

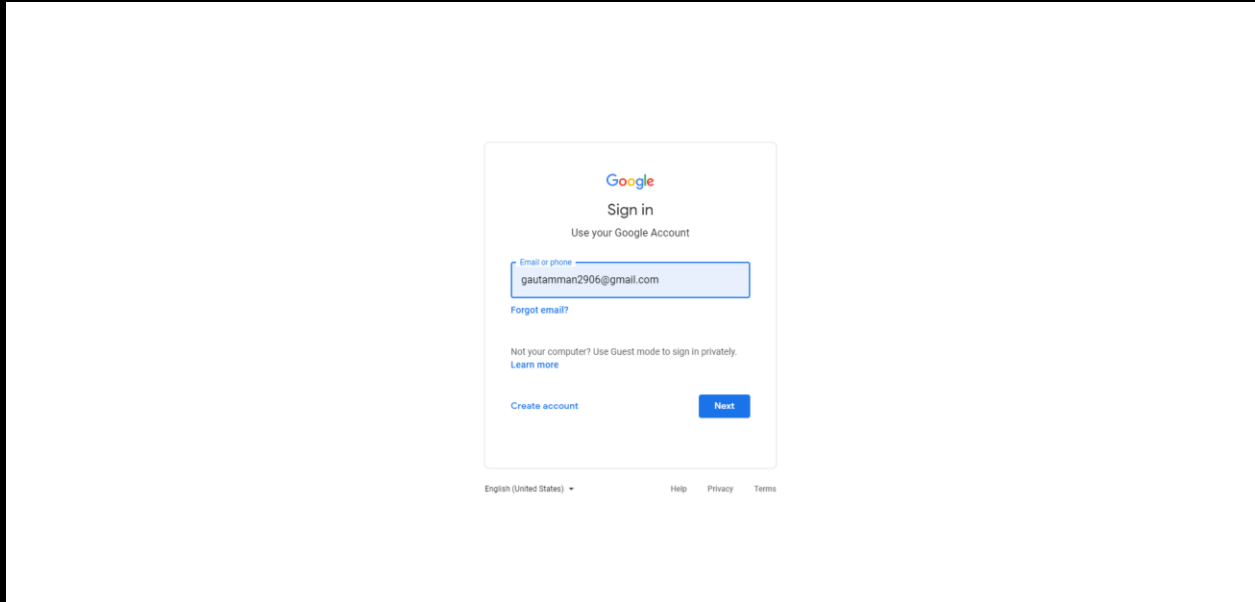
Name:- Gautam Chandrakant Mandaliya

Roll No:- 27 Class:- FYCS

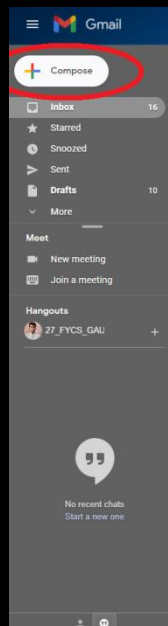
Subject:- IT TOOLS

Practical 4:- Writing an EMAIL

