NAME: TANISH MARICK

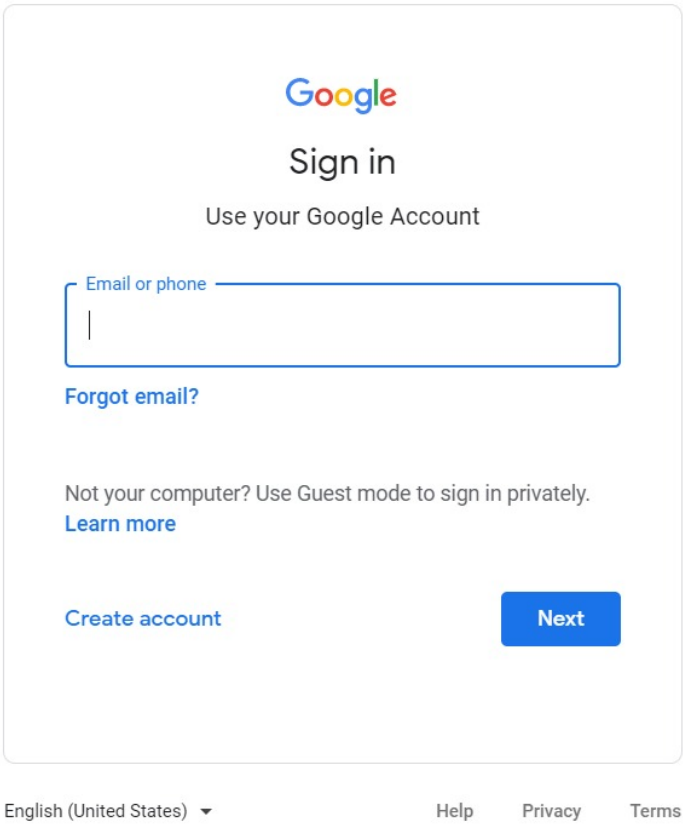
ROLL.NO: 28

CLASS: FYCS

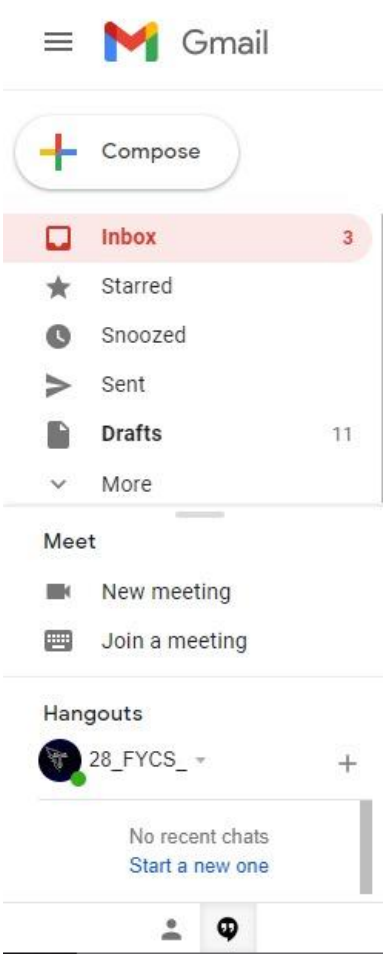
Practical No: 4

