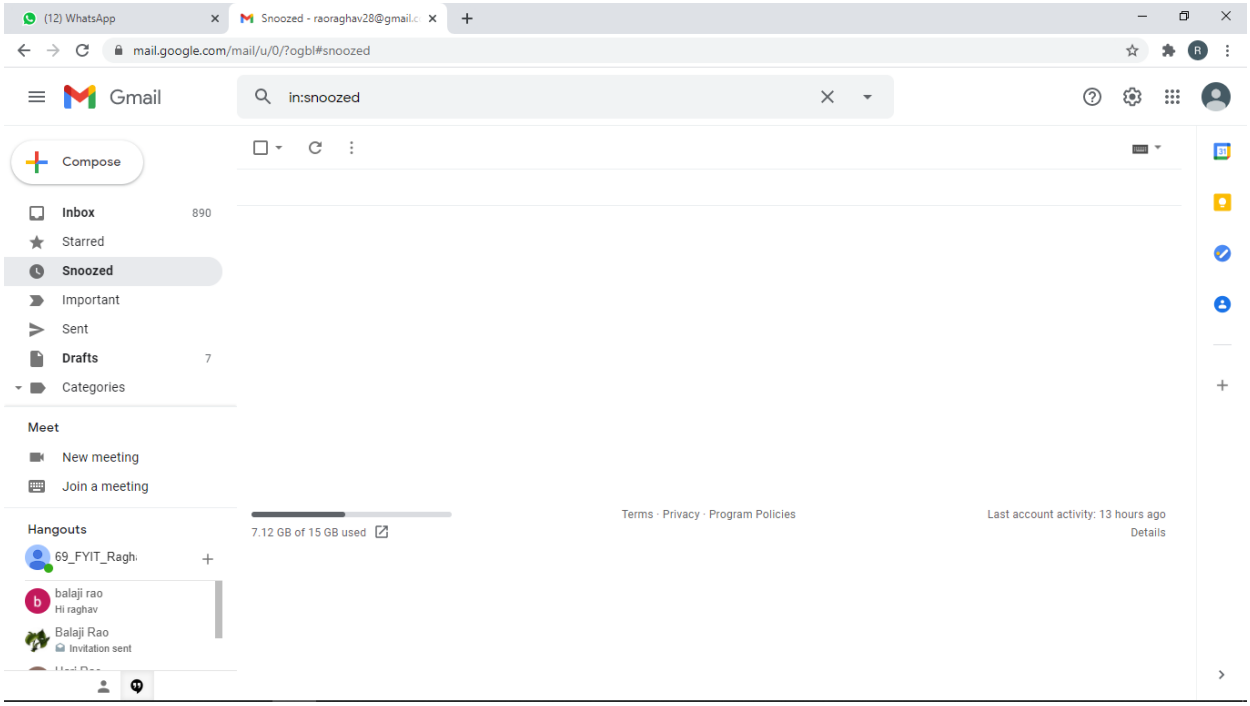
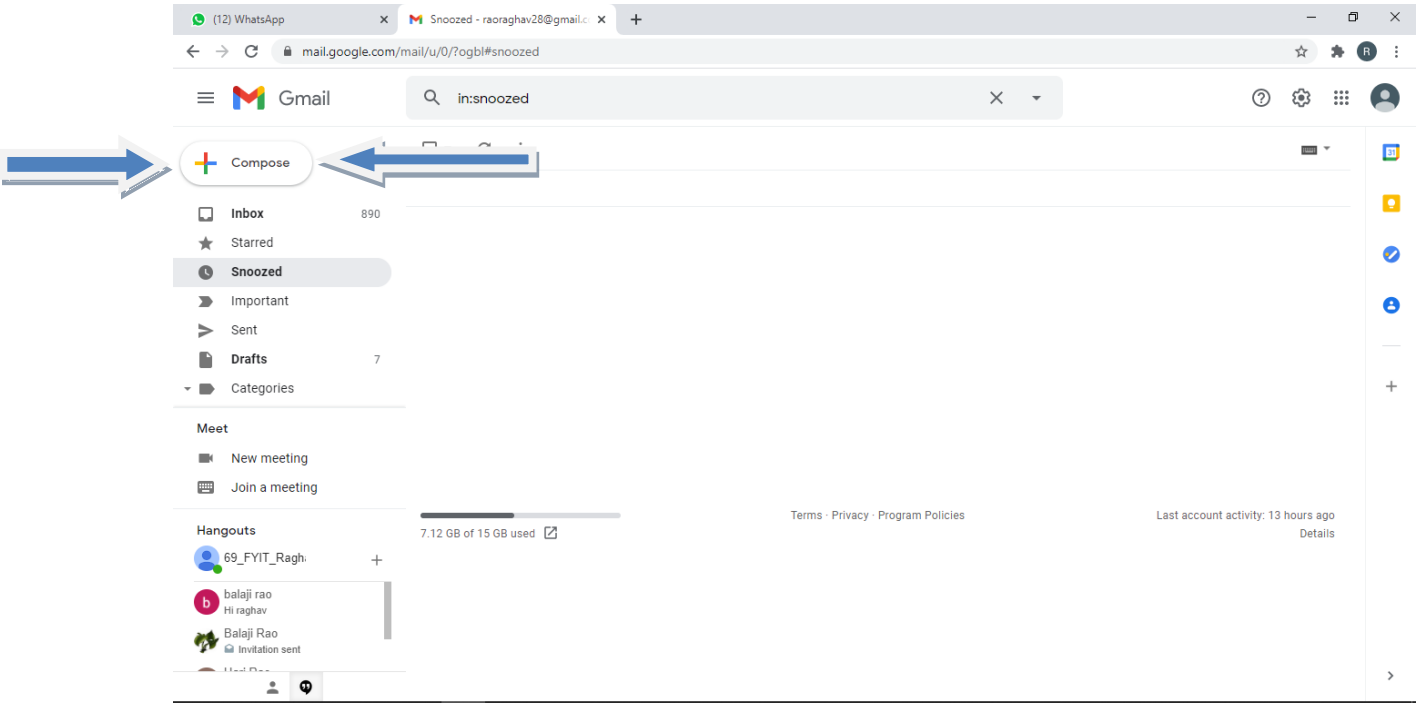
Practical 4