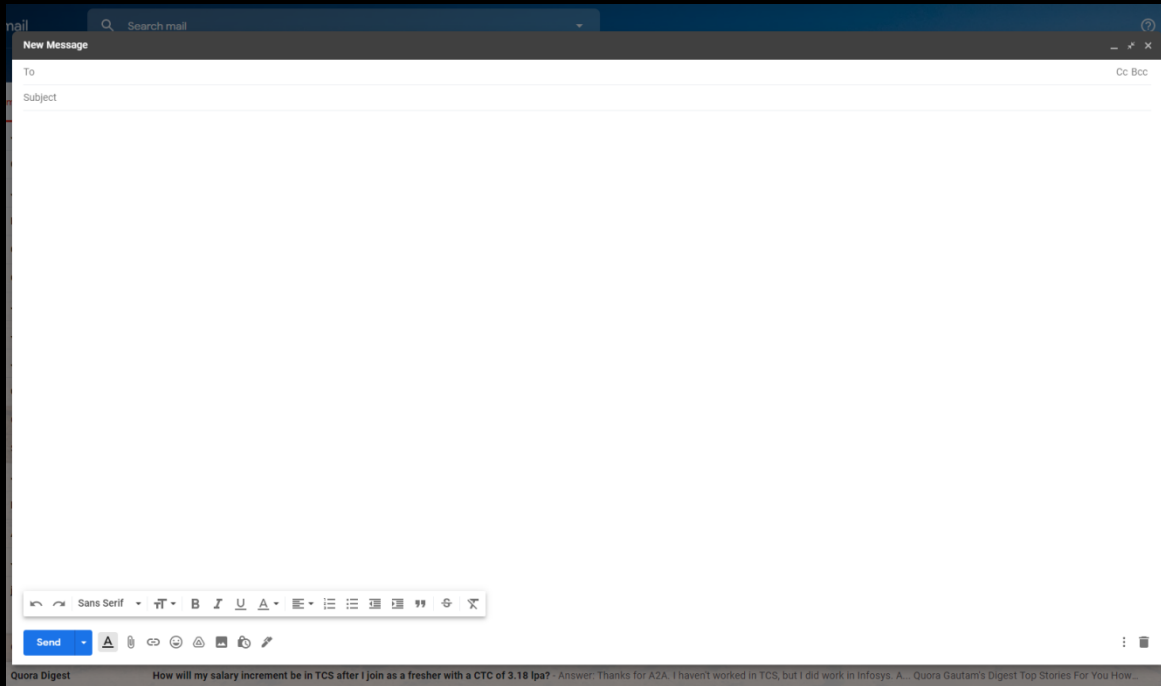
Step 1:- Login to your Google Account.



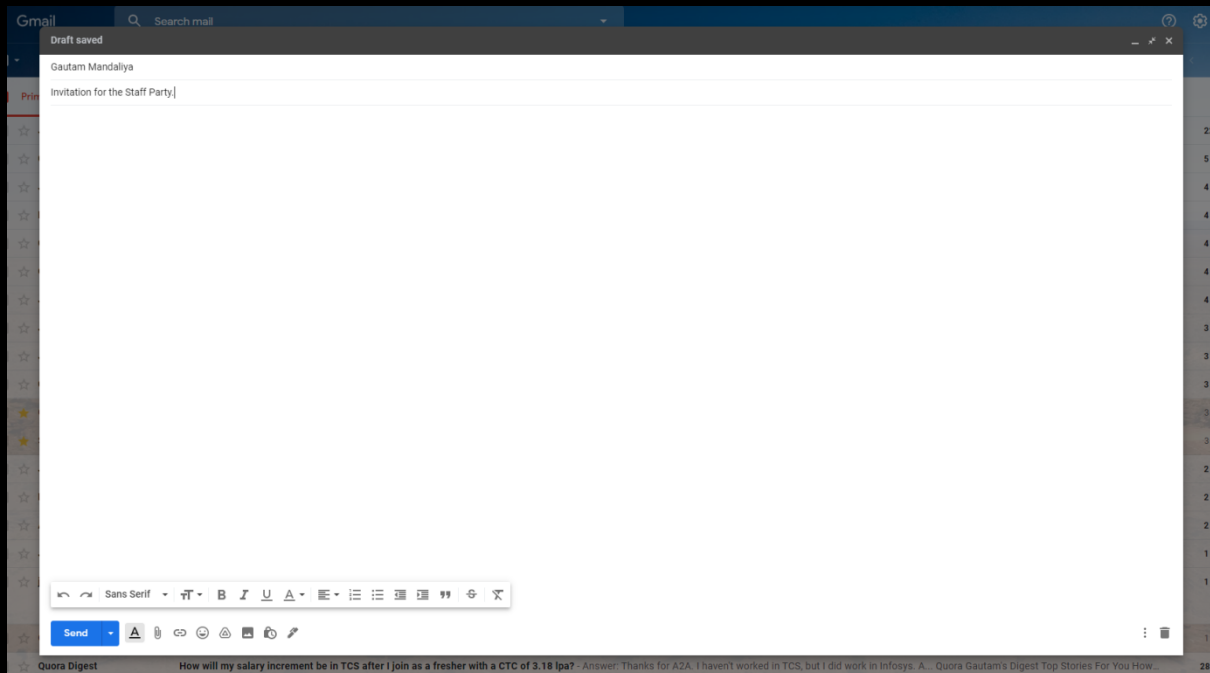
Step 2:- Search GMAIL and After that click on Compose Button.