Writing an Email

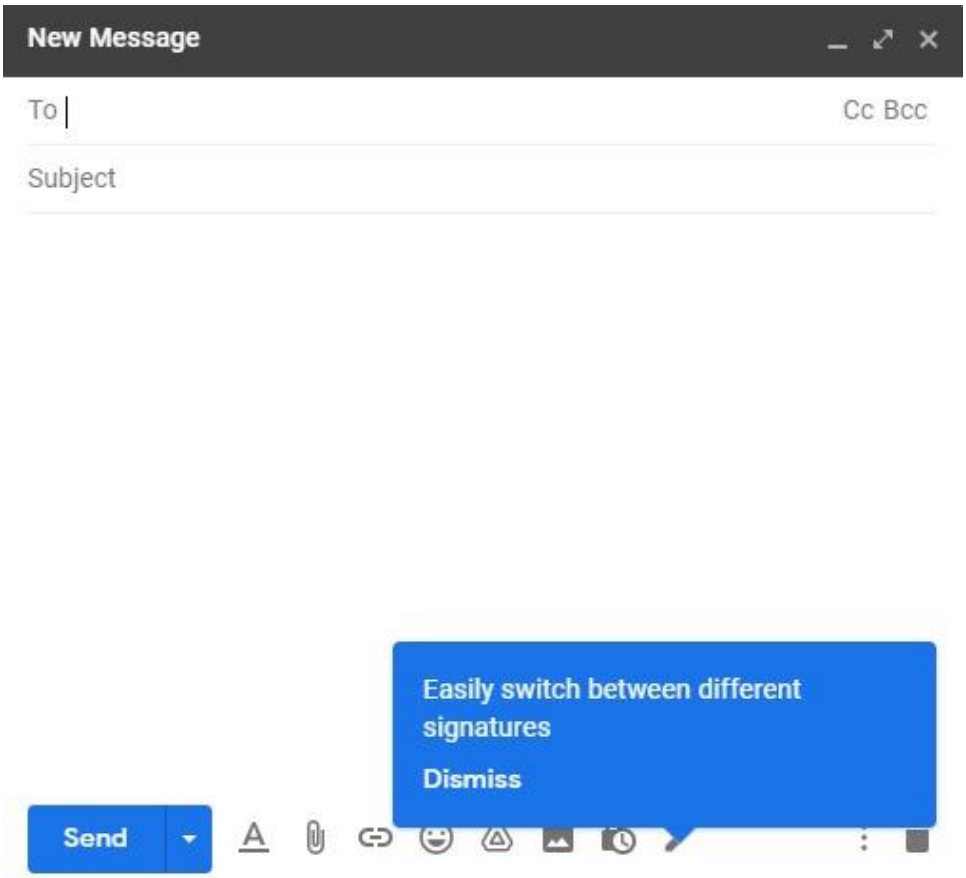
Step 1: Login to your Google account



Step 2: Search Gmail and click on Compose.

