EMAIL COMPOSITION AND EDITTING

Lab Manual

STEP 1: Open Gmail Account

Go to https://www.gmail.com/ in your computer's web browser. This will open your Gmail inbox if you're logged in.
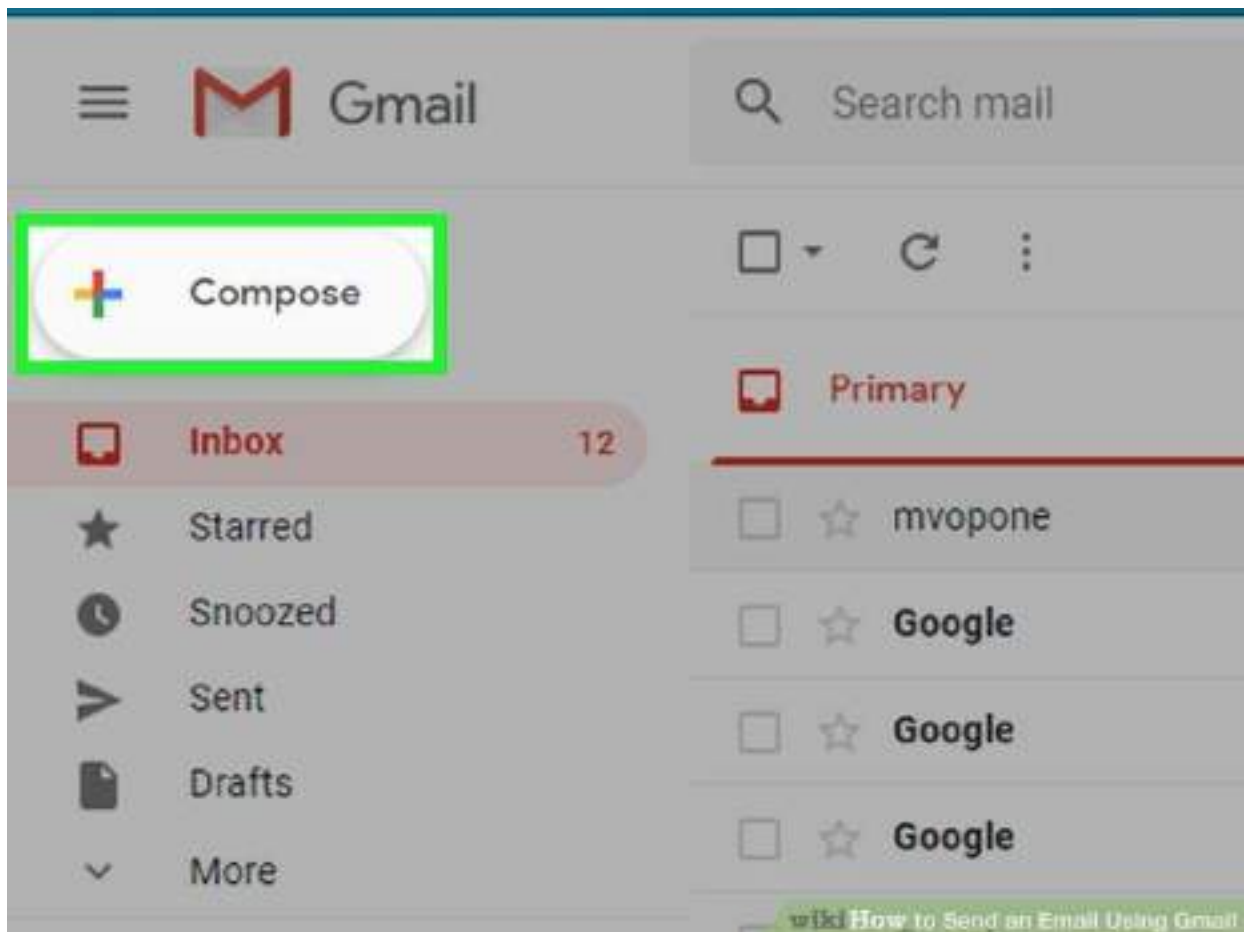
- If you aren't logged into your Gmail account, enter your email address and password when prompted.

STEP 2: Click +COMPOSE.

It's in the upper-left side of your Gmail inbox. Doing so opens a "New Message" window in the lower-right corner of the page.

- If you're using the old version of Gmail, you'll click **COMPOSE** here instead.