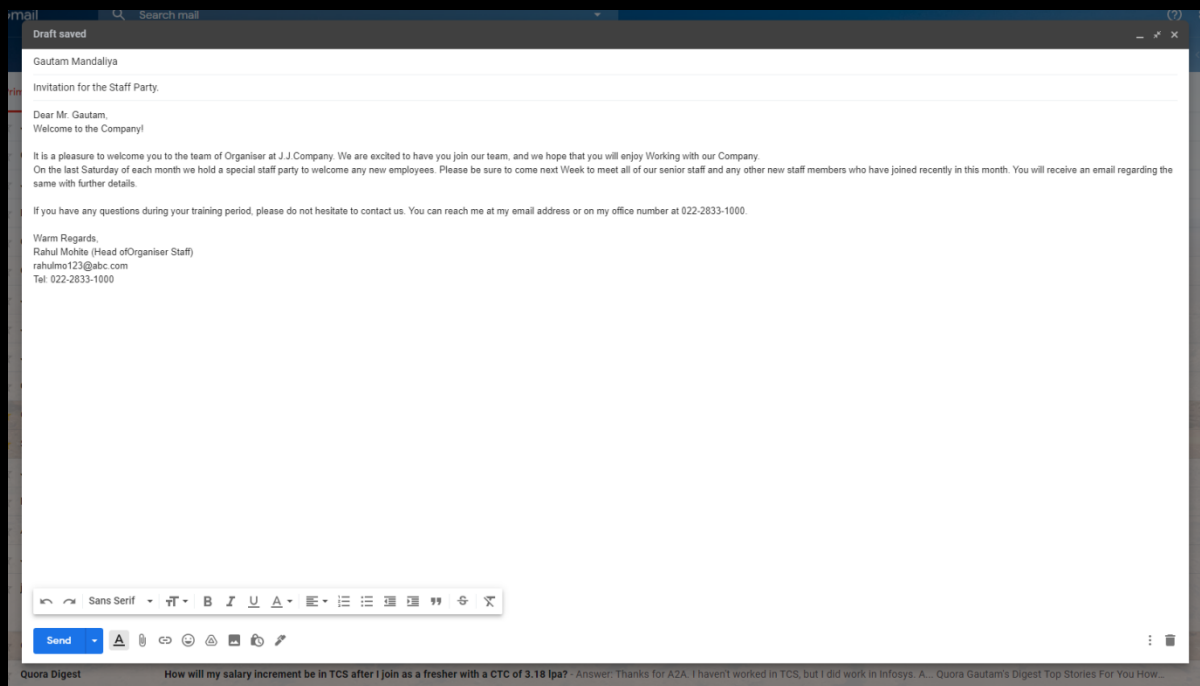
Step 3:- You will find an Window Displayed on your Screen, something like this.



