

NAME: TANISH MARICK

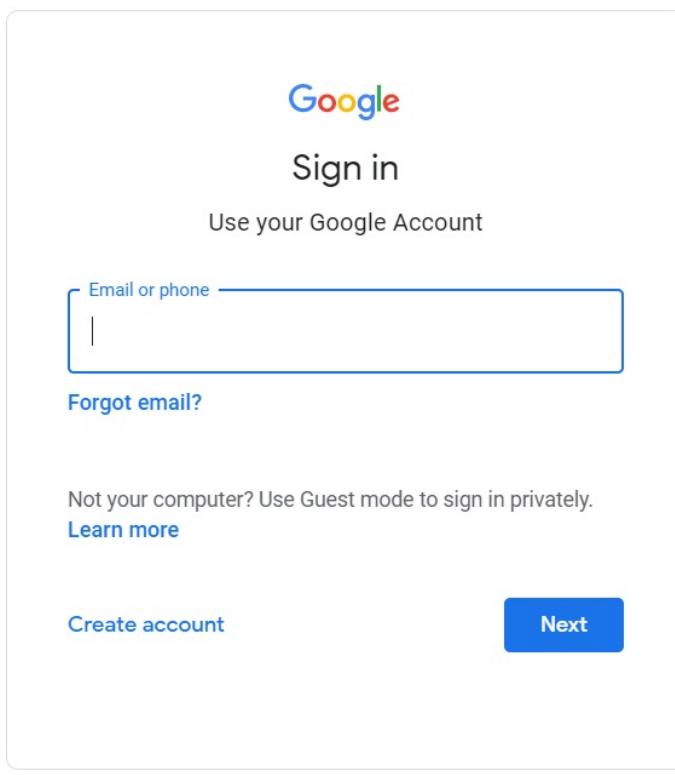
ROLL.NO: 28

CLASS: FYCS

Practical No: 4

Writing an Email

Step 1: Login to your Google account

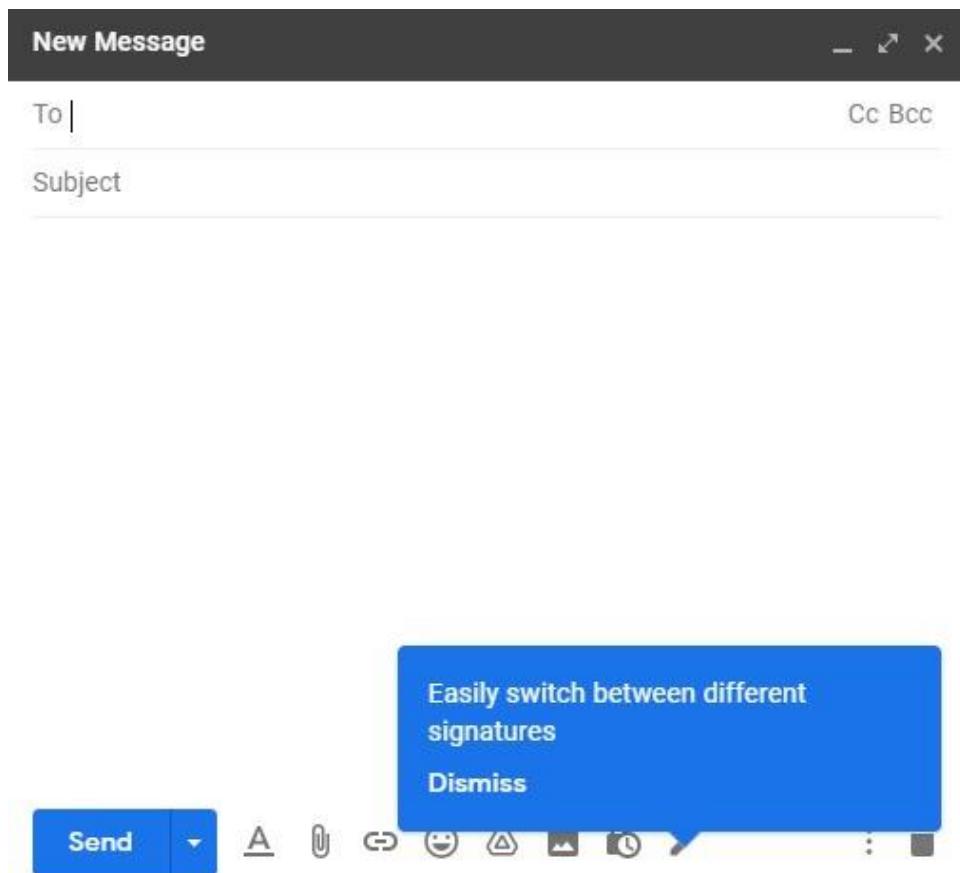


Step 2: Search Gmail and click on Compose.



