I frequently use Gmail to communicate with my professors, reply to job offers, and reaching out to recruiters. 3 tasks that are done using an emailing app are sending emails, searching for an email, and starring an email.

Part 1 Non-technical Descriptions:

* For the first task, you would go on the app and click on the pencil icon to compose an email. Then, a form will show up where you will enter all the necessary information. Lastly, you’ll click the arrow to send the email.
* For the second task, you would enter keywords related to the email you are looking for in the search bar. After, all the emails with those words will show up and you can search through them and try to find it.
* For the last task, you would simply go to the email you want to star. Next, you would click the star button when you’re inside the email. This stars it and then you can go to the starred tab where you can see all the emails you’ve starred.

Part 2 Technical Descriptions:

* The technical things you would go through for task one is navigating to the form for sending an email which is done by clicking on the pencil icon. Now, the user needs to input data such as the receiver’s email, a subject, and the lastly anything they want to send to the receiver. Typing in a receiver’s email has a required format and that email must exist. The email must end with “@gmail.com” or “@yahoo.com”. For the subject line and body, the user can input any kind of data they want, however, if they are attaching a file then it must be within a certain limit or it will not send.
* You click on the search bar and enter in data related to the email you’re looking for. This searches through the whole database for your email and searches through each one for related keywords related to your search. These emails are then pulled out of the database and displayed for the user so he/she can search through them.
* Starring an email is a simple task where you can take important emails and include them in a separate tab so you can easily find them. Instead of searching through all your emails, you can just go into your starred tab and view it from there. When you star an email, it makes a copy of that email and puts it into another tab. The three dashed lines on the top left of the app is where you can access this.

Part 3 Possible Errors:

* If you don’t have the correct email format then it won’t let you send. It will tell you to enter a valid email address and it won’t let you type in anything else in the form unless you do.
* If your attached files exceeds a certain limit, then you won’t be able to send the email out unless you reduce the size of your file.
* Look below for screen shots.

Graphical user interface, application

Description automatically generated Graphical user interface, text, application

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