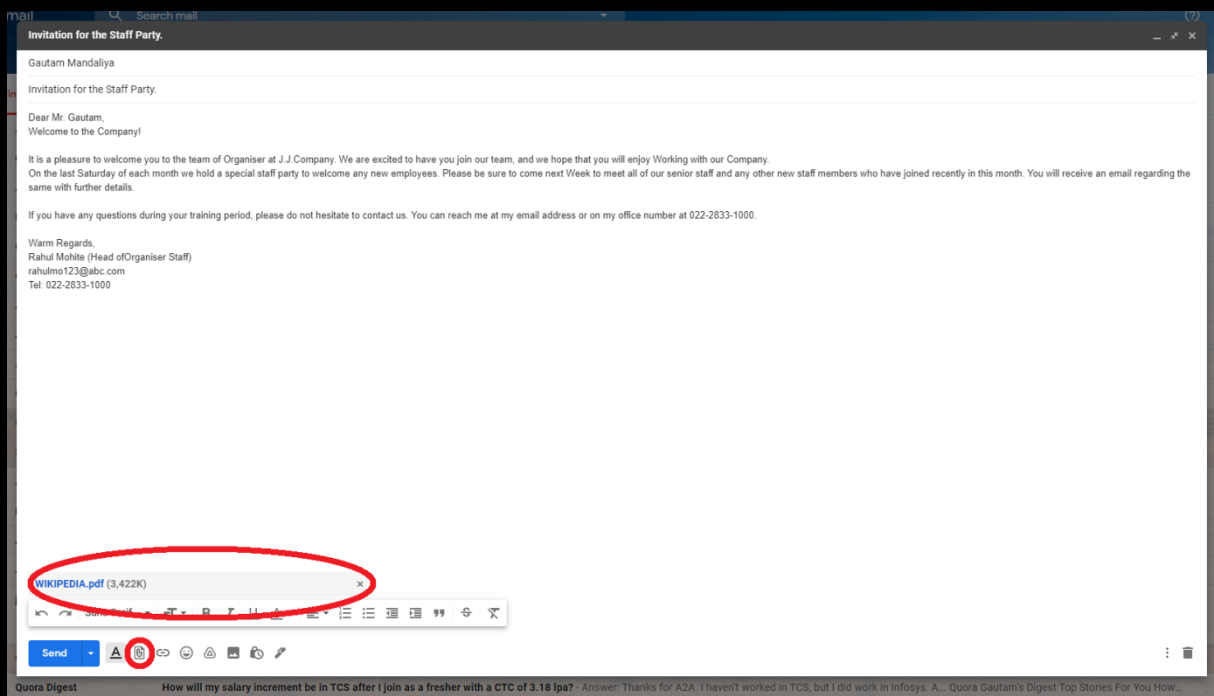
Step 4:- This Above Window is to Compose your email. In TO section, provide the email I'd of the person or organization you want to send this email, in SUBJECT section Describe in short what's this email for.



Step 5:- Now after all this, below subject section, here come the main part of your email, the body of your email.



Step 6:- You can Even use the Attach button to attach a file or an image to your email.



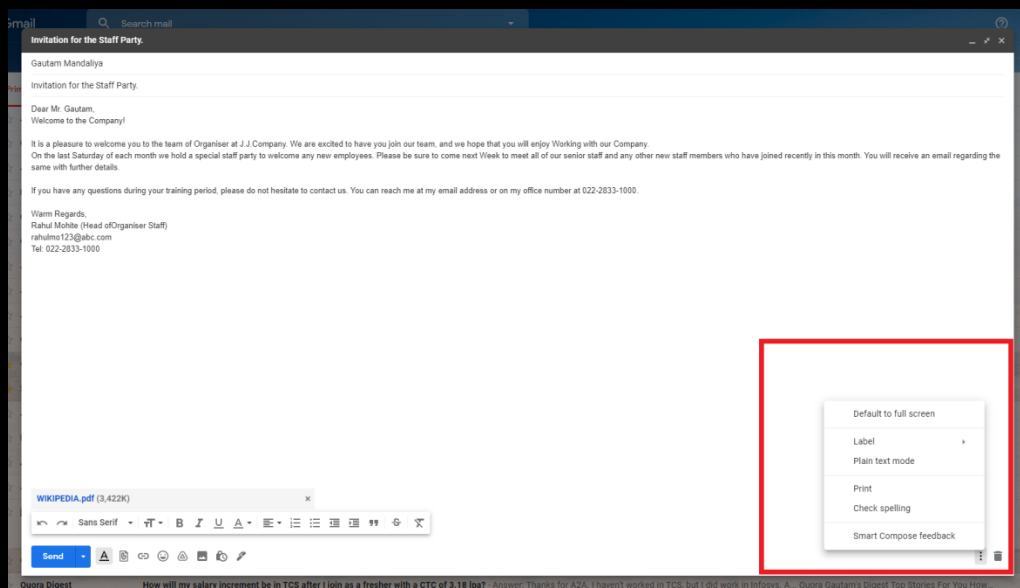
Step 7:- There are even more button attach alongside for example:

Insert link: You can attach a link to your email help of this button.