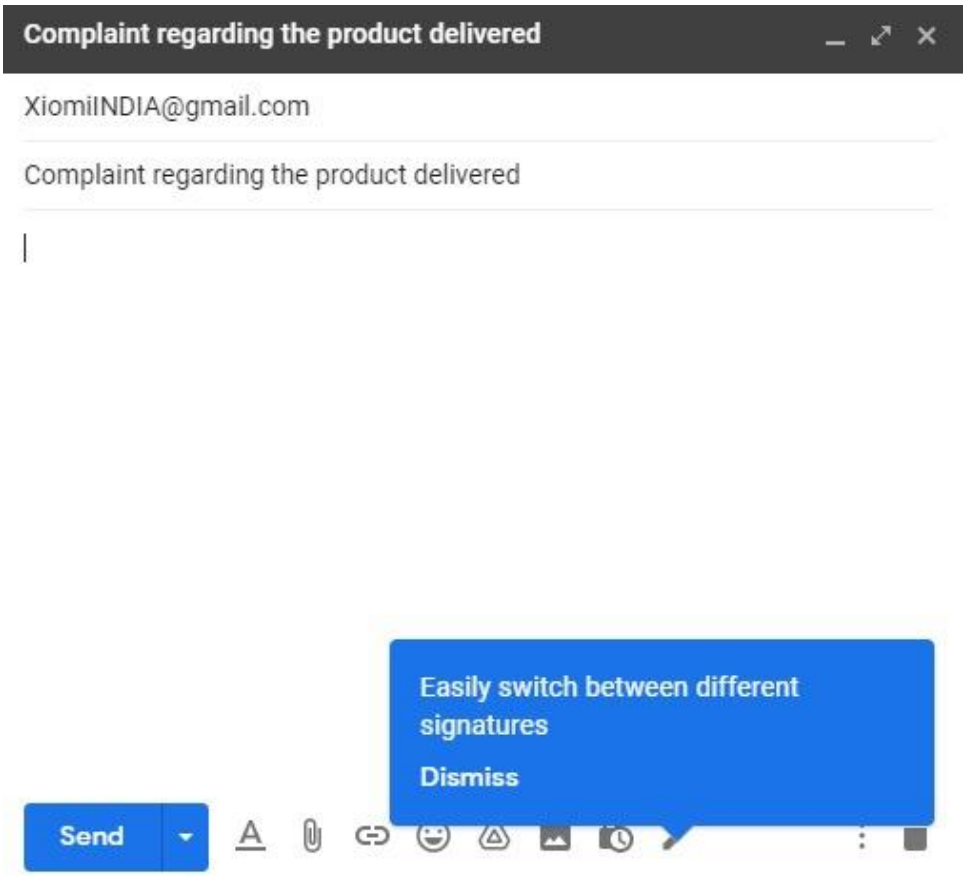


Now you will see a window like this:

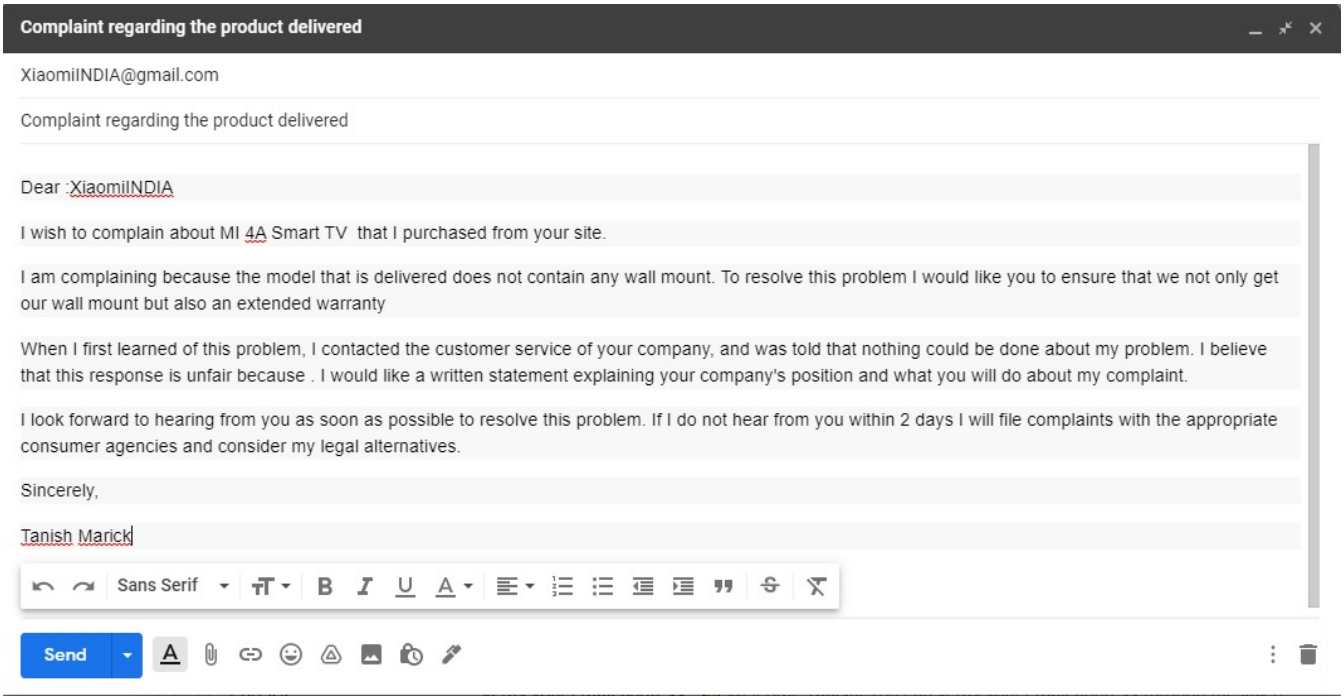


Step 3: In the “To” section, type in the Gmail id of the person or organization you want to write to and in the

