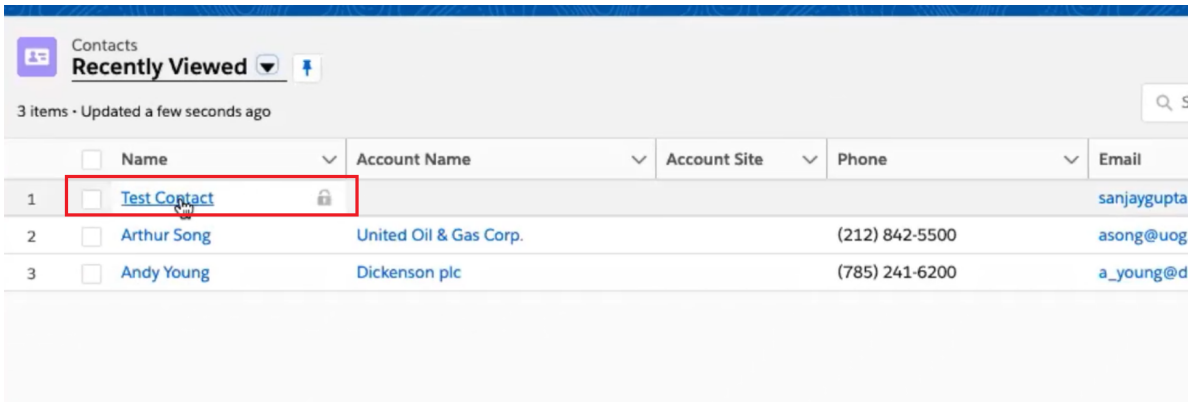
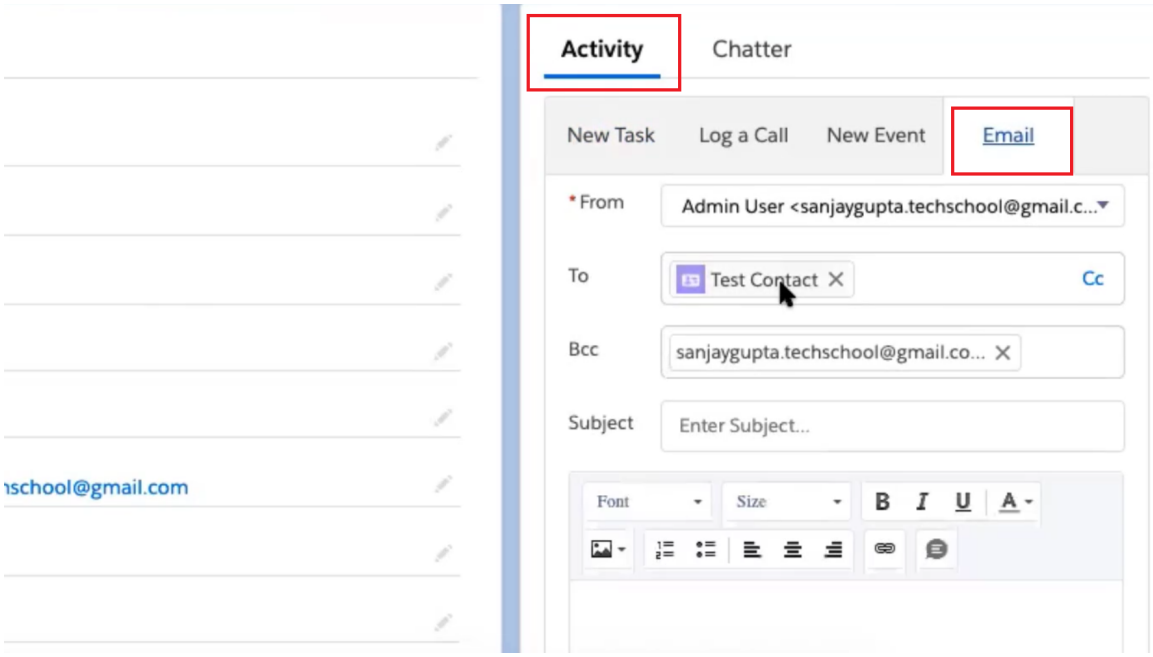
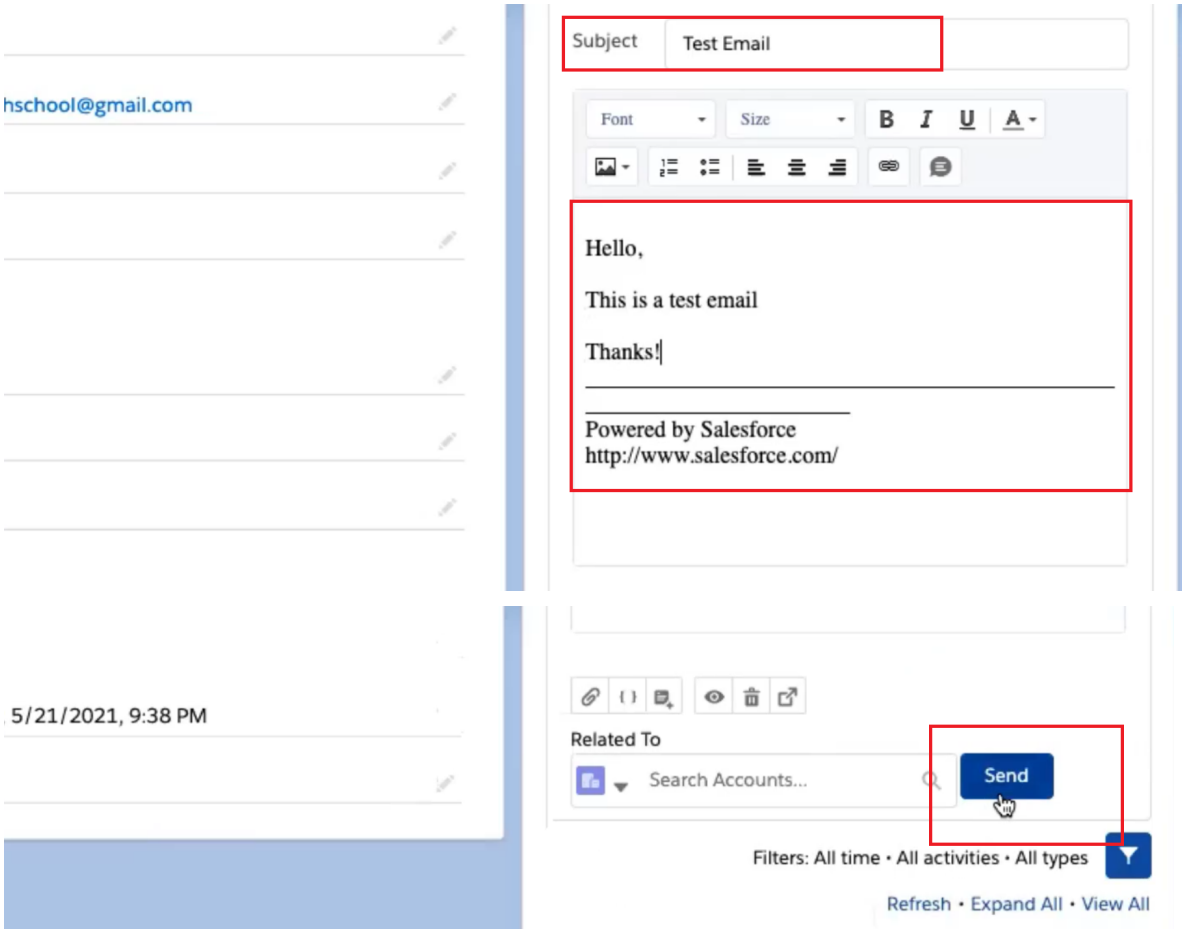
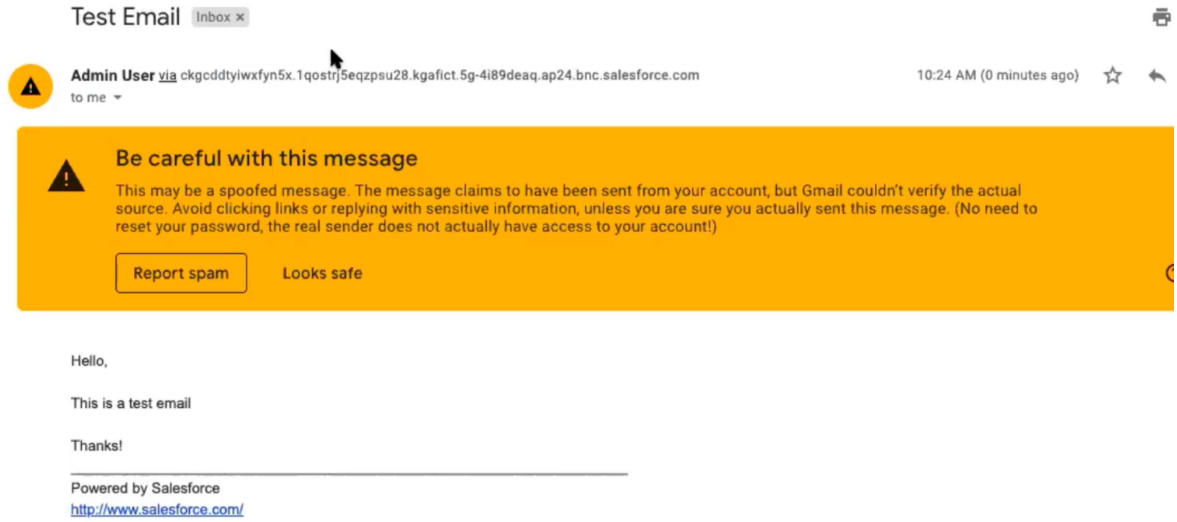
Step 1: The first step is to click on the Contact button, and then click on the Test Contact Option.



Step 2: After clicking on the Test Contact you will be able to see the Email field on the Activity bar.



Step 3: Now you can write any subject, for example, the Subject will be Test Email and then you have to write the body below the subject and click on Send button.



Step 4: And if you go to your Gmail account, you will see that the mail is available in your account. This way you can send the emails to anyone.