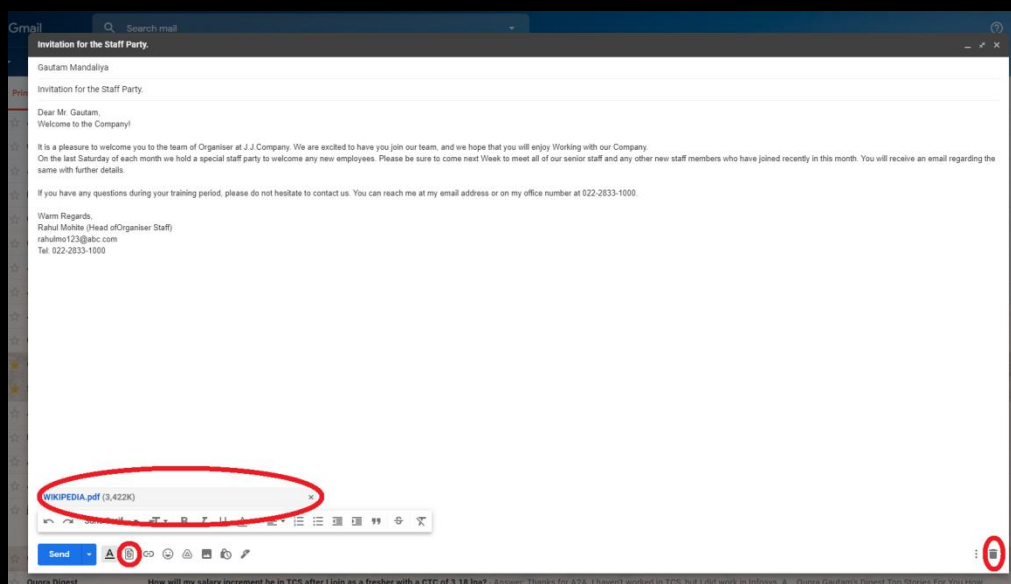
Insert emoji: Used to attach an emoji to email.

Inserting files, Inserting images, etc...

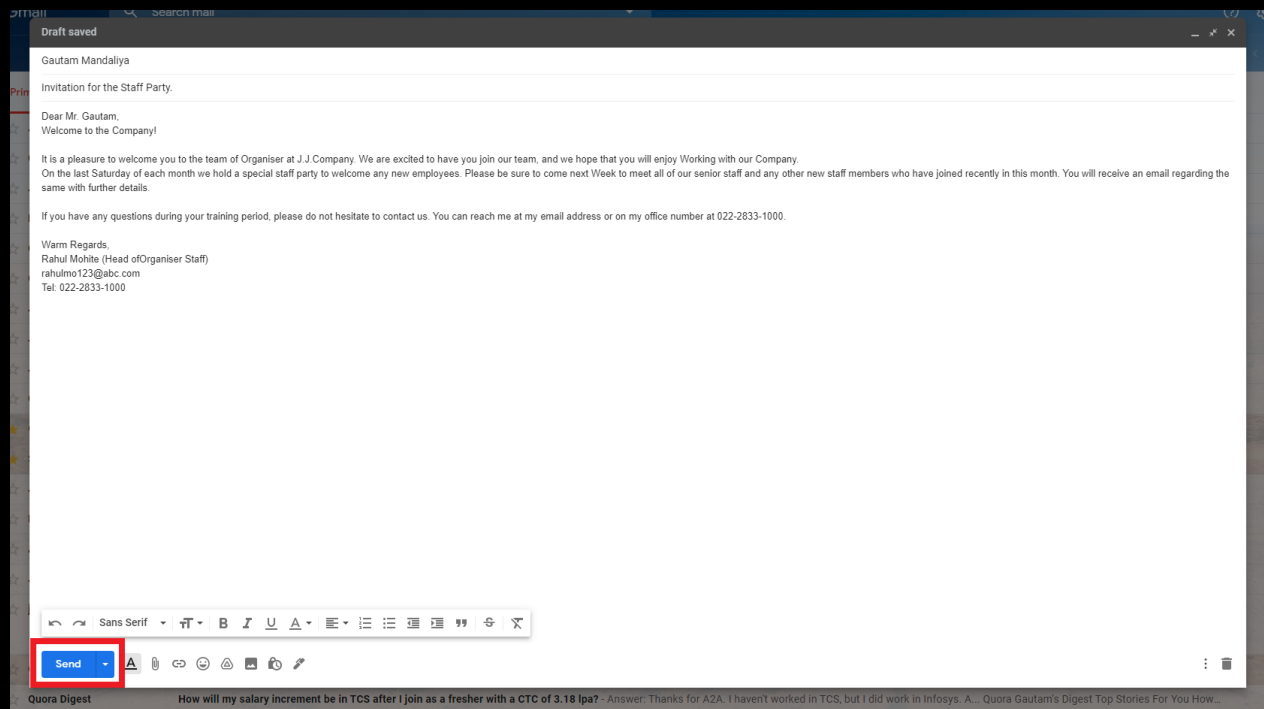
Step 8:- If you Click on the 3 dots beside that delete button, it lets you use an additional features.



