

NAME: TANISH MARICK

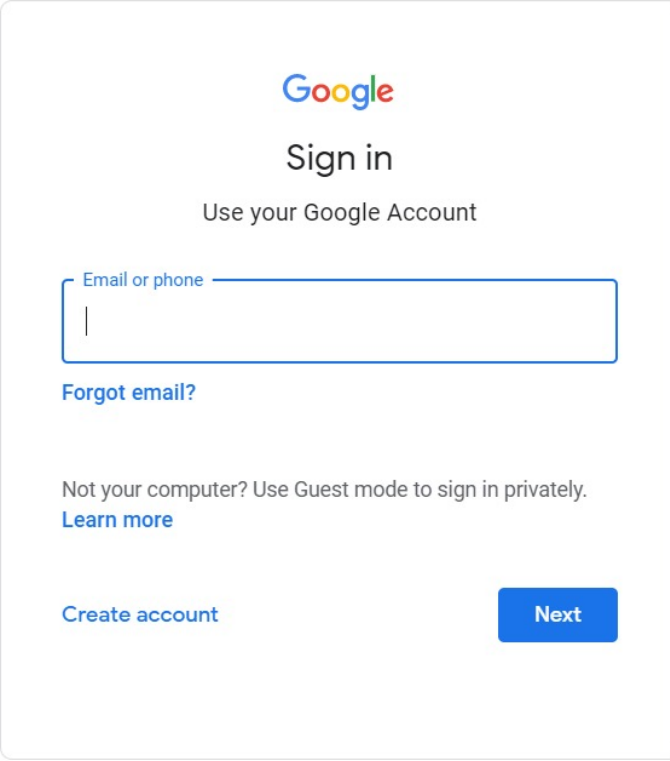
ROLL.NO: 28

CLASS: FYCS

Practical No: 4

Writing an Email

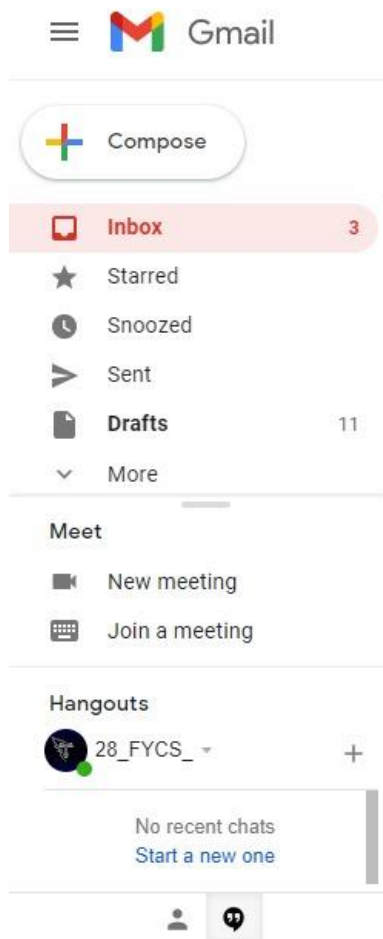
Step 1: Login to your Google account



The image shows the Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field with the placeholder "Email or phone" and a vertical cursor. To the left of the input field is a link "Forgot email?". Below the input field is the text "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

English (United States) ▼ Help Privacy Terms

Step 2: Search Gmail and click on Compose.



Now you will see a window like this:

New Message

To | Cc Bcc

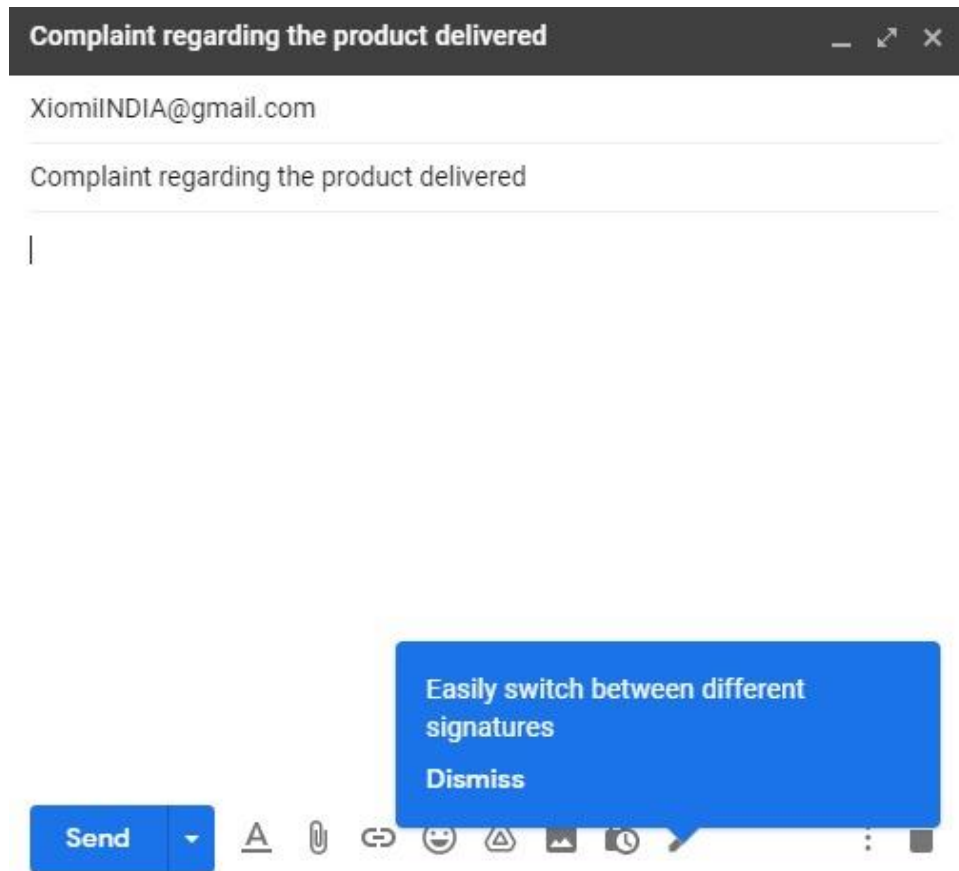
Subject

Send

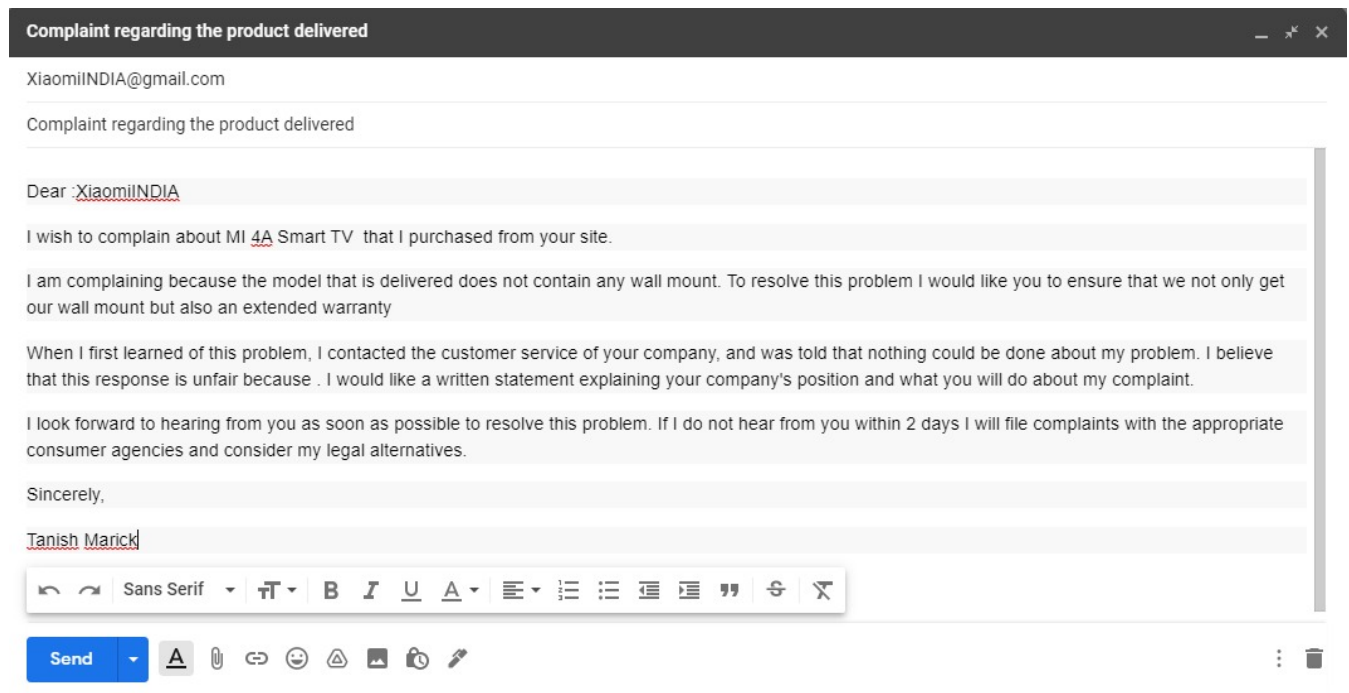
A

Easily switch between different signatures
Dismiss

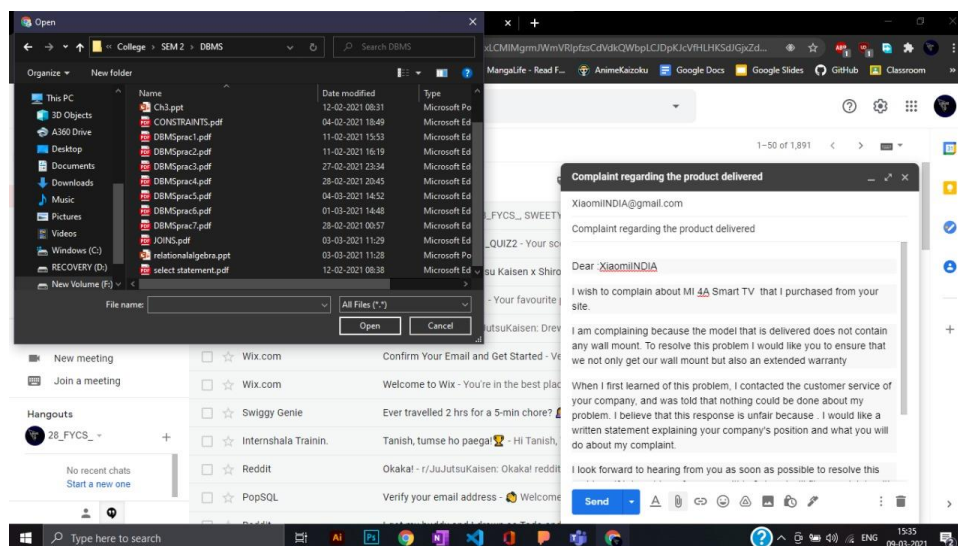
Step 3: In the “To” section, type in the Gmail id of the person