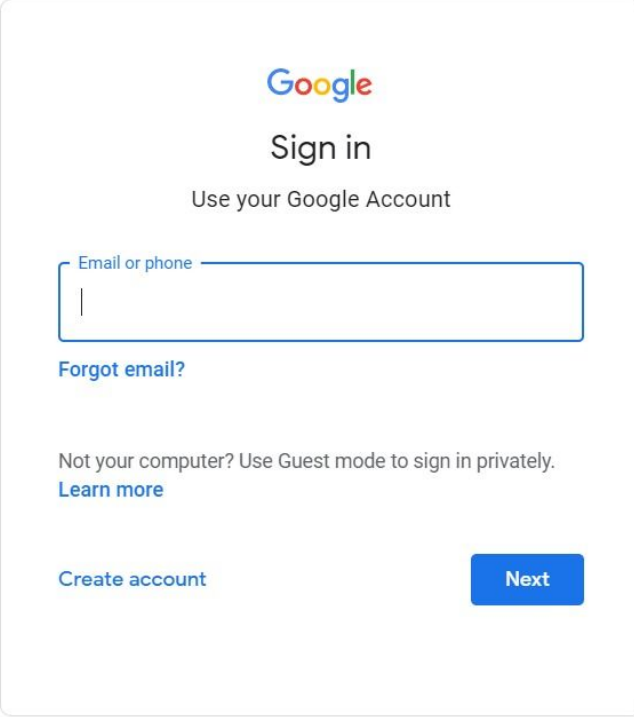


Vedant Phanasgaonkar
43
FYCS

Practical No:

4 Writing an Email

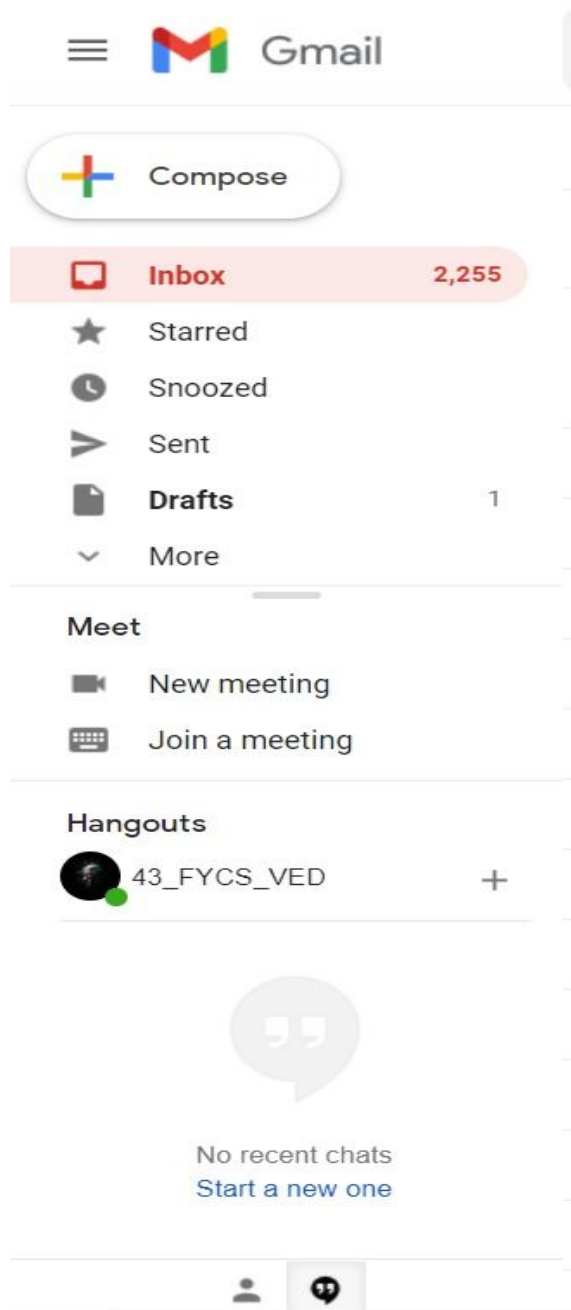
Step 1: Login to your Google account.