STEP 3: Enter the other person's email address.

Click the "To" or "Recipients" text box at the top of the New Message window, then type in the email address of the person to whom you want to send your email.

- To add multiple email addresses, type in the first email address, press Tab ⇆, and repeat with the other email addresses.
- If you want to CC or BCC someone on the email, click either the **Cc** link or the **Bcc** link in the far-right side of the "To" text field, then type the email address you want to CC or BCC into the "Cc" or "Bcc" text field, respectively.
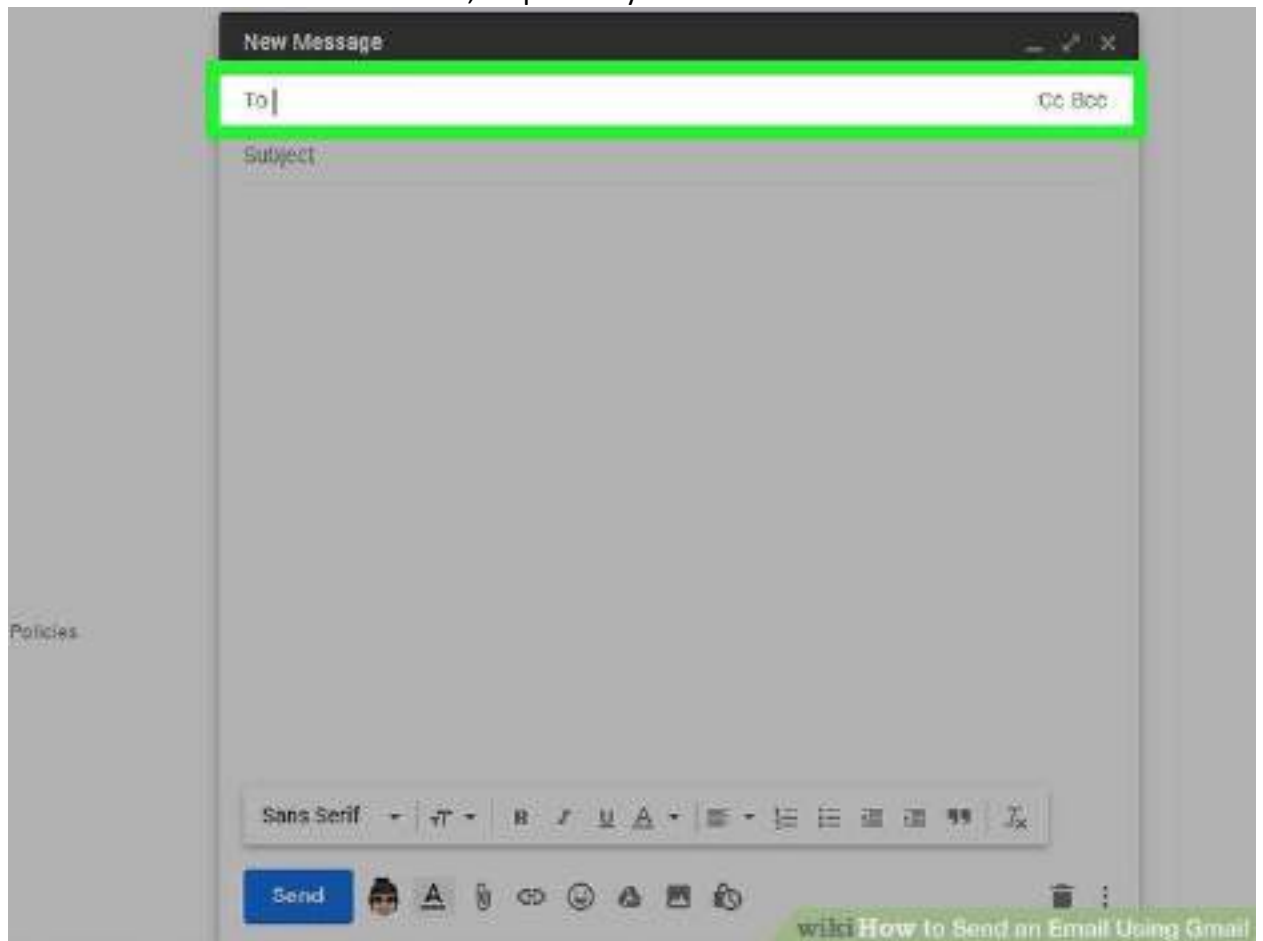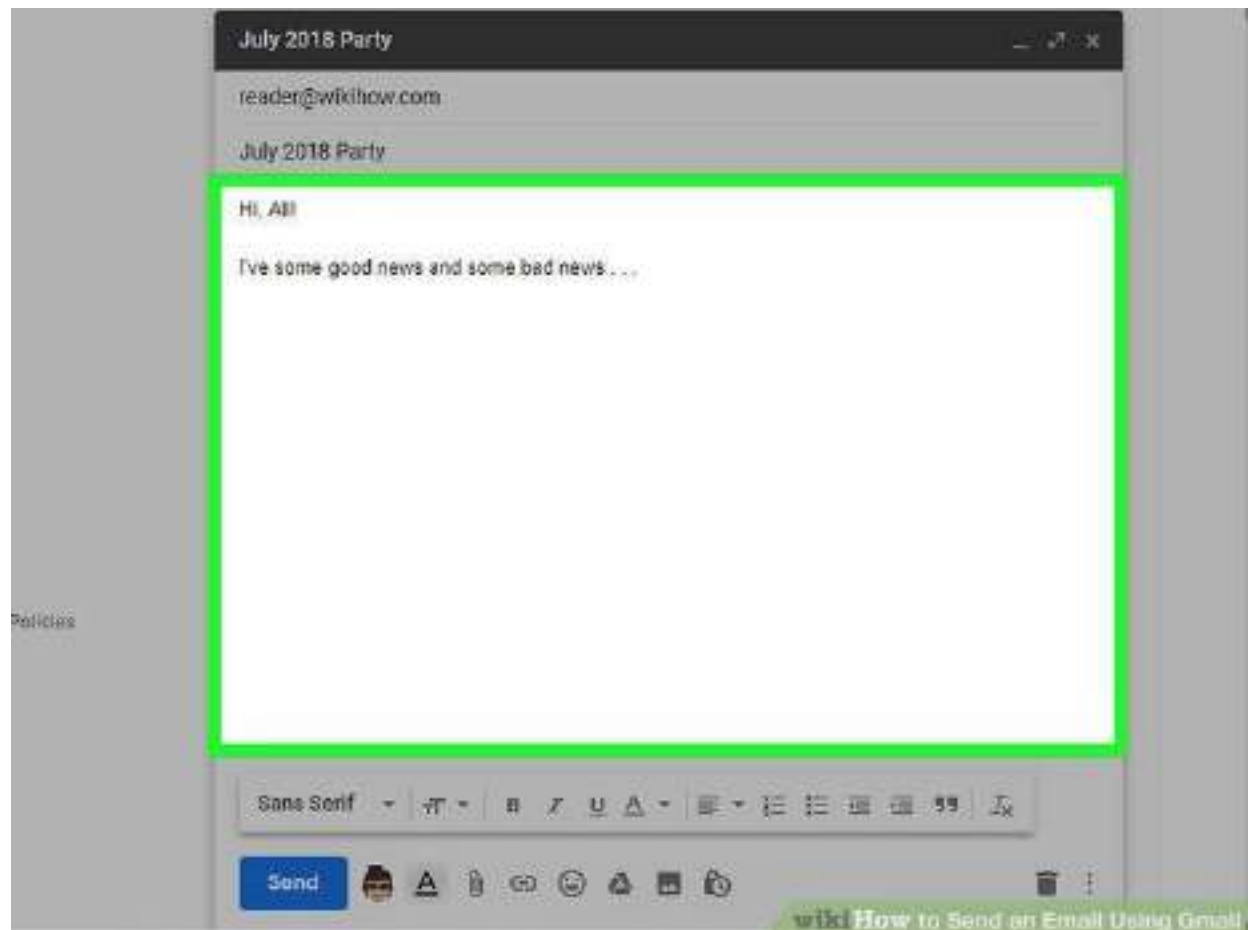
STEP 4: Add a subject.

