PRACTICAL 2

How to send an email.

Steps to send an email

1. For sending an email you should have a proper email id.
2. On your device, open Gmail.
3. Tap on "Compose" icon.
4. In the "From" field give your proper email id.
5. In "To" field give proper email id of the person to whom you are sending the mail.
6. Add subject
7. Write your message
8. At the top of the page, tap on "send".
9. Your message would be sent.
10. For checking that your mail is send or not.
    Click on "sent" option.

5:55 PM

← Compose   ⌕ ➤ ⋮

From   anusreenambiar2003@gmail...   ⌄

To   👤 abhayshekhar1998@gmail.com   ⌄

Complaint about one missing product while purchasing online from smytten aap.

Respected sir/madam

Good evening,
I am Anusree Nambiar I had purchased some products from symtten aap after getting the products, one product was missing from the kit.so i request you to look into this matter.

Regards,
Anusree Nambiar