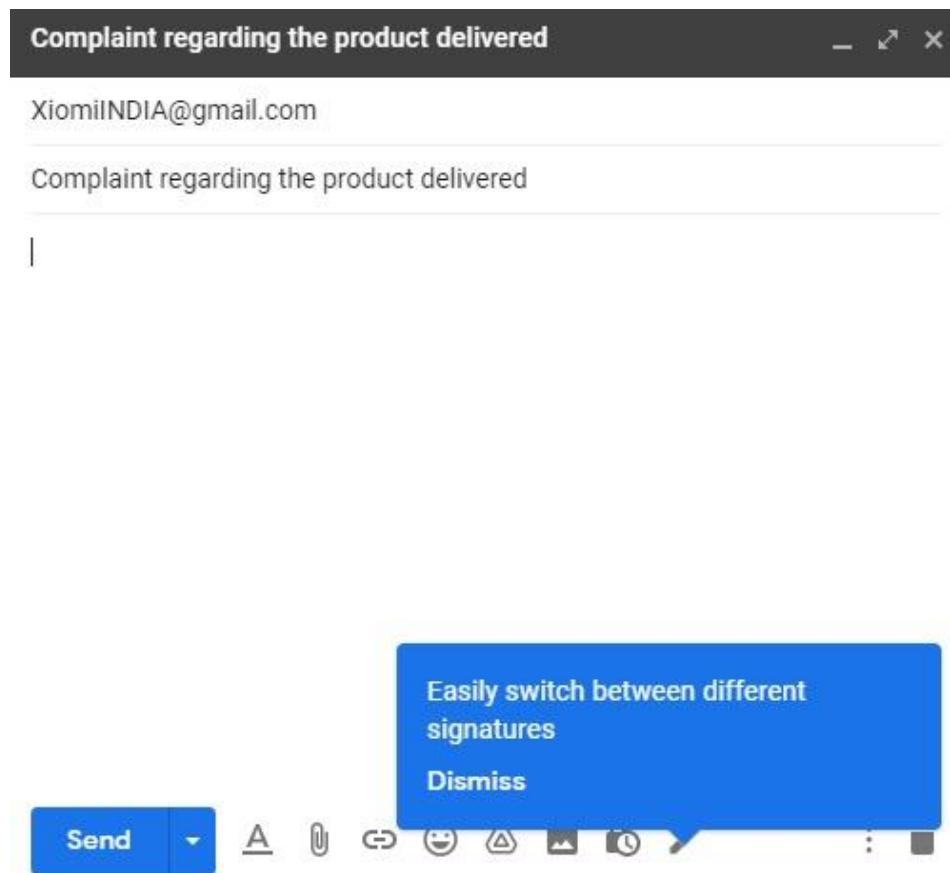
The screenshot shows the Gmail interface. At the top right is the "Compose" button, which has a blue "M" icon and the word "Compose". Below it is the "Inbox" section, highlighted with a pink bar, showing 3 new messages. To the left of the inbox are icons for "Starred", "Snoozed", and "Sent". To the right are "Drafts" (11 messages) and a "More" dropdown menu. Below the inbox is the "Meet" section with "New meeting" and "Join a meeting" options. Further down is the "Hangouts" section, showing a contact named "28_FYCS_" with a green dot indicating they are online. It also says "No recent chats" and "Start a new one". At the bottom are two small icons: a person icon and a gear icon.