Click the "Subject" text field, then type in whatever you want the subject of the email to be.

- Typically speaking, an email subject describes the gist of the email's message in a few words.
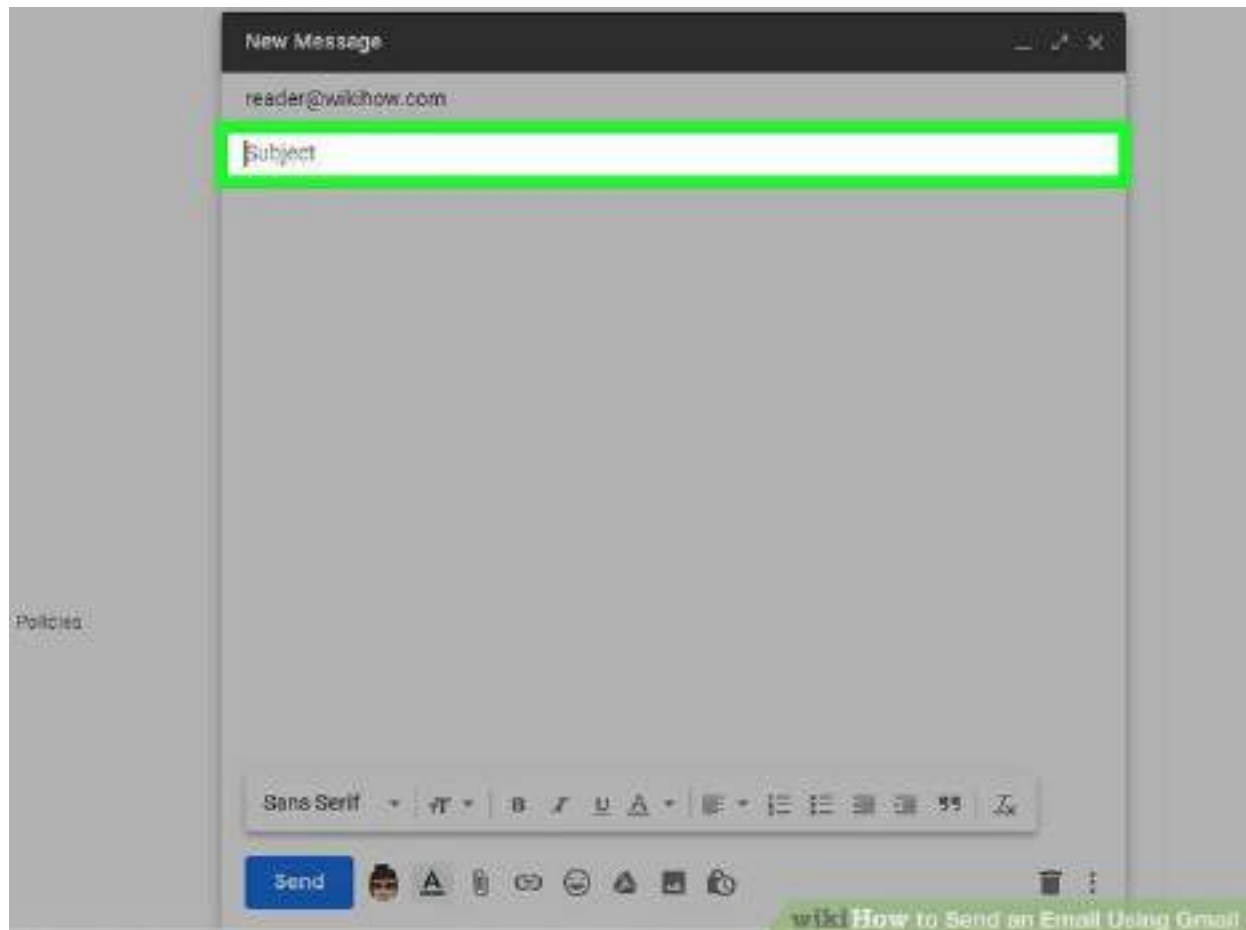
STEP 5: Enter your email message.

In the large text box below the "Subject" text box, type in whatever you want for your email message.

STEP 6: Format your email's text if needed.

If you want to apply formatting to your text (e.g., bolding, italics, or bullet points), highlight the text to which you want to apply the formatting, then click one of the formatting options at the bottom of the email window.

