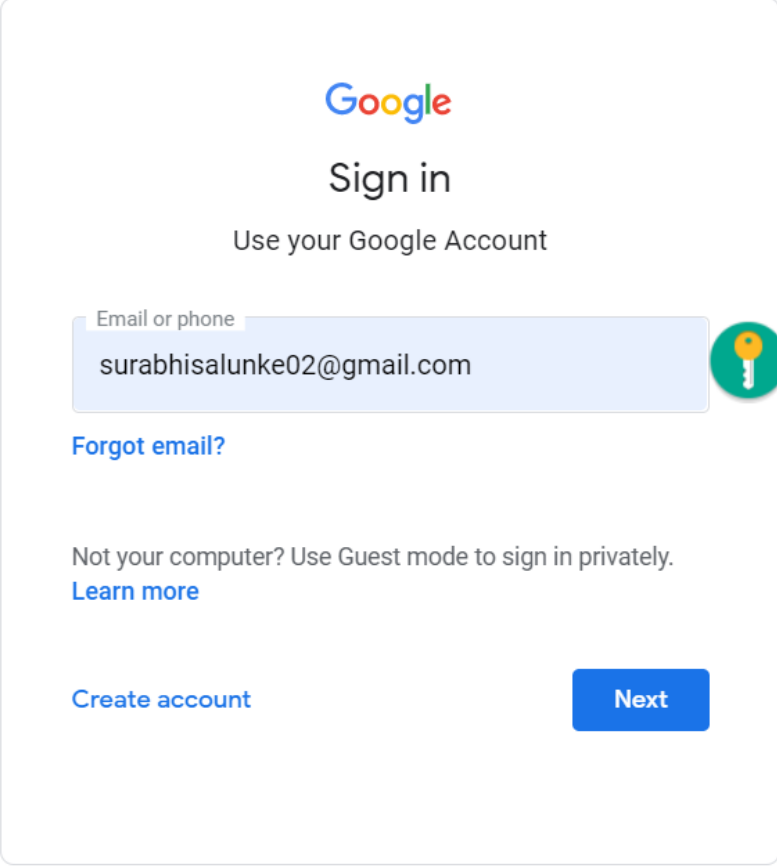


Name: surabhi salunke  
Roll no: 50  
FYCS

## Practical 4

### Writing EMAIL

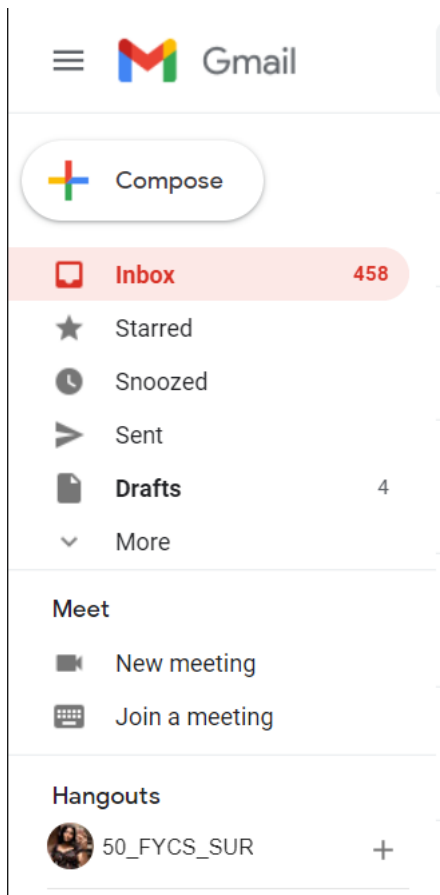
Step 1: login to your google account.



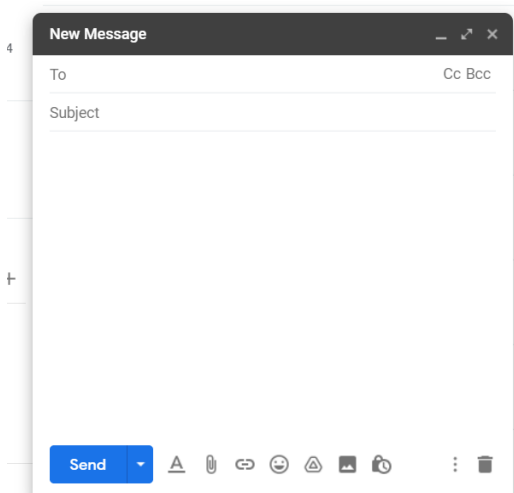
The image shows the Google Sign in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" containing the email address "surabhisalunke02@gmail.com". To the right of the input field is a green circular icon with a white key symbol. Below the input field is a link "Forgot email?". Further down is the text "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

English (United States) ▼      Help      Privacy      Terms

Step 2: search gmail and click on compose

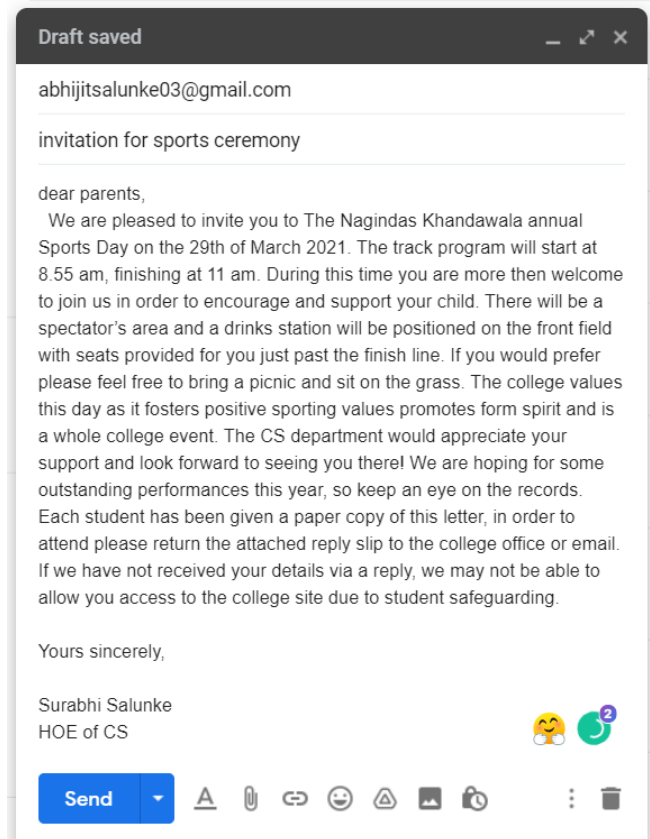


Step 3: You'll get a window pop up like this



Step 4: In the “**TO**” section type the gmail id of the name or organization to whom you want to send the mail and write the subject below in the “**Subject**” section .

There are 2 types of email formal and informal, make sure you use the right format.



How to write an email:

1. The Subject Line: write what the email is about.
2. Start with an appropriate greeting: be formal writing to elder people and informal if they are your age, but to be professional always use formal format.
3. Keep your message short and concise.
4. Use standard fonts.
5. Writing your closing. Use Yours sincerely, Yours truly to close your emails.
6. Do a final spelling and grammar check.

Step 5: use attach button to attach any file you want

Surabhi Salunke  
HOE of CS|



Step 6: once you are satisfied with the outcome click on send to send you mail

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