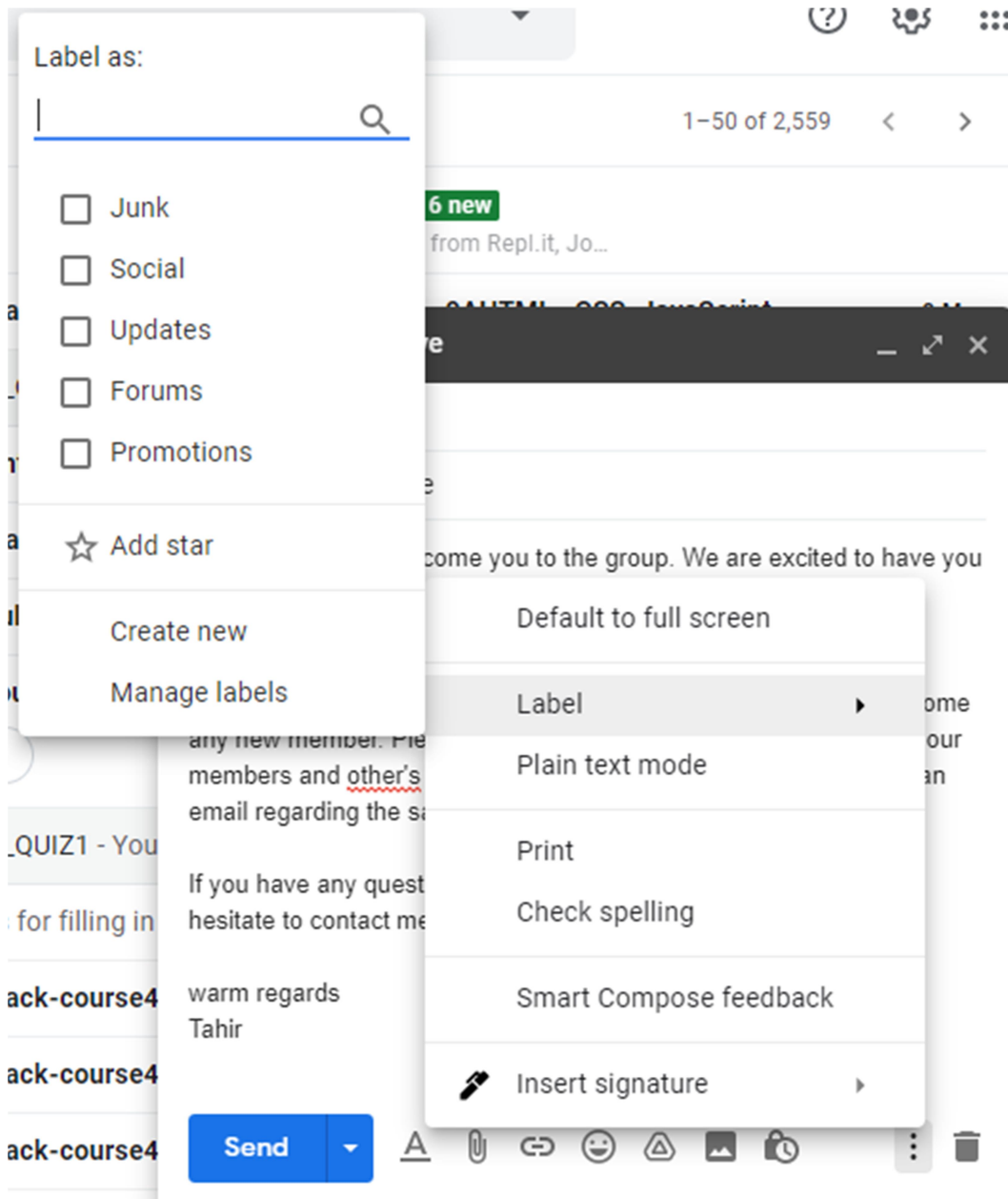
Insert files using drive: With this button, you can directly insert files from your google drive.

Formatting options: Lets the user format the mail however they want.

If you click on the 3 dots it lets you use some additional features.



You can label your mail as (trash/social/forum/promotion)



And lastly you can find the delete button beside the 3 dots.

Step 5: Once you are done with typing and formatting click on "SEND" to send your mail.

Minat Yaakov 4

Welcome to our Hive

Shane Amanna

Welcome to our Hive

It is a pleasure to welcome you to the group. We are excited to have you join our group and we hope that you will enjoy working with us.

On the last Saturday of each month we hold a special party to welcome any new member. Please be sure to come next week to meet all of our members and other's who have joined this month. You will receive an email regarding the same with further details.

If you have any questions during your new projects please do not hesitate to contact me. You can reach me at my email address.

warm regards

Tahir

Send