Now you will see a window like this:

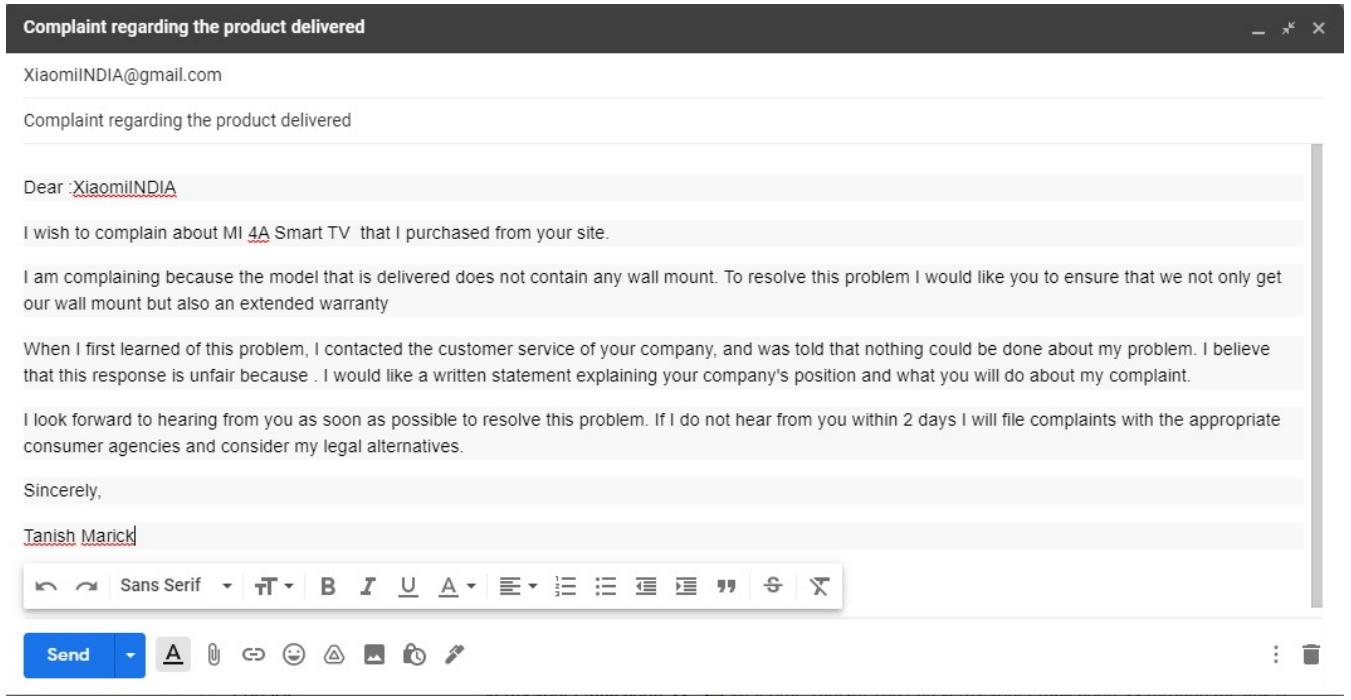


Step 3: In the “To” section, type in the Gmail id of the person or organization you want to write to and in the

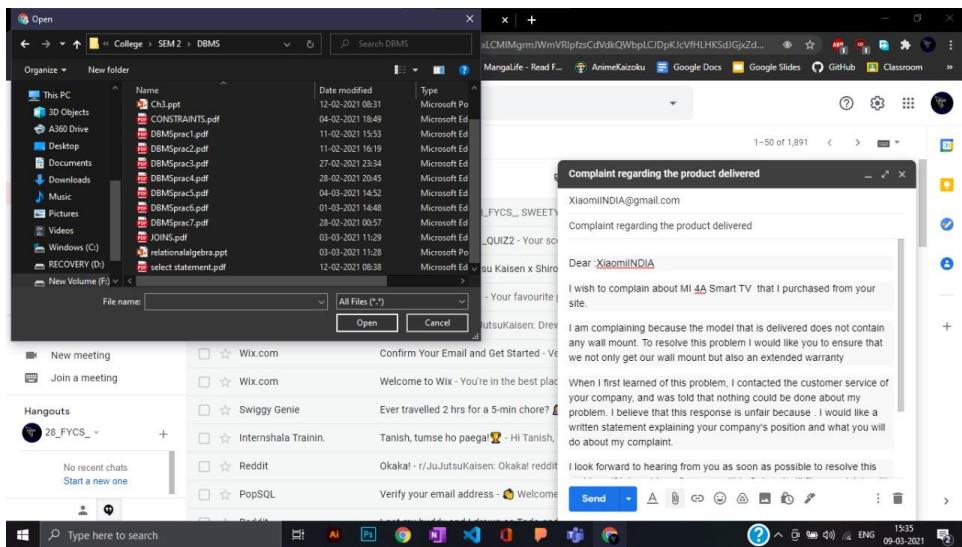
“Subject” section describes what you are writing about in a few words.