- For example, to bold a section of text, you would highlight the text and then click **B** at the bottom of the email.
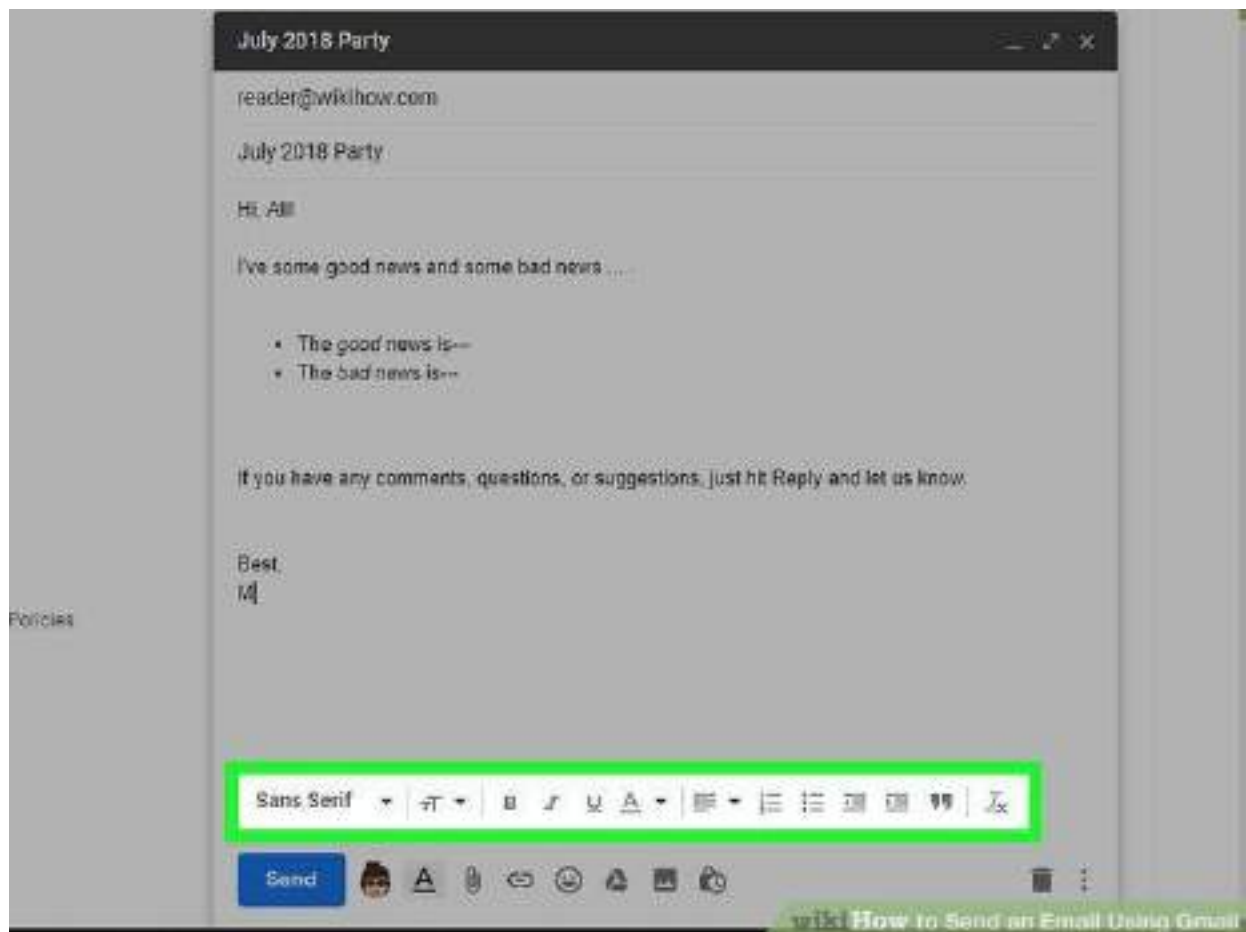
STEP 7: Attach a file if you like.