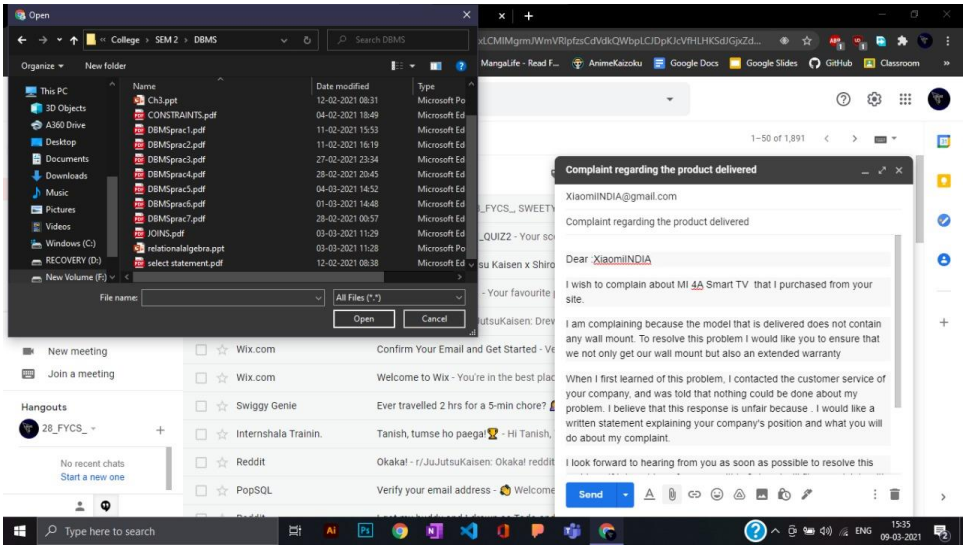
“Subject” section describes what you are writing about in a few words.



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:

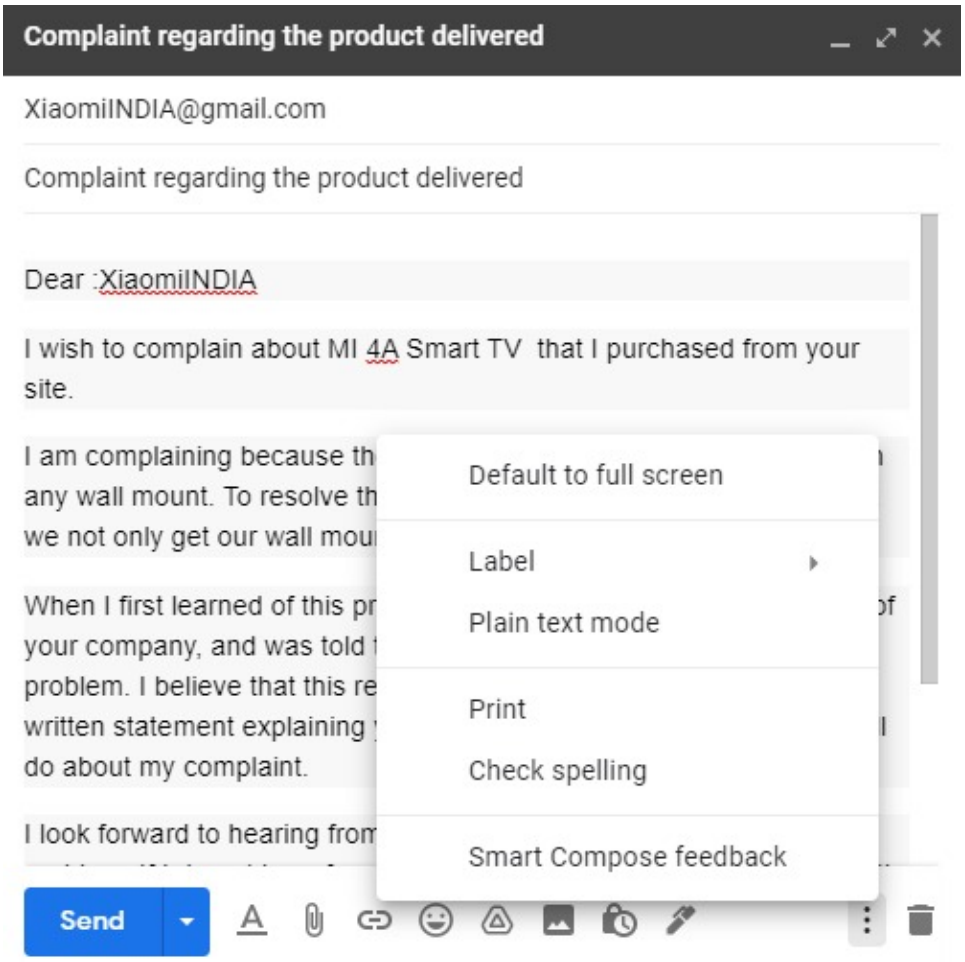
Insert link- You can insert links with the help of this button.

