

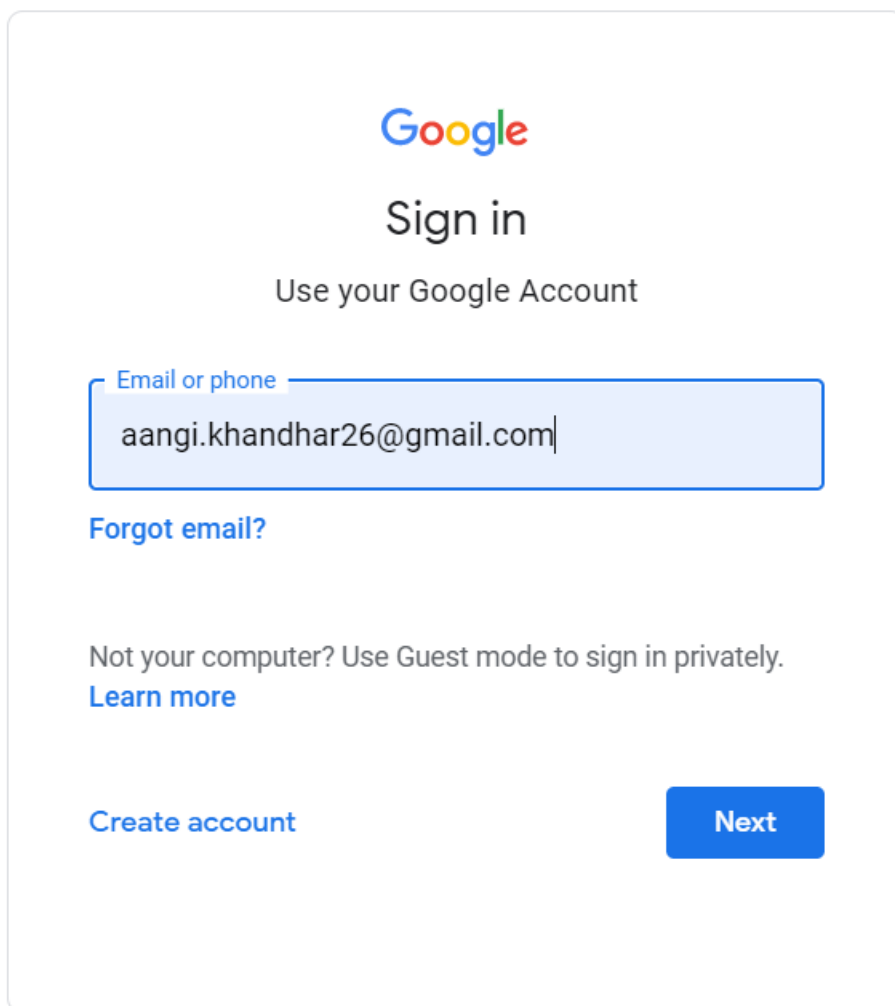
NAME :Aangi Khandhar

ROLL NO :23

FYCS

Practical 4- writing email

Step 1: login to your google account

A screenshot of 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 a light blue border and a light blue background. The input field contains the email address "aangi.khandhar26@gmail.com" and has a small blue label "Email or phone" at the top left. Below the input field is a blue link "Forgot email?". Further down is the text "Not your computer? Use Guest mode to sign in privately." 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 with the text "Next".

