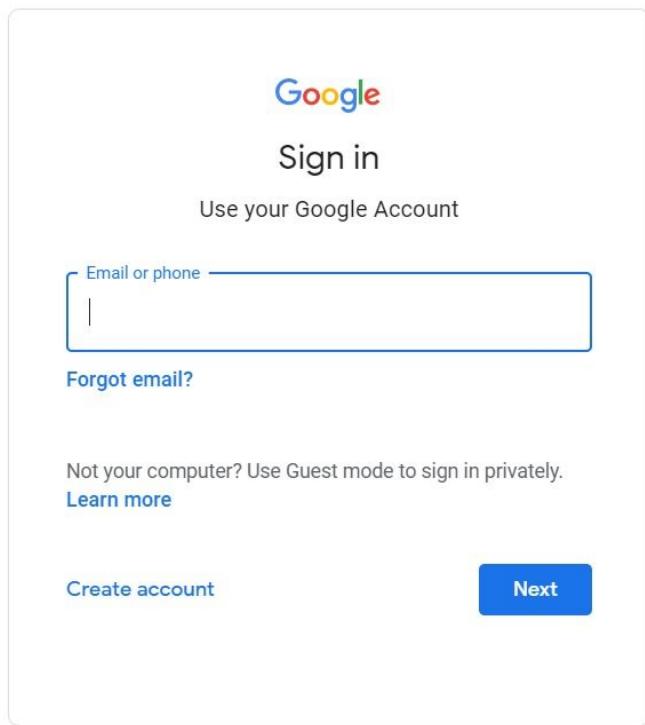


Vedant Phanasgaonkar
43
FYCS

Practical No:

4 Writing an Email

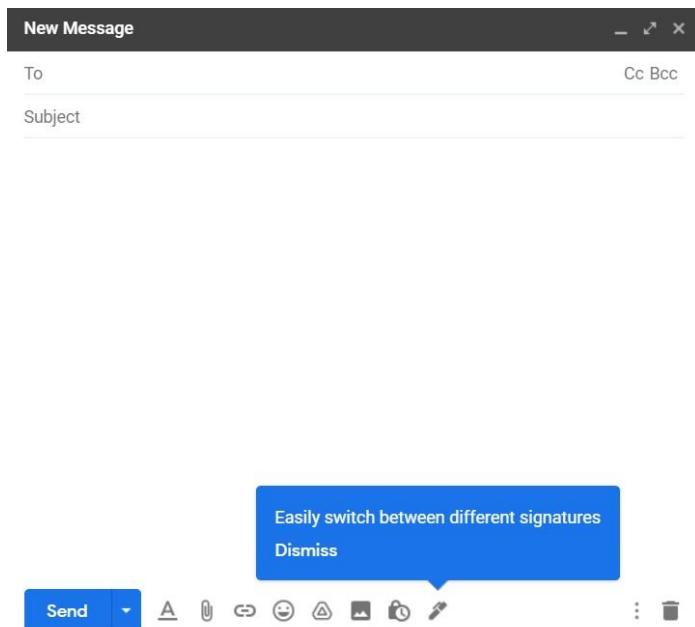
Step 1: Login to your Google account.



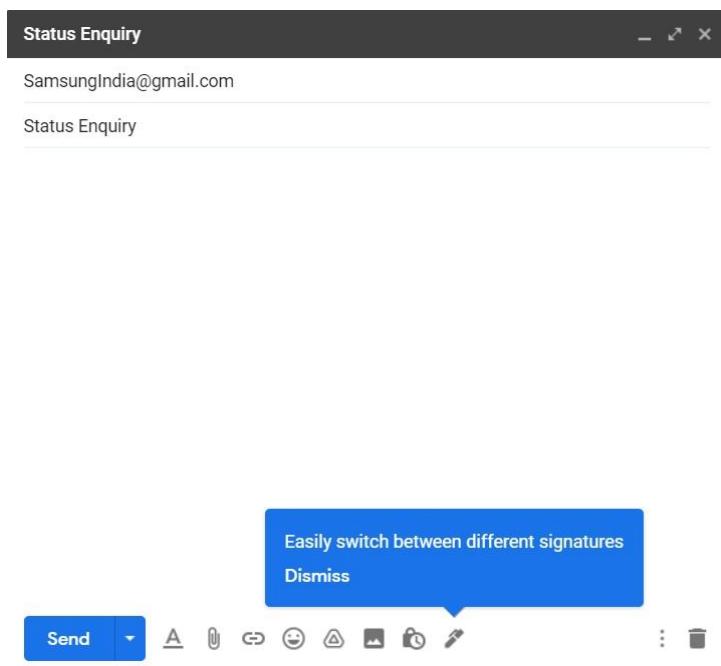
Step 2: Search Gmail and click on Compose.

