

PRACTICAL 4

NAME:-ASHVANI KUMAR

ROLL:-145

CLASS:-FYIT

WRITING EMAIL

1= Here we have to write the mail address of the person whom we are sending the mail

2=Here we have to write the main caughty subject which should attract the receivers


3=This is the main box were we have to write the mail


4=we can edit the text and extra tools


5=Here u can attach a file picture ect


and by clicking the send button we can send the mail.


The image shows a screenshot of an email composition window. It includes a 'To' field (orange border, arrow 1), a 'Subject' field (pink border, arrow 2), a large text area (orange border, arrow 3), a rich text editor toolbar (green border, arrow 4), and a 'Send' button with attachment icons (blue border, arrow 5). The 'Cc Bcc' links are visible in the top right.

To |  1

Subject |  2

 3

 4

Send |  5

This is how its look after sending the mail.