or organization you want to write to and in the “Subject” section describes what you are writing about in a few words.



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:

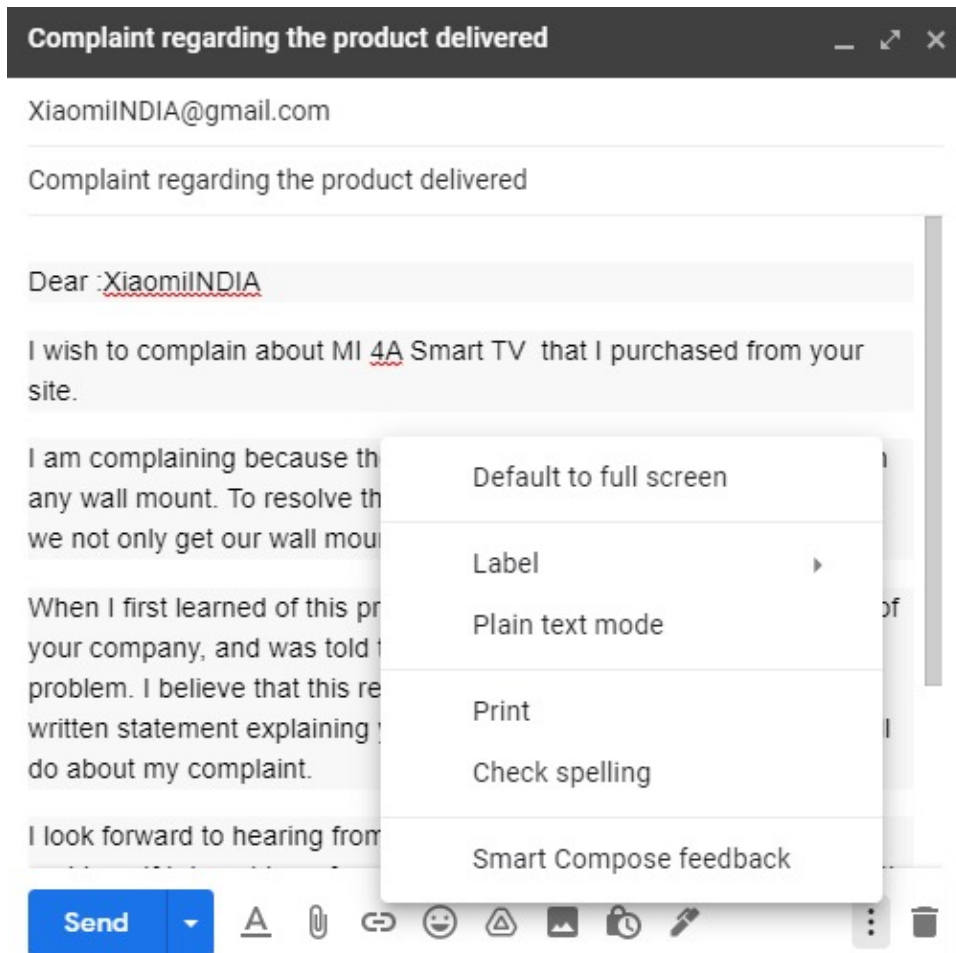
Insert link- You can insert links with the help of this button.

