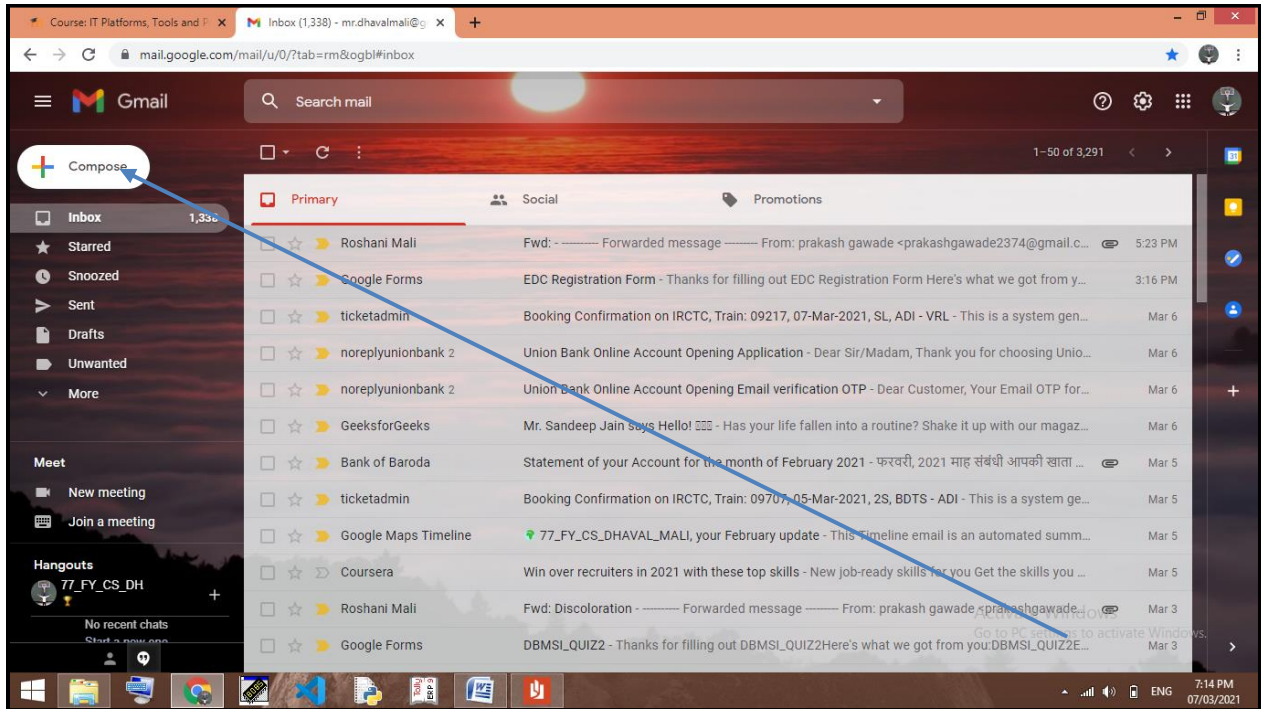# PRACTICAL 4 : WRITING EMAIL

A. First login to your G-mail account and click on the Compose icon which is on the left side of the screen.


B. After clicking on Compose you have to fill the details of
- ➢ Sender's Email address.
- ➢ Receiever's email address.
- ➢ Subject [define the main cause for writing gmail to receiver].
- ➢ Body [here you have to write the detail about your topic].
- ➢ Signature to your mail.