The screenshot shows the Gmail web interface. At the top, there's a navigation bar with a menu icon, the Gmail logo, and a search bar. Below the search bar is a large "Compose" button with a plus sign and a color palette icon. The main area has a light gray background with horizontal lines separating sections. The first section is the "Inbox" with 2,255 messages, highlighted by a pink oval. To its right is a small circular icon with a red dot. Below the inbox are links for "Starred", "Snoozed", and "Sent". The next section is "Drafts" with 1 message. A "More" link is shown below it. Following this is a "Meet" section with "New meeting" and "Join a meeting" options. Then comes a "Hangouts" section, which includes a contact card for "43_FYCS_VED" with a green verified badge, a plus sign to add more contacts, and a large gray speech bubble icon. Below this, it says "No recent chats" and "Start a new one". At the bottom, there are three icons: a person (Contacts), a gear (Settings), and a speech bubble with a plus sign (Compose).

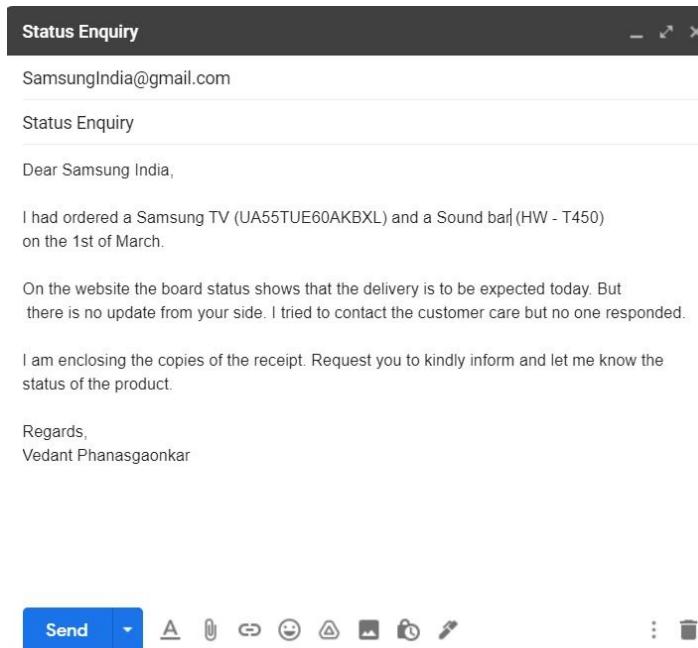
Now you will see a window like this:



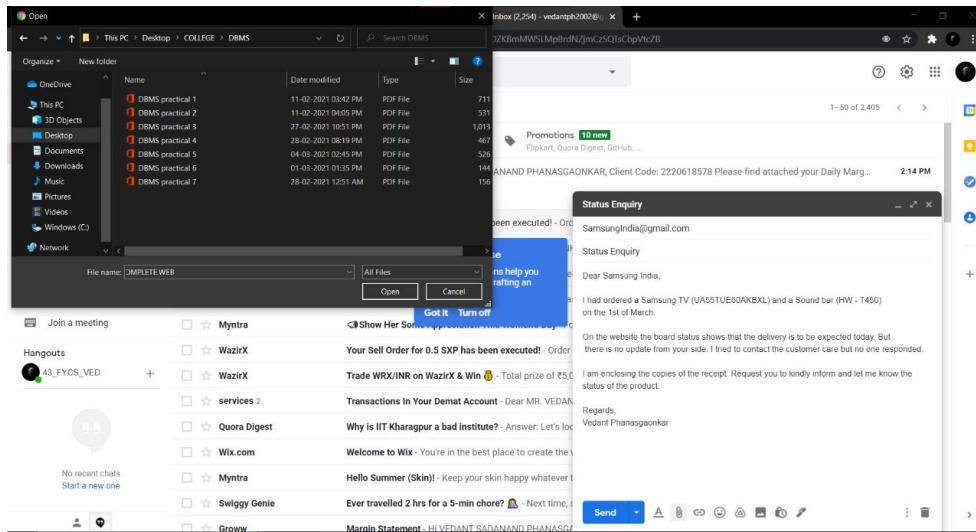
Step 3: In the “To” section, type in the gmail id of the person or organization you want to write to and in the “Subject” section describe what you are writing about in a few words.



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.



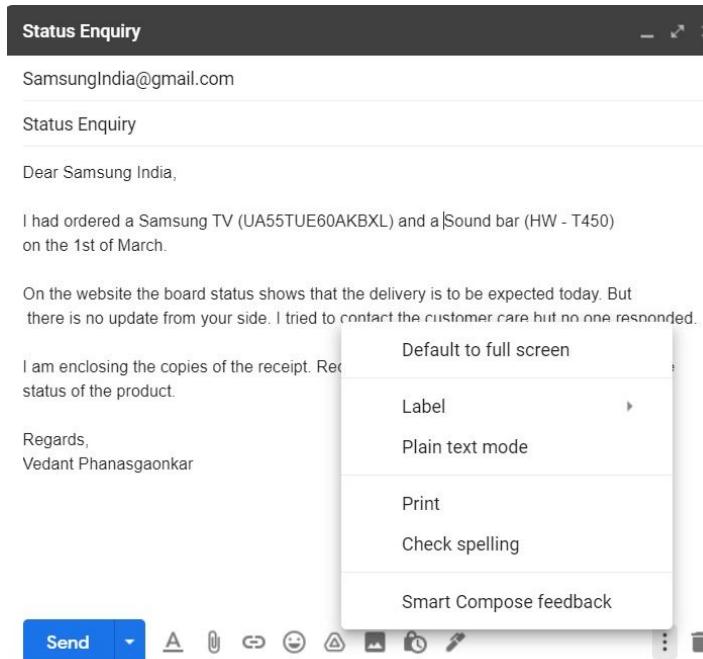
There are a few more buttons alongside attach for example:

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

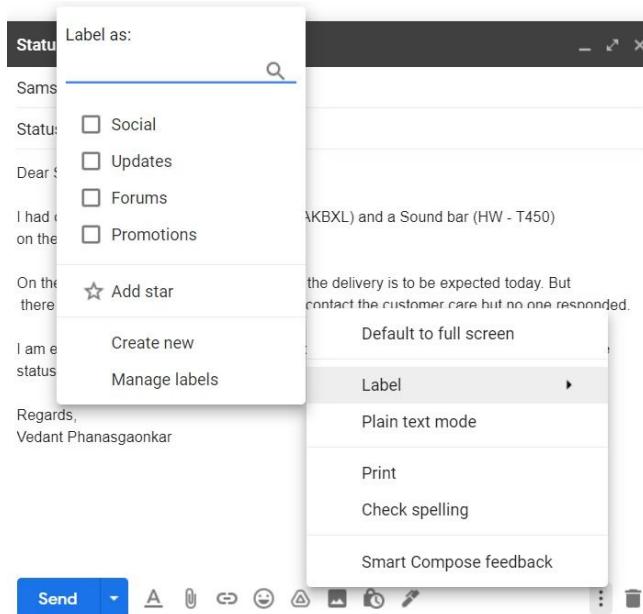
Insert Emoji- It inserts emojis. Insert files using drive: With this button, you can directly insert files from your google drive.

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