Insert Emoji- It inserts emojis.

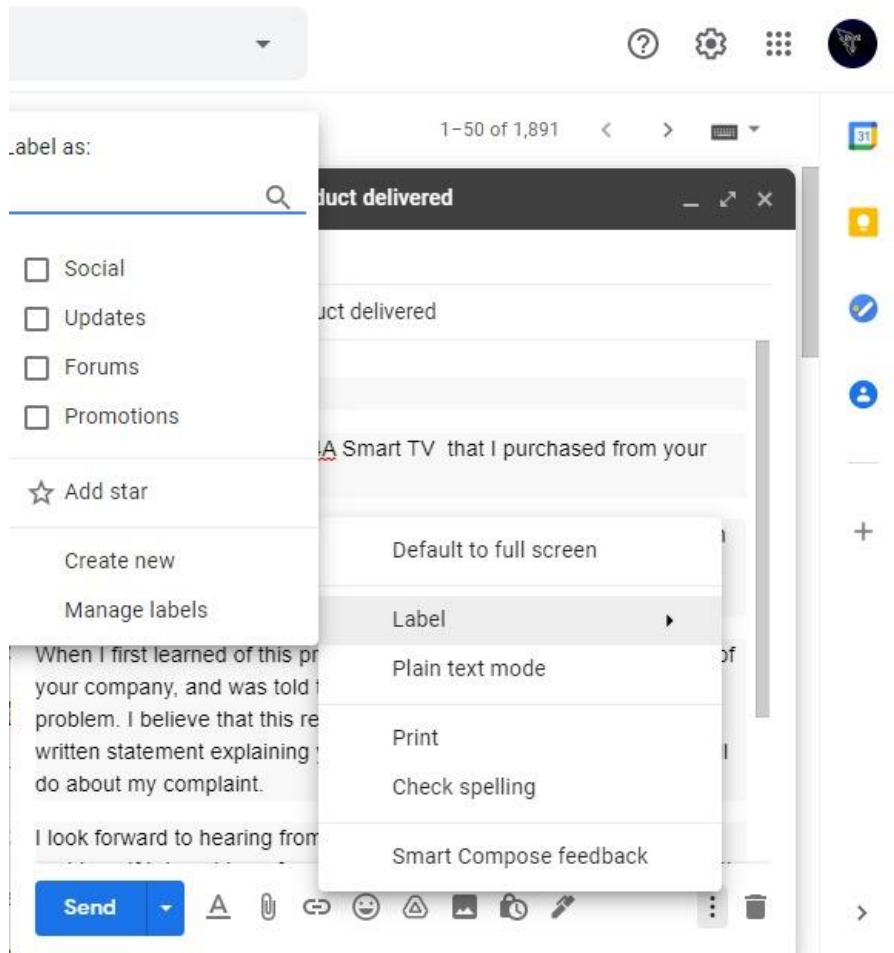
Insert files using drive: With this button, you can directly insert files from your google drive.

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.

Complaint regarding the product delivered

XiaomiINDIA@gmail.com

Complaint regarding the product delivered

Dear :[XiaomiINDIA](#)

I wish to complain about MI 4A Smart TV that I purchased from your site.

I am complaining because the model that is delivered does not contain any wall mount. To resolve this problem I would like you to ensure that we not only get our wall mount but also an extended warranty

When I first learned of this problem, I contacted the customer service of your company, and was told that nothing could be done about my problem. I believe that this response is unfair because . I would like a written statement explaining your company's position and what you will do about my complaint.

I look forward to hearing from you as soon as possible to resolve this problem. If I do not hear from you within 2 days I will file complaints with the appropriate consumer agencies and consider my legal alternatives.

Sincerely,

[Tanish Marick](#)

Rich text editor toolbar with options: Undo, Redo, Font Family (Sans Serif), Font Size (12), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Quote, Link, and Unlink.

Send button and icons for text formatting (Bold, Italic, Underline, Text Color, Background Color), link, unlink, emoji, image, video, and signature.