Writing Email

1. Open Gmail in Smart phone or search mail.google.com in any browser



2. Click on Compose to write a new email.



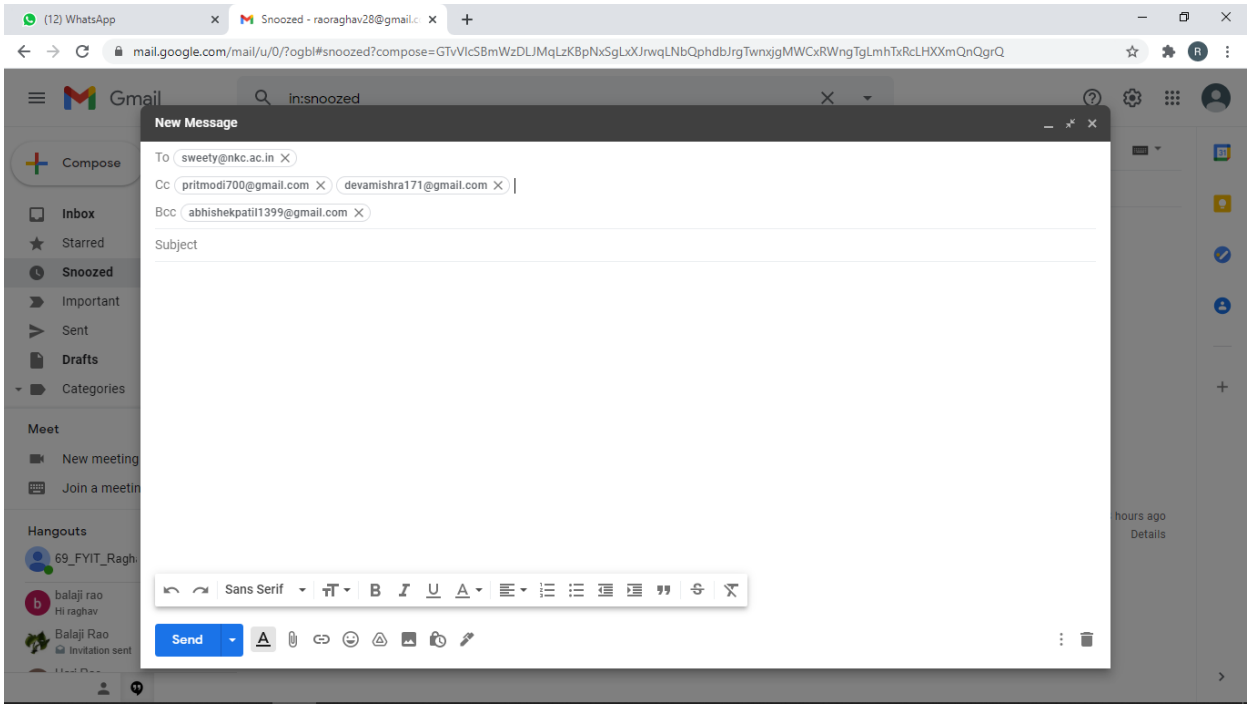
3. To: Main Recipients Gmail I'd is added