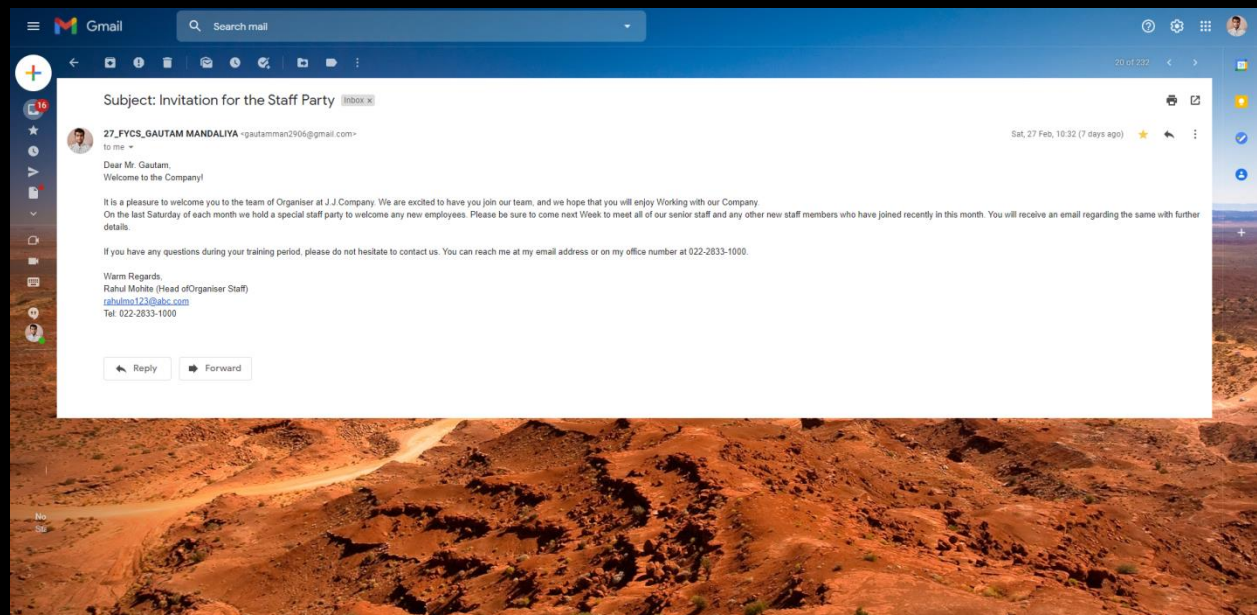
Step 9:- And Lastly you find an Delete button, used to delete your email.



Step 10:- Once you are done with Typing and Formatting just click SEND button, mail will be send to Receiver.



Step 11:- Your created mail will look something like this.



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