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.

The screenshot shows a Gmail compose window. The subject is "Complaint regarding the product delivered". The recipient is "XiaomiINDIA@gmail.com". The message body starts with "Complaint regarding the product delivered". A context menu is open over the text "Dear :XiaomiINDIA". The menu items are: Default to full screen, Label, Plain text mode, Print, Check spelling, and Smart Compose feedback. Below the menu, the message continues with "I am complaining because th" and "any wall mount. To resolve th" followed by a redacted section. At the bottom of the message, there is a "I look forward to hearing from" line. The toolbar at the bottom includes a blue "Send" button, a font size dropdown, a bold/italic icon, a link icon, a smiley face icon, a triangle icon, a square icon, a clock icon, a pen icon, a three-dot menu icon, and a trash bin icon.

Complaint regarding the product delivered

XiaomiINDIA@gmail.com

Complaint regarding the product delivered

Dear :XiaomiINDIA

I am complaining because th
any wall mount. To resolve th
we not only get our wall mou

When I first learned of this pr
your company, and was told t
problem. I believe that this re
written statement explaining
do about my complaint.

I look forward to hearing from

Default to full screen

Label

Plain text mode

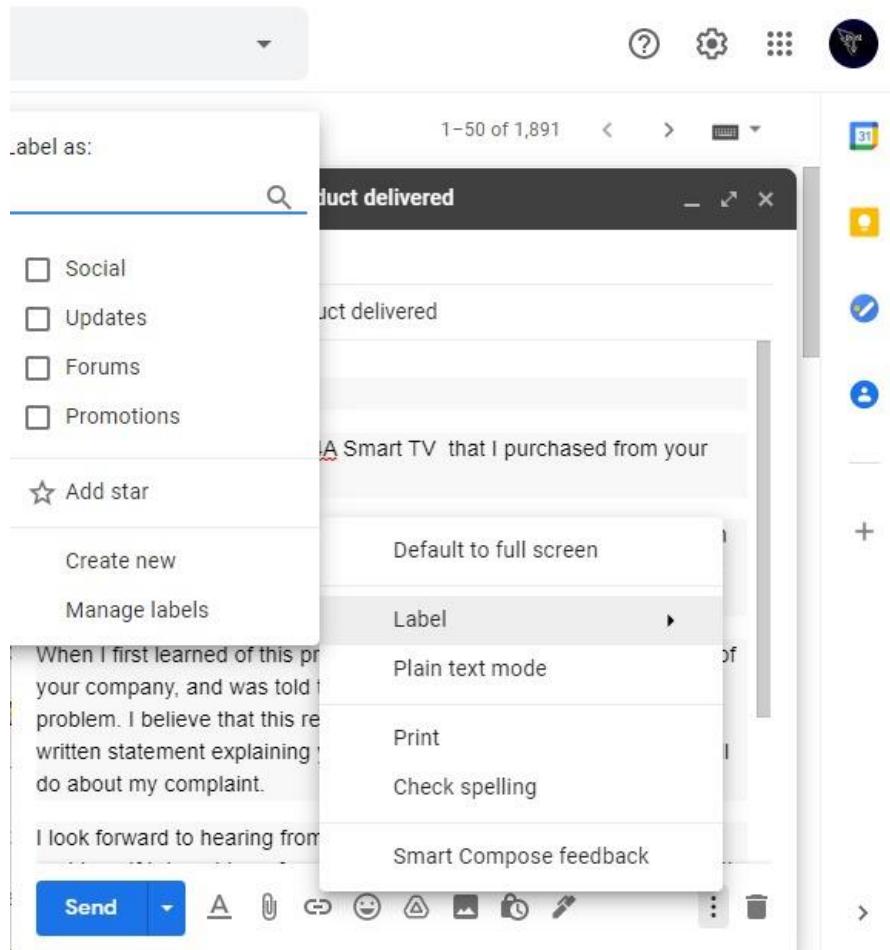
Print

Check spelling

Smart Compose feedback

Send ▾ A ⚡ ↲ ☺ 🔍 📈 🕒 ✎ ⏮

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