Cc: If you want to send the same copy of the email knows as carbon copy to others you add their Gmail I'd here and it can be seen by others.

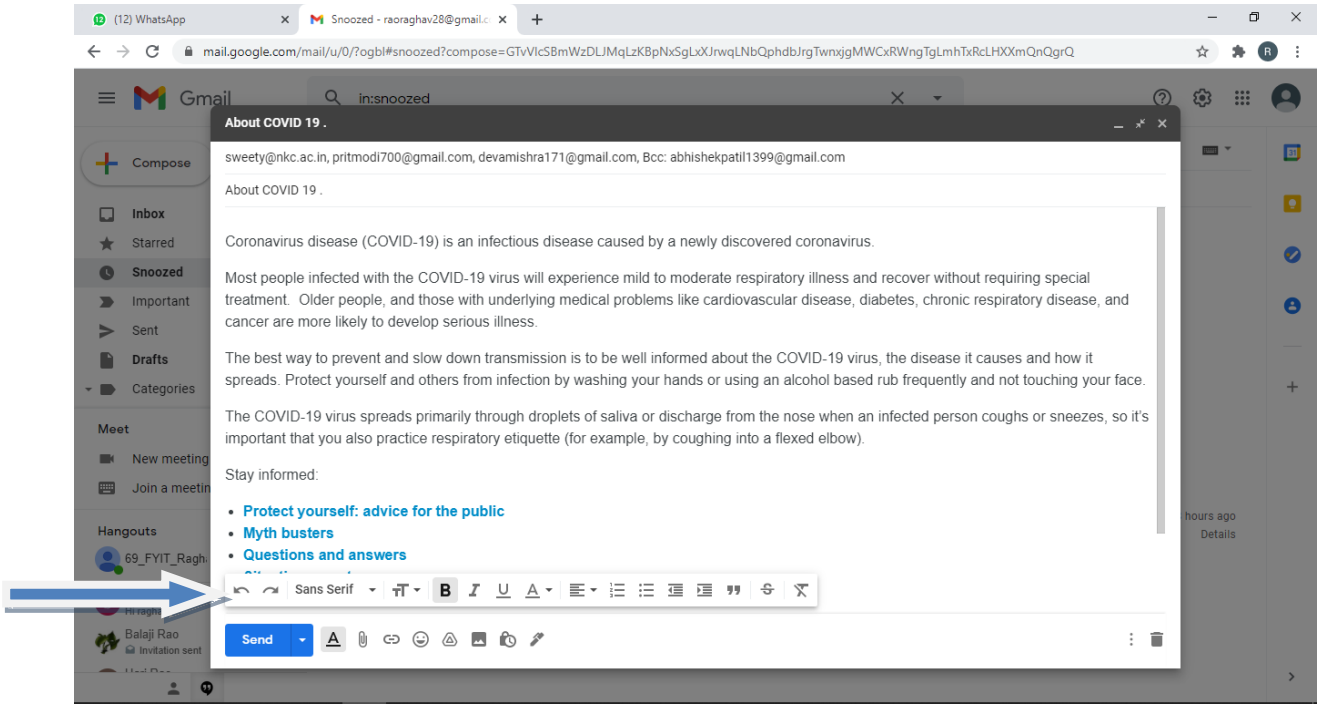
Bcc: A person who's Gmail I'd added here can't be seen by others.

Subject: The Subject field is a brief description of the message.