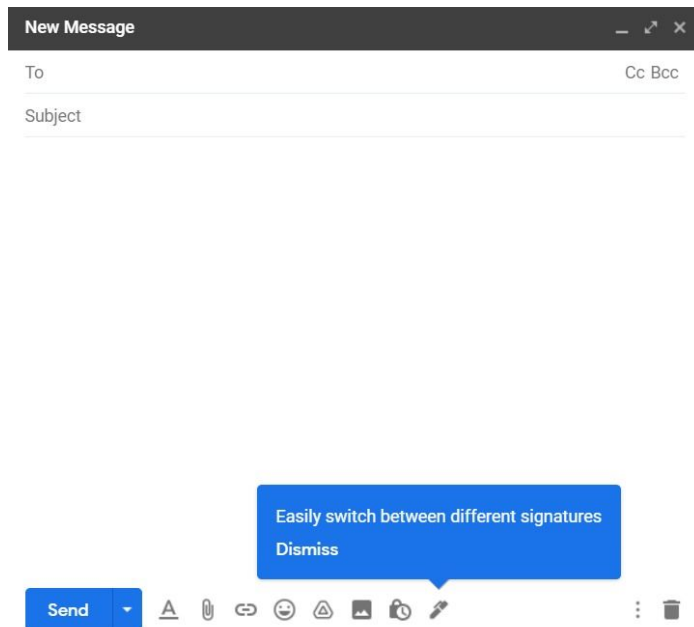
The image shows the Google Sign in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field with the placeholder "Email or phone". Under the input field is a link "Forgot email?". Further down is the text "Not your computer? Use Guest mode to sign in privately." with 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.

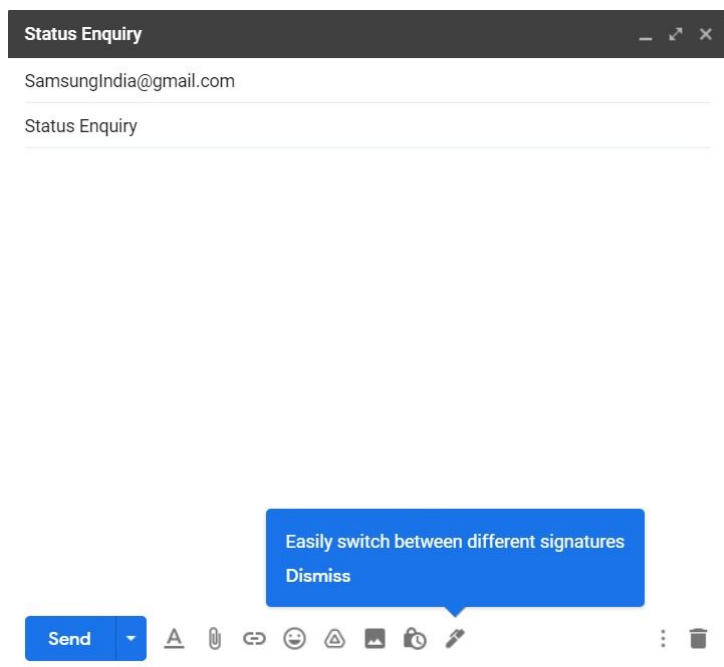


Now you will see a window like this:



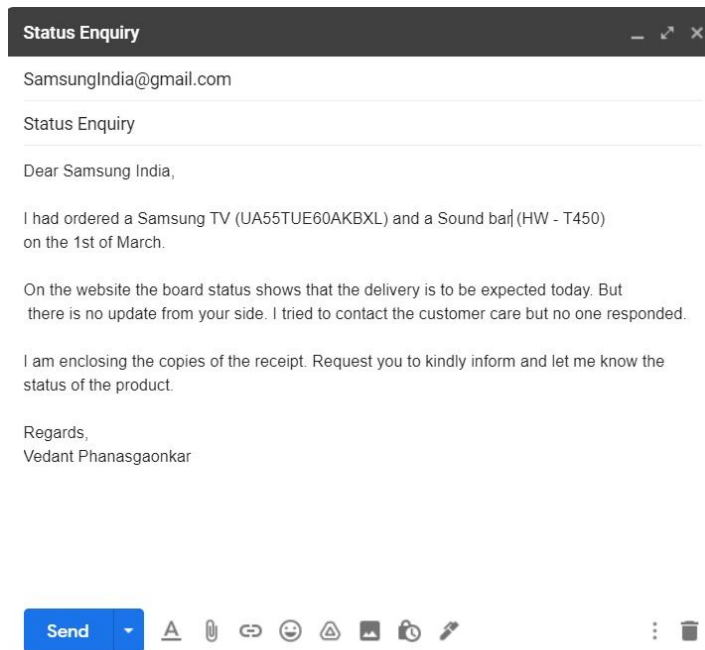
The screenshot shows the 'New Message' window in Gmail. The title bar is dark grey with the text 'New Message' and window control icons. Below the title bar, there are two input fields: 'To' and 'Cc Bcc'. Below these, there is a 'Subject' input field. At the bottom, there is a 'Send' button with a dropdown arrow, followed by a row of icons for text formatting (bold, italic, underline), link, image, video, and a trash icon. A blue tooltip box is positioned over the icons, containing the text 'Easily switch between different signatures' and a 'Dismiss' button.

Step 3: In the “To” section, type in the gmail id of the person or organization you want to write to and in the “Subject” section describe what you are writing about in a few words.

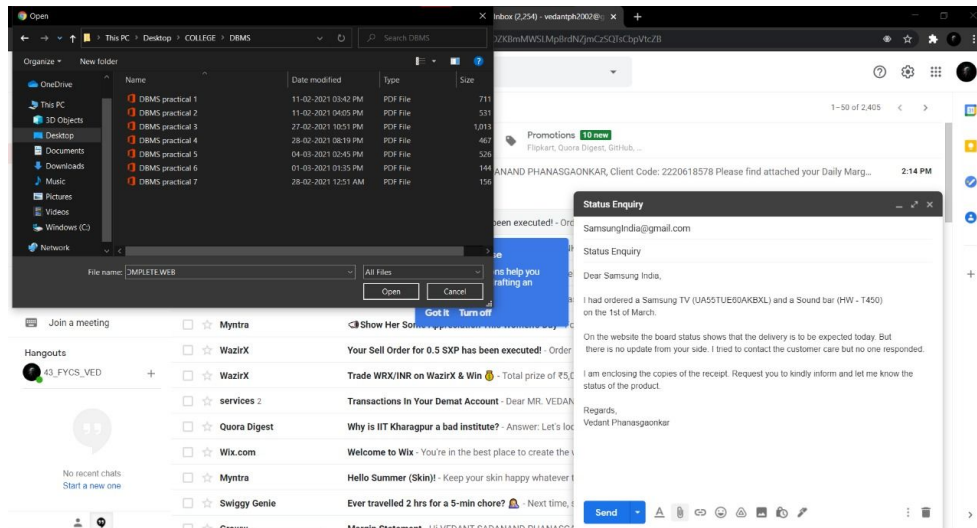


The screenshot shows the 'Status Enquiry' window in Gmail. The title bar is dark grey with the text 'Status Enquiry' and window control icons. Below the title bar, there are two input fields: 'To' and 'Subject'. The 'To' field contains the email address 'SamsungIndia@gmail.com'. The 'Subject' field contains the text 'Status Enquiry'. At the bottom, there is a 'Send' button with a dropdown arrow, followed by a row of icons for text formatting (bold, italic, underline), link, image, video, and a trash icon. A blue tooltip box is positioned over the icons, containing the text 'Easily switch between different signatures' and a 'Dismiss' button.

Step 4: Below the Subject, type in the body of your mail.