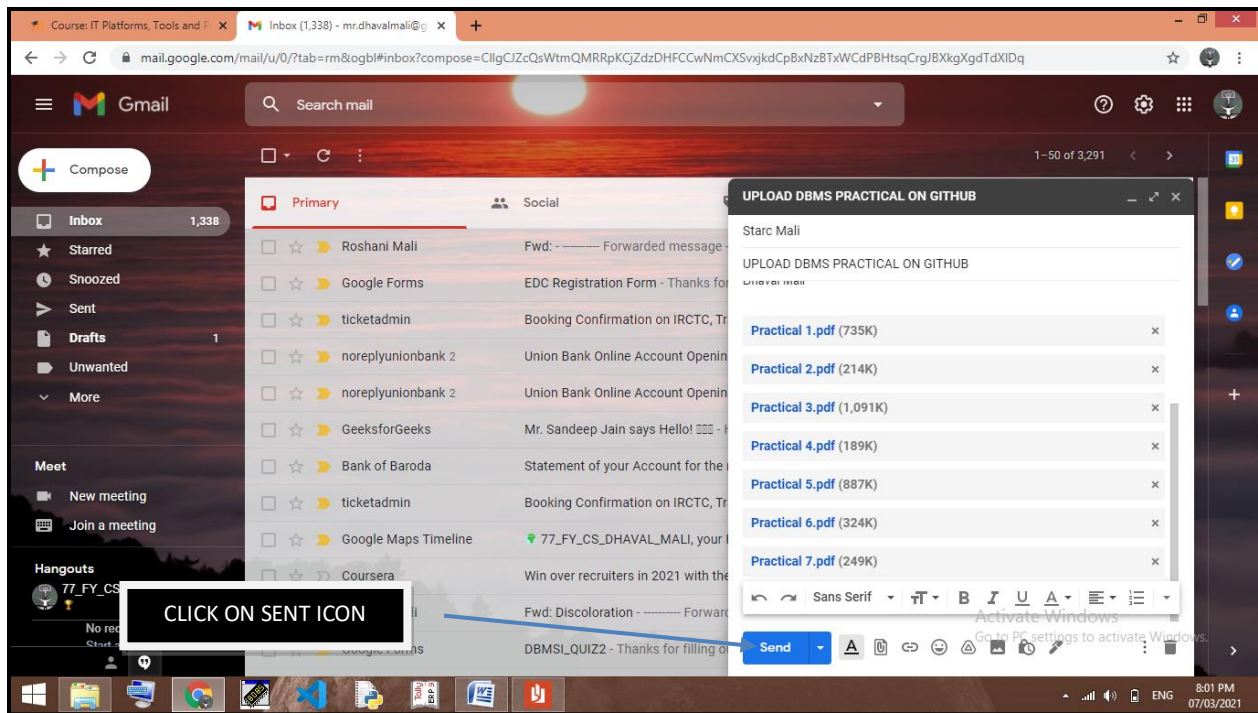- ➢ Attachment [here you can attach the document related to your topic].
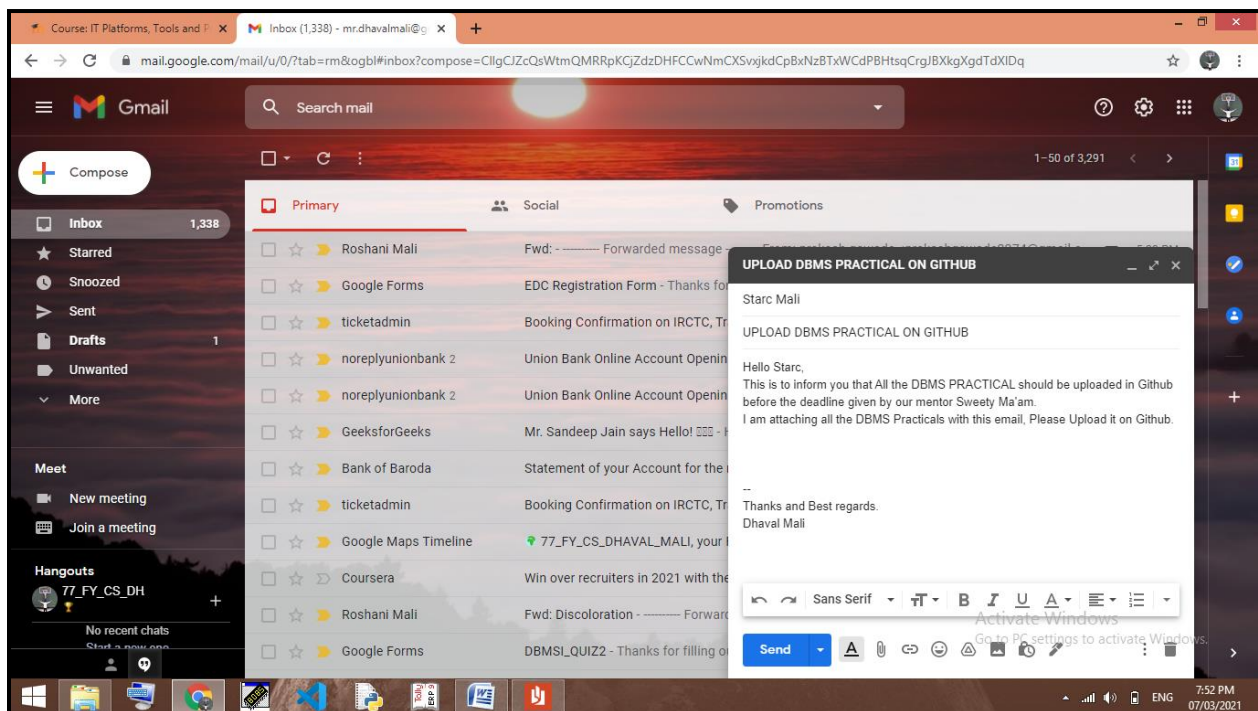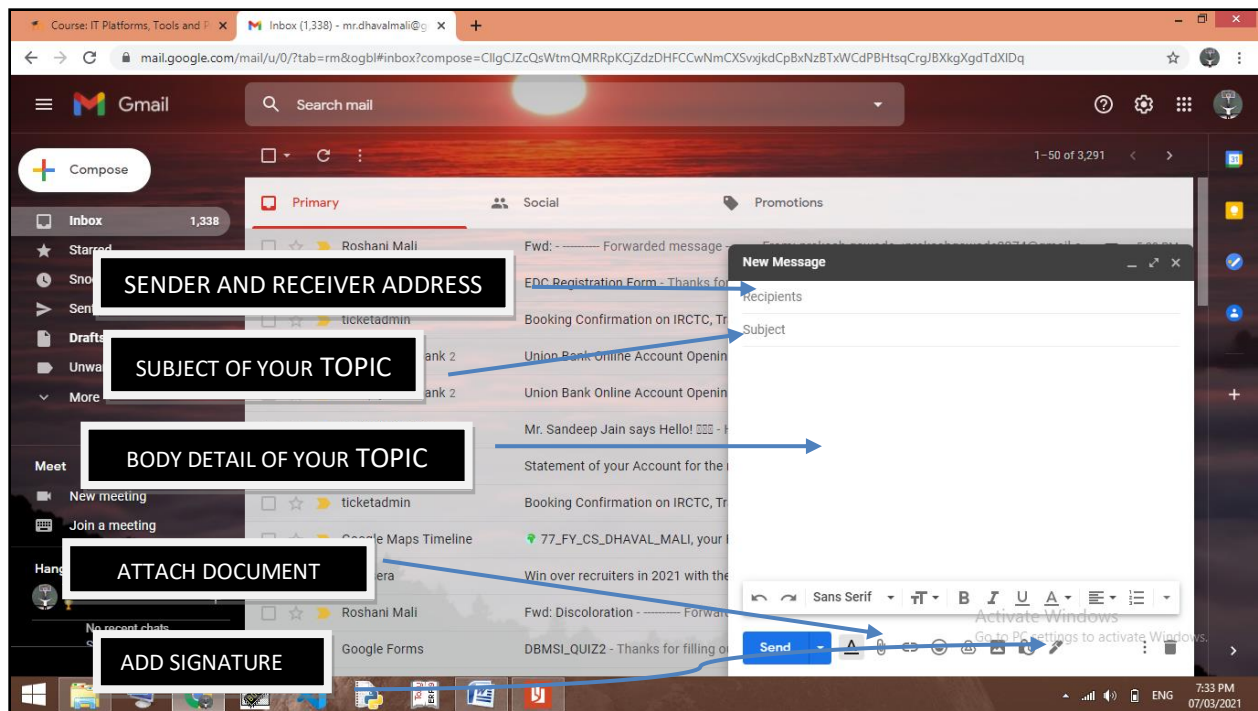