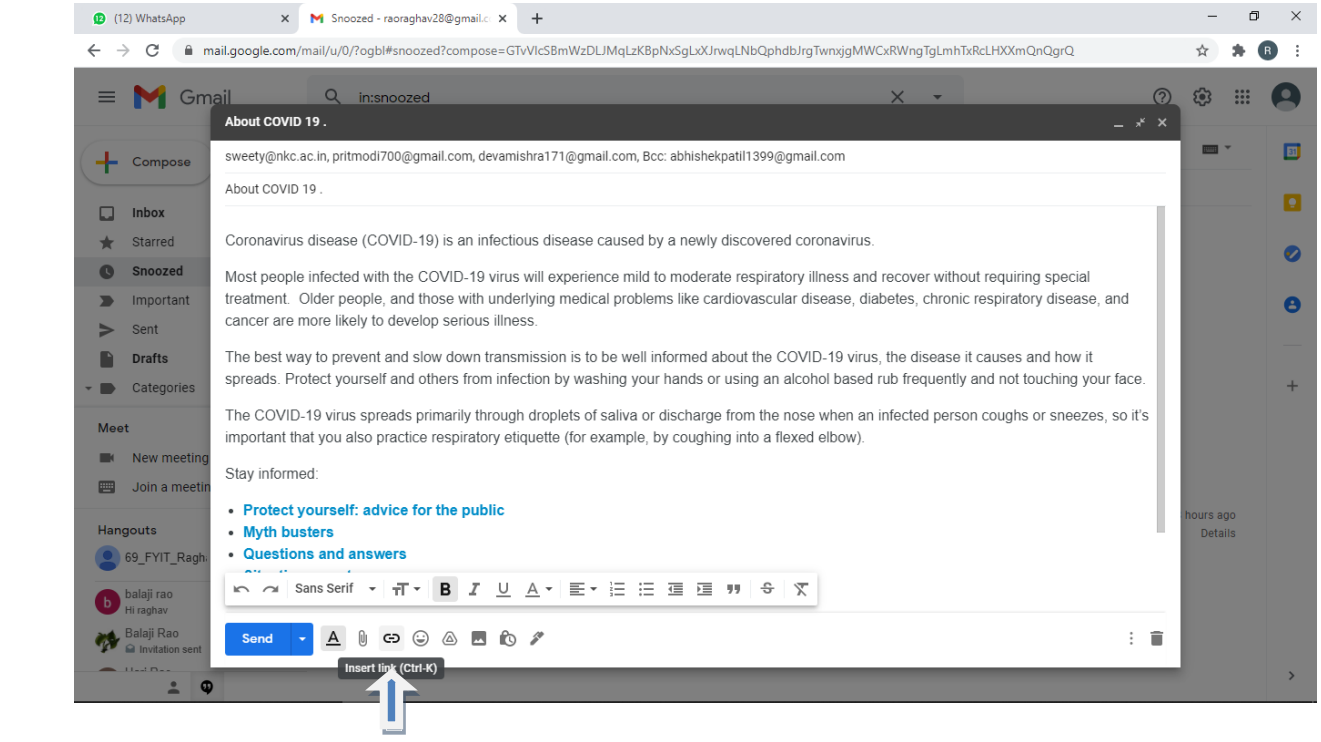
Body (Empty Field below subject): Reason or describing the description of writing a email is written here.