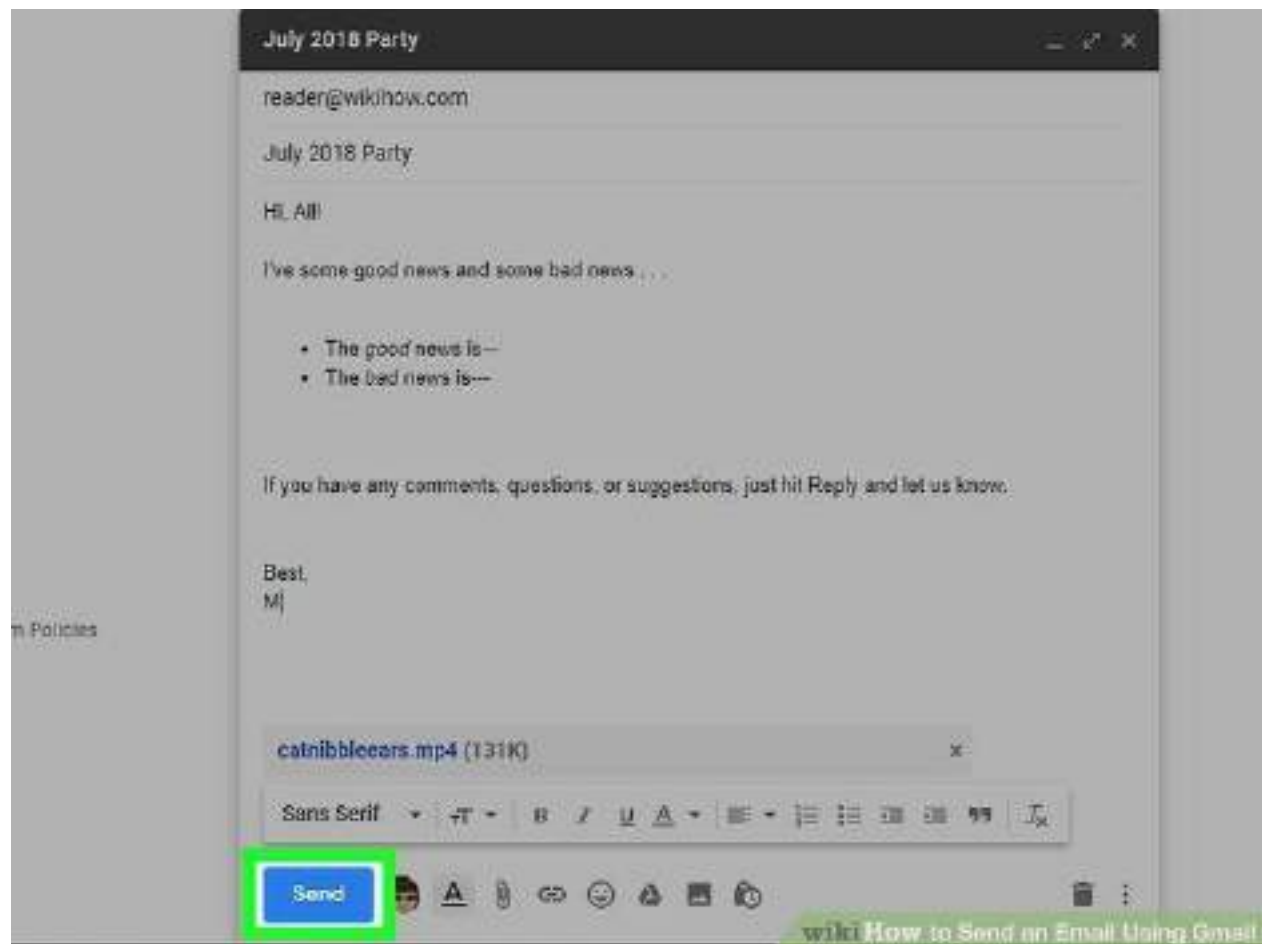To add a file from your computer, click the "Attachments".

Clip icon at the bottom of the window, then select the file(s) you want to upload and click **Open** (or **Choose** on a Mac).