Google

Sign in

Use your Google Account

Email or phone

aangi.khandhar26@gmail.com

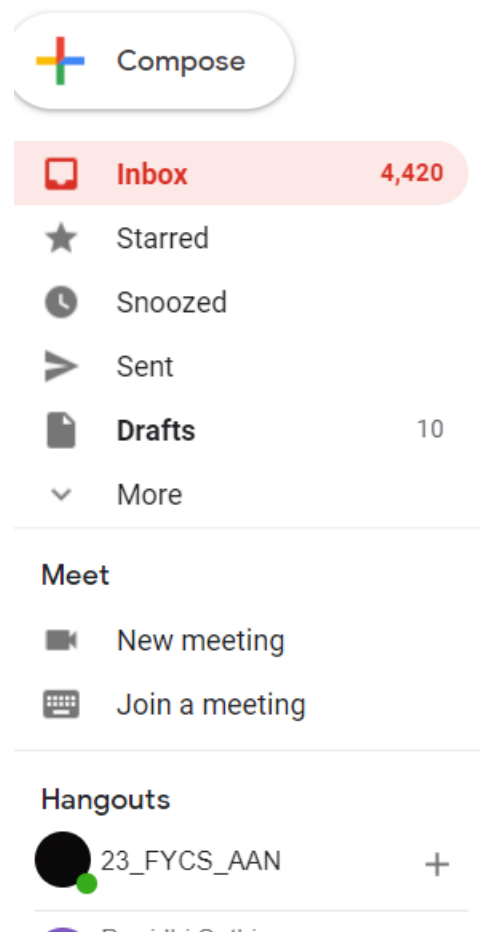
[Forgot email?](#)

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

[Create account](#)

Next

Step 2: search gmail and click on compose



You will see a window like this

New Message

To | Cc Bcc

Subject

Send

2:15 PM

Step 3: in the 'To' section type the gmail id of the name or organization to whom you want to send the mail and write the subject below in the subject section.

Draft saved



mr smith

complaint regarding poor condition of house

Dear Mr Smith,

We are your tenants living in Room 404, No 5, XXX Road. Since last month, we had neither hot water nor heating. Tough your workmen were sent to repair the problem, they failed. And so far, this problem has not yet been solved.

As the weather is getting increasingly cold, we feel not able to stand the coldness. John, one of the tenants, who worked as a labourer in a nearby car factory, sweat a lot after coming home from work. But he could not stand the cold water, and have to travel for 15 minutes for a bath. Additionally, I will have important examinations in a few weeks, but every night I shiver and cannot fall asleep. Peter had had a bad cold and had spent days to recover.

Thank you.