Insert Emoji- It inserts emojis.

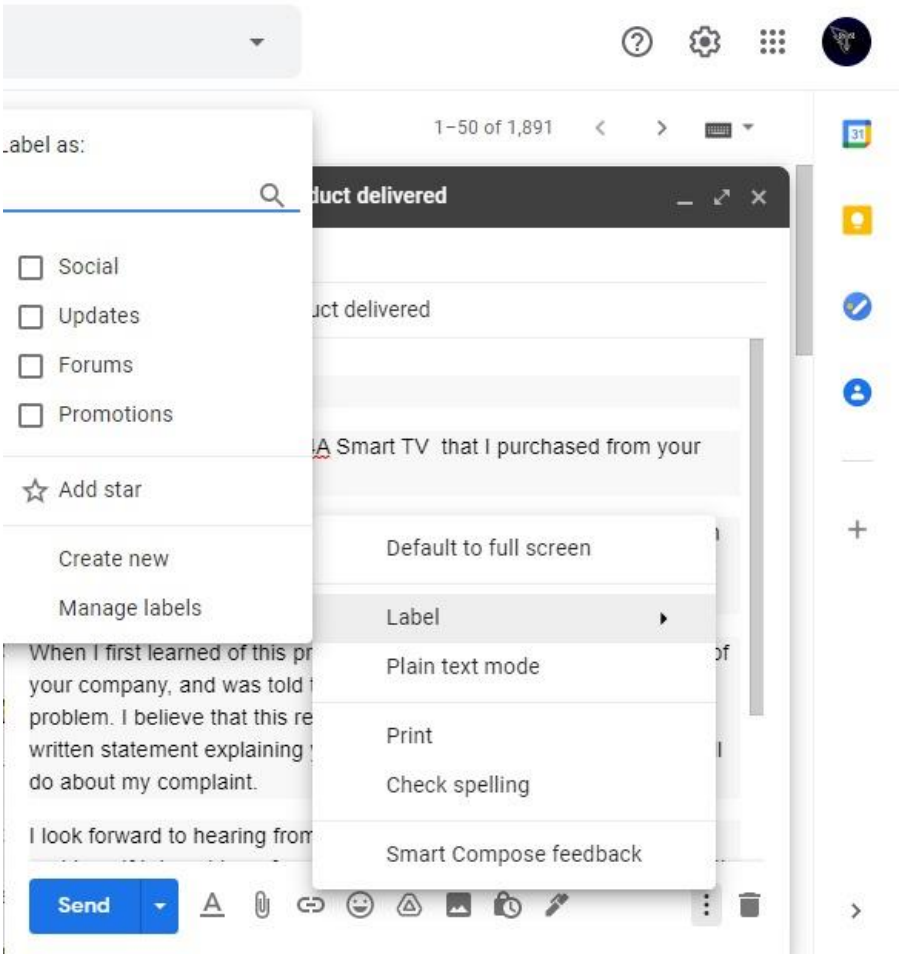
Insert files using drive: With this button, you can directly insert files from your google drive.