You can even use the “attach button” to attach files along with the mail.



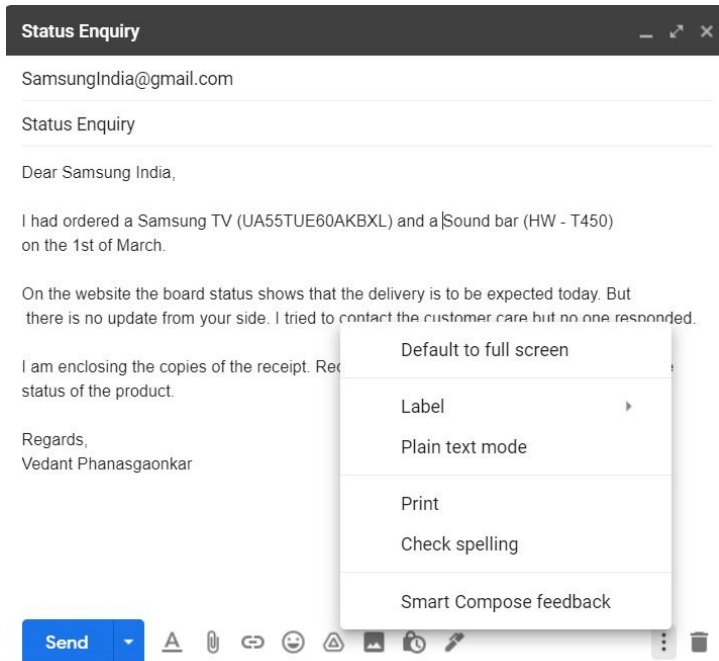
There are a few more buttons alongside attach for example:

Insert link-You can insert links with the help of this button.

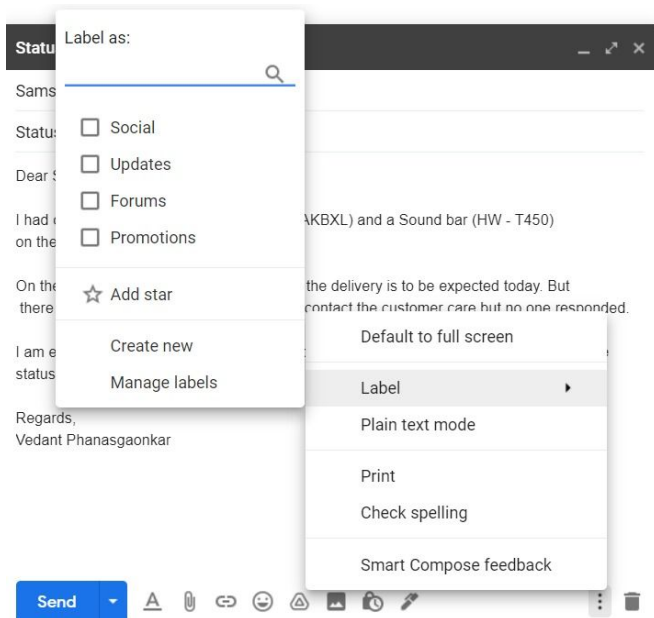
Insert Emoji- It inserts emojis. Insert files using drive: With this button, you can directly insert files from your google drive.

Formatting options: Lets the user format the mail however they want.

If you click on the 3 dots it lets you use some additional features.



You can label your mail as (trash/social/forum/promotion)



And lastly you can find the delete button beside the 3 dots.

Step 5: Once you are done with typing and formatting click on “SEND” to send your mail.

Status Enquiry

SamsungIndia@gmail.com

Status Enquiry

Dear Samsung India,

I had ordered a Samsung TV (UA55TUE60AKBXL) and a Sound bar (HW - T450) on the 1st of March.

On the website the board status shows that the delivery is to be expected today. But there is no update from your side. I tried to contact the customer care but no one responded.

I am enclosing the copies of the receipt. Request you to kindly inform and let me know the status of the product.

Regards,
Vedant Phanasgaonkar

Send