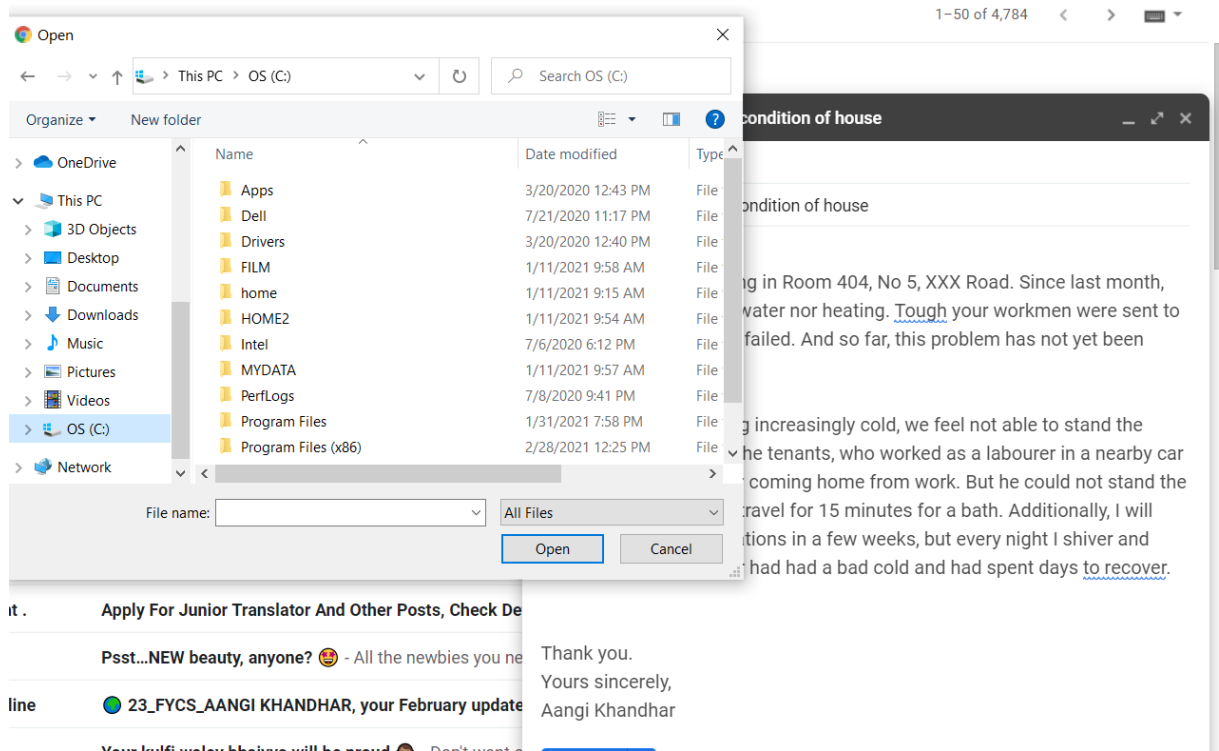
Yours sincerely,

Aangi Khandhar

Send



Step 4: use attach button to attach the images or files

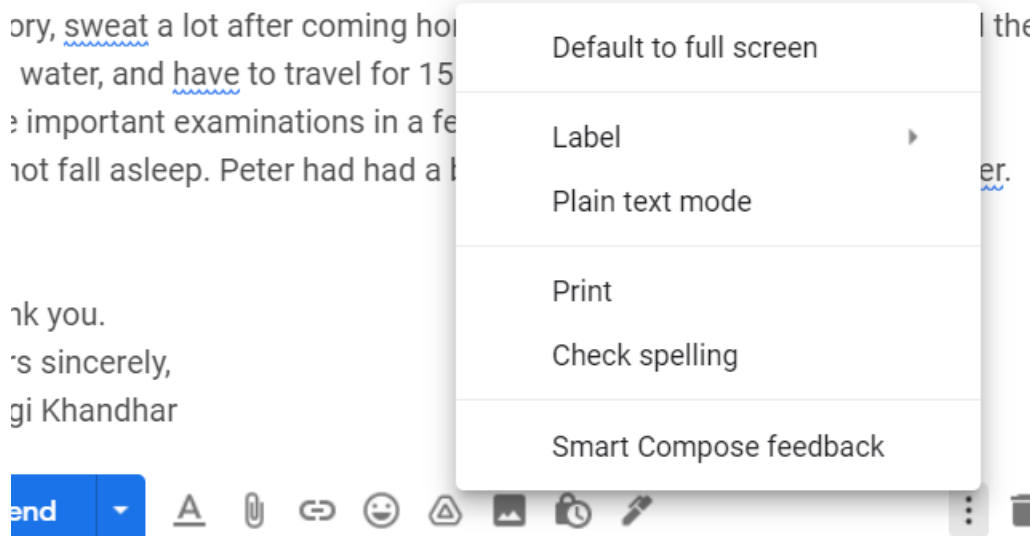


Step 5: click on the 3 dots to add some additional features

had had neither hot water nor heating. Tough your workmen were sent to fix the problem, they failed. And so far, this problem has not yet been fixed.

As the weather is getting increasingly cold, we feel not able to stand the coldness. John, one of the tenants, who worked as a labourer in a nearby car factory, sweat a lot after coming home without hot water, and have to travel for 15 km to attend important examinations in a few days. He cannot fall asleep. Peter had had a bad cold and had spent days to recover.

Thank you.
Yours sincerely,
Aangi Khandhar



Step5: once done editing click on send to send your mail

I have important examinations in a few weeks, but every night I shiver and cannot fall asleep. Peter had had a bad cold and had spent days to recover.

Thank you.
Yours sincerely,
Aangi Khandhar