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.

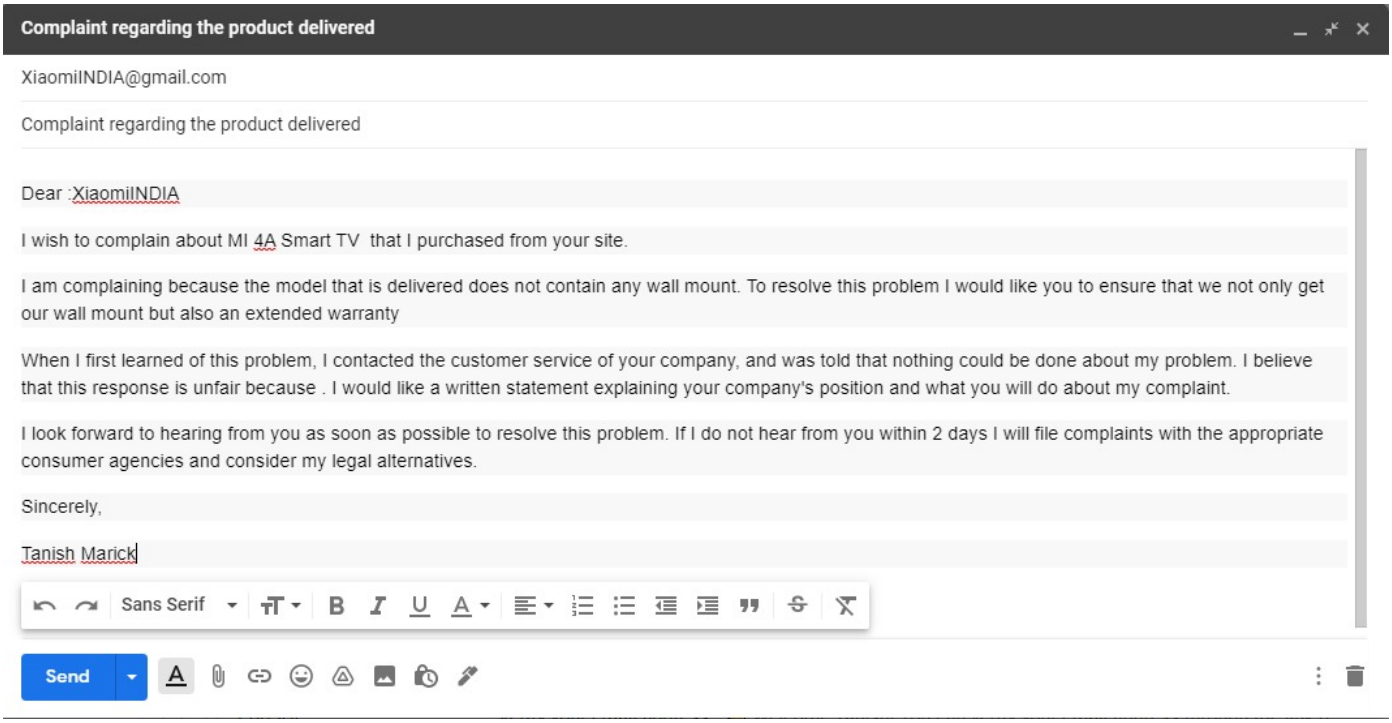


You can label your mail as (trash/social/forum/promotion)



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
Sans Serif
Send