- You can add photos in this way, or you can upload photos directly to the email's body by clicking the "Photos" icon at the bottom of the window, clicking **Upload**, clicking **Choose photos to upload**, and selecting photos as needed.
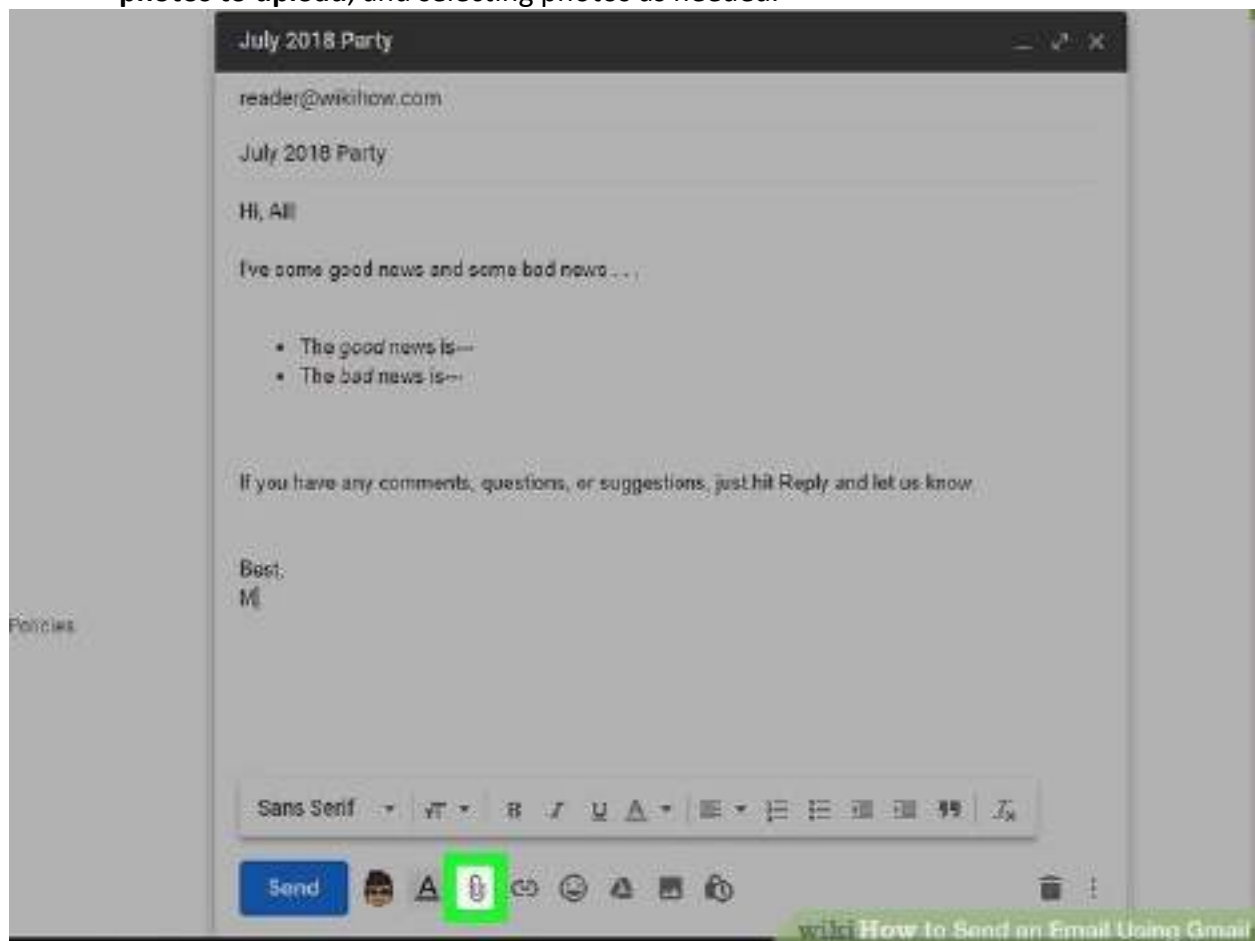
STEP 8: Click Send. It's a blue button in the bottom-left corner of the email window. Doing so will send your email to the specified email address (es)

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Lab Tasks

Task # 01:

Let's have an open digital communication through email!

The lab task would include the following steps.

1. Write an email to your teacher about the issues that you are facing in class (related to the class atmosphere, subject or anything)
2. Write a proper subject, CC you're instructor's other email address (if provided)
3. Attach an image of your favorite scenery in the file.
4. Make sure to add your signature at the end (add your university details).

Task # 02: Email Announcing a Team Meeting

Scenario: You are a team lead scheduling a meeting to discuss project updates with your team members.
Requirements:

- Provide the meeting date, time, and location.
- List the meeting agenda.
- Ask for confirmation of attendance.
- Use a clear and formal structure.

Task # 03: Formal Job Application Email

Scenario: Compose an email applying for the position of Software Developer at a company. Attach a resume and cover letter.
Requirements:

- Use a professional email address.
- Address the recipient properly.
- Write a clear and concise subject line.
- Mention where you found the job posting.
- Highlight your relevant skills and experience in the body.
- Use formal language and structure.
- Attach a resume and cover letter.

Submission:

After sending the email take a screenshot of email and upload screenshots of all emails with the ROLL NO._SECTION_TASK NO. naming convention on classroom.