

Ujjwal Dubey
FYCS-74

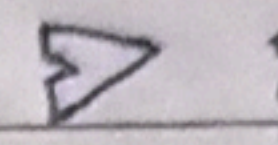
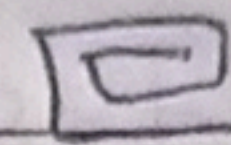
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Writing an E-mail

for attaching file
 send mail

Compose



for more options

From: sender@gmail.com

To: receiver@gmail.com

Cc: same@gmail.com

Bcc: Blind@gmail.com

→ Instruction to send mails

Respected Sir / Madam

Good Afternoon

Follow the instructions given in pdf.

[PDF] Given Instructions.pdf X

For more options:-

- ① Schedule Send, ② Add from contacts, ③ Save draft,
- ④ Discard settings ⑤ Help & feedback.

→ Subject

CC:- In email sending, CC is the abbreviation for "carbon copy." Back in the days internet and email, in order to create a copy of the letter you were writing, you had to place carbon paper between the one you were writing on the paper that was going to be your copy.

BCC:- BCC stands for "blind carbon copy". Just like CC, BCC is a way of sending copies of an email to other people. The difference between the two is that, while you can see a list of recipients when CC is used, that's not the case with BCC. It's called blind carbon copy because the other recipients won't be able to see that someone ~~else~~ else has been sent a copy of the email.