➢ To attach document click on attach icon and then select the file from your system.
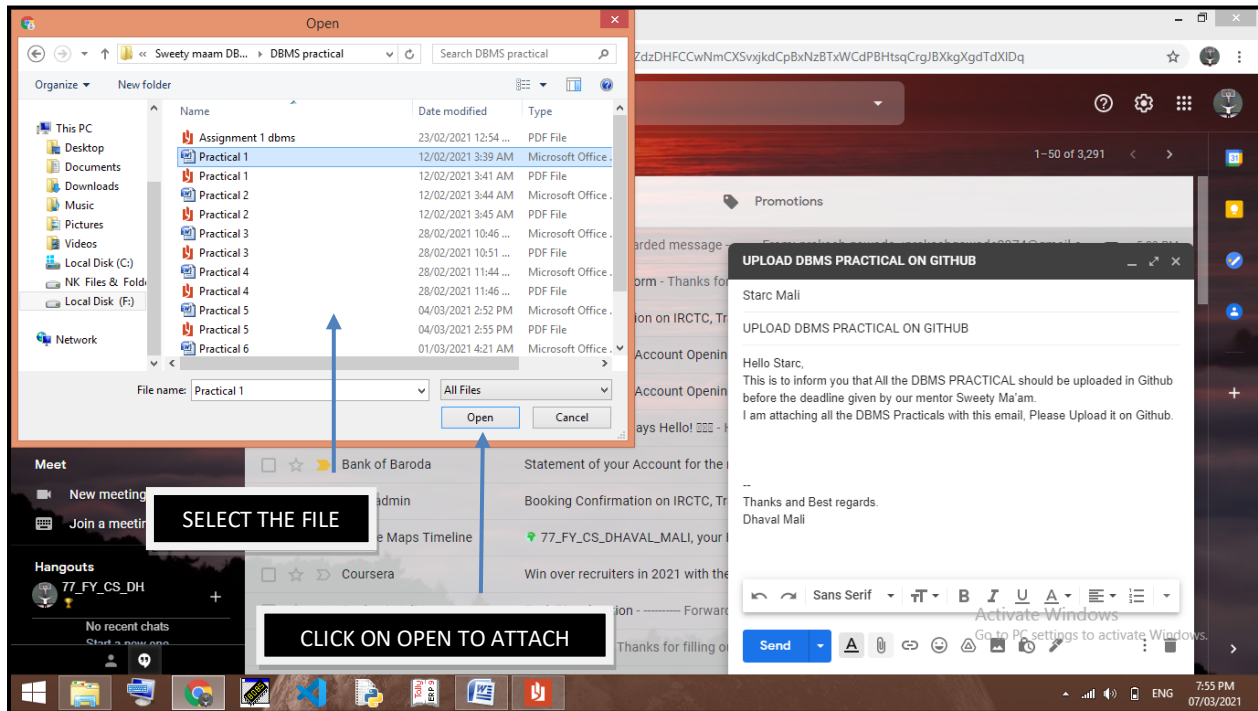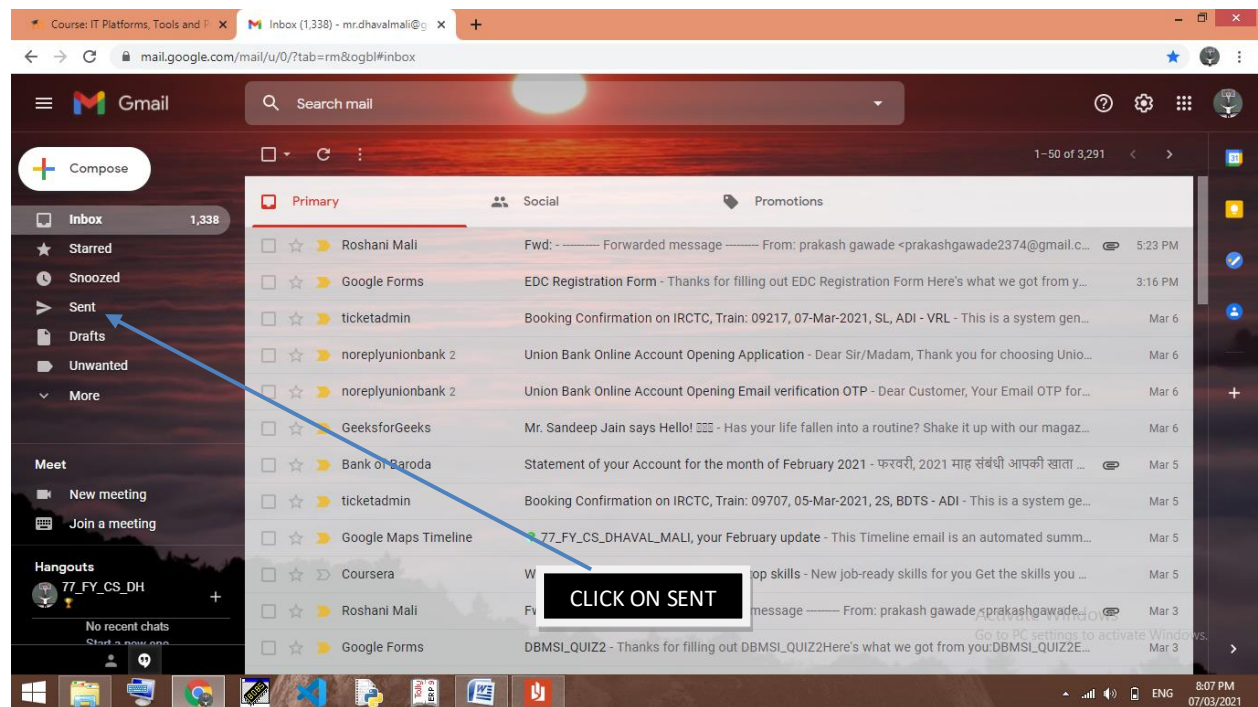

➢ After fill all details and attaching all document ,Click on sent icon to sent the email to the recipient.

> ➤ Click on Sent option to see your sent mail to recipient.

➢ Your email will be display in these way in your recipient mail box.