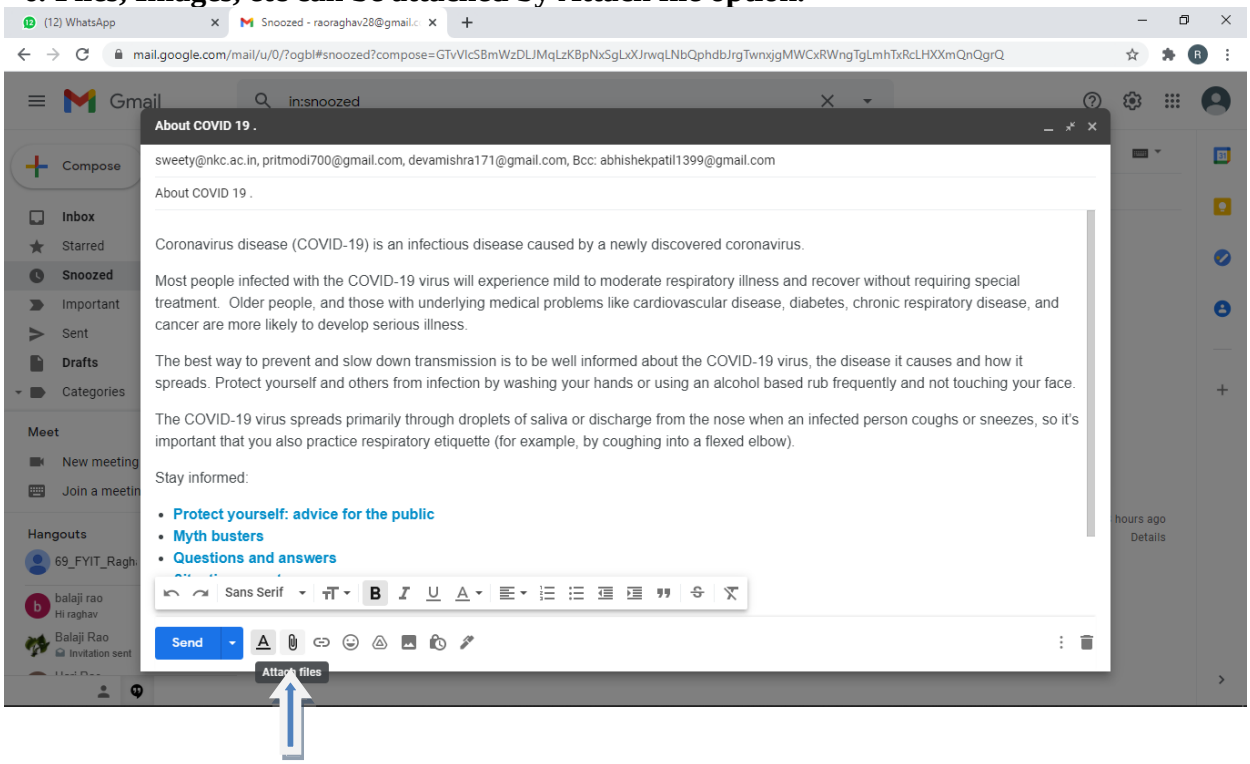
4. Completion: Below there are text editing and adding tools present.



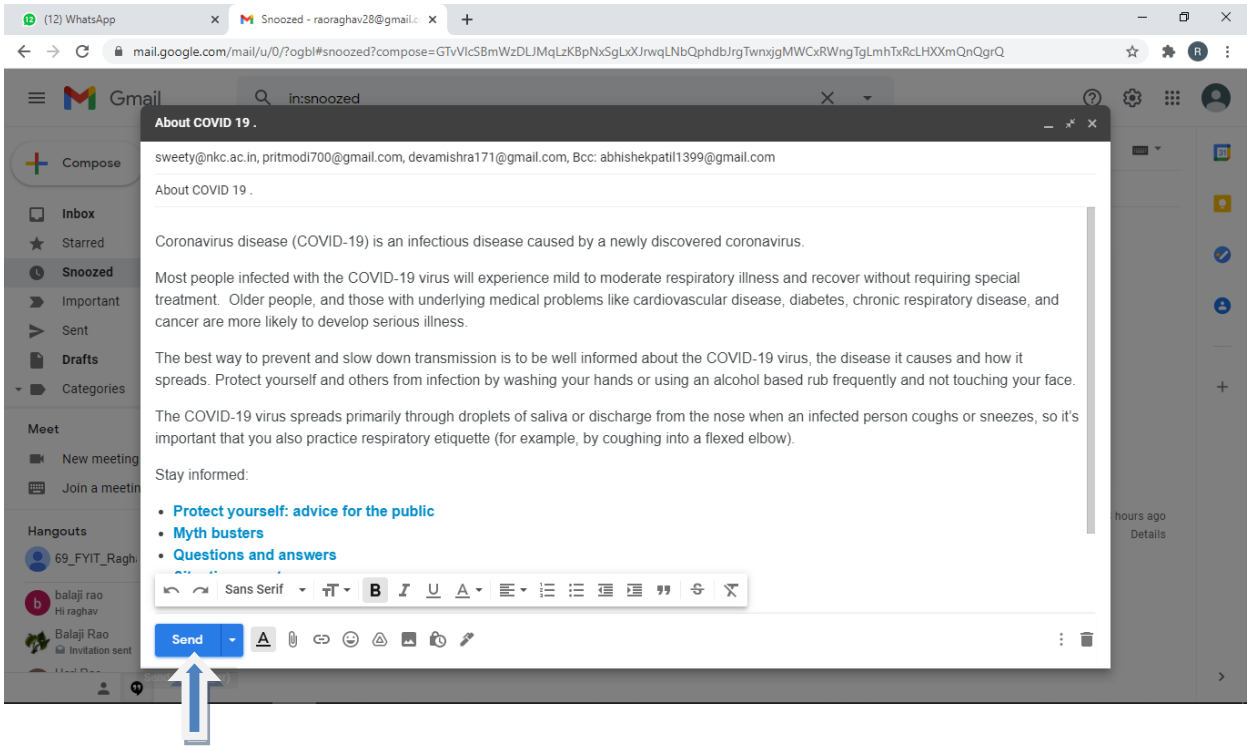
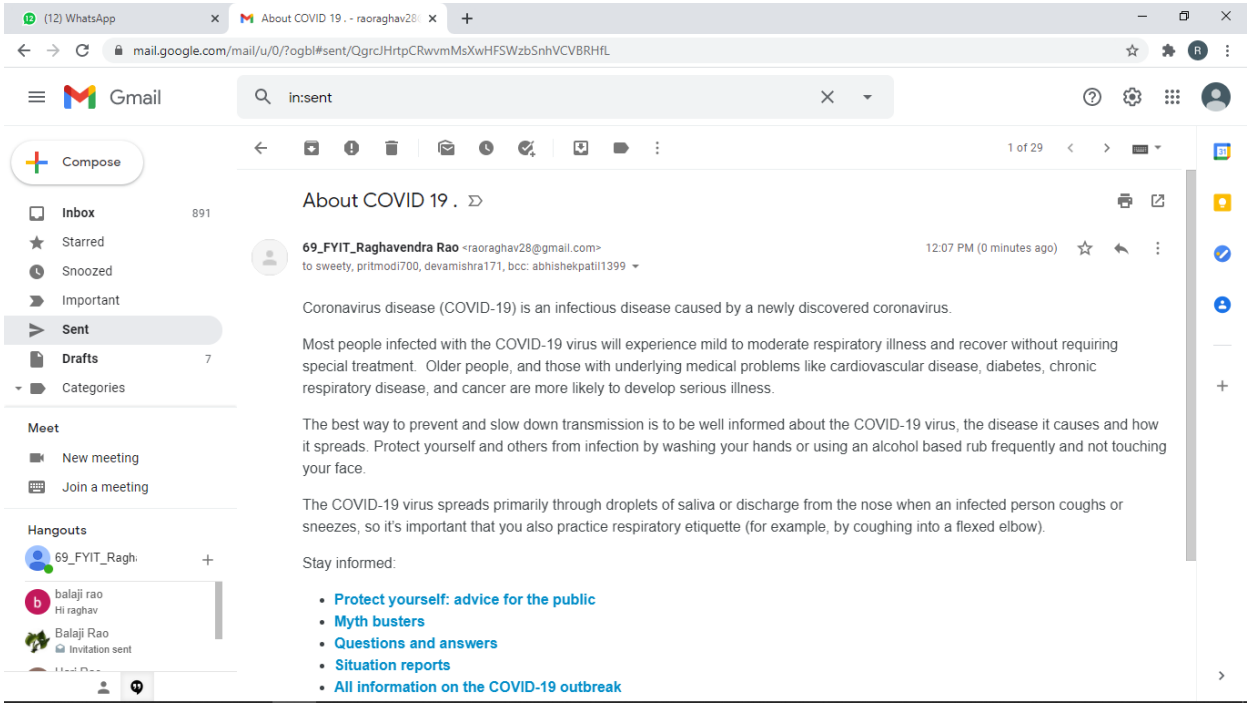
5. Links can be added by Insert Link option below.



6. Files, Images, etc can be attached by Attach file option.



7. After completing click on Send.


(12) WhatsApp
Snoozed - raoraghav28@gmail.c
mail.google.com/mail/u/0/?ogbl#snoozed?compose=GTvVlcSBmWzDLJMqLzKBpNxSgLxXJrwqLNbQphdbJrgTwnxjgMWCxRWngTgLmhTxRcLHXXmQnQgrQ
Gmail
in:snoozed
Compose
Inbox
Starred
Snoozed
Important
Sent
Drafts
Categories
Meet
New meeting
Join a meetin
Hangouts
69_FYIT_Ragh
balaji rao
Hi raghav
Balaji Rao
Invitation sent
About COVID 19 .
sweety@nkc.ac.in, pritmodi700@gmail.com, devamishra171@gmail.com, Bcc: abhishekpatil1399@gmail.com
About COVID 19 .
Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.
Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.
The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.
The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).
Stay informed:
Protect yourself: advice for the public
Myth busters
Questions and answers
Sans Serif
Send
hours ago
Details

8. Final View when Sent.