

Name: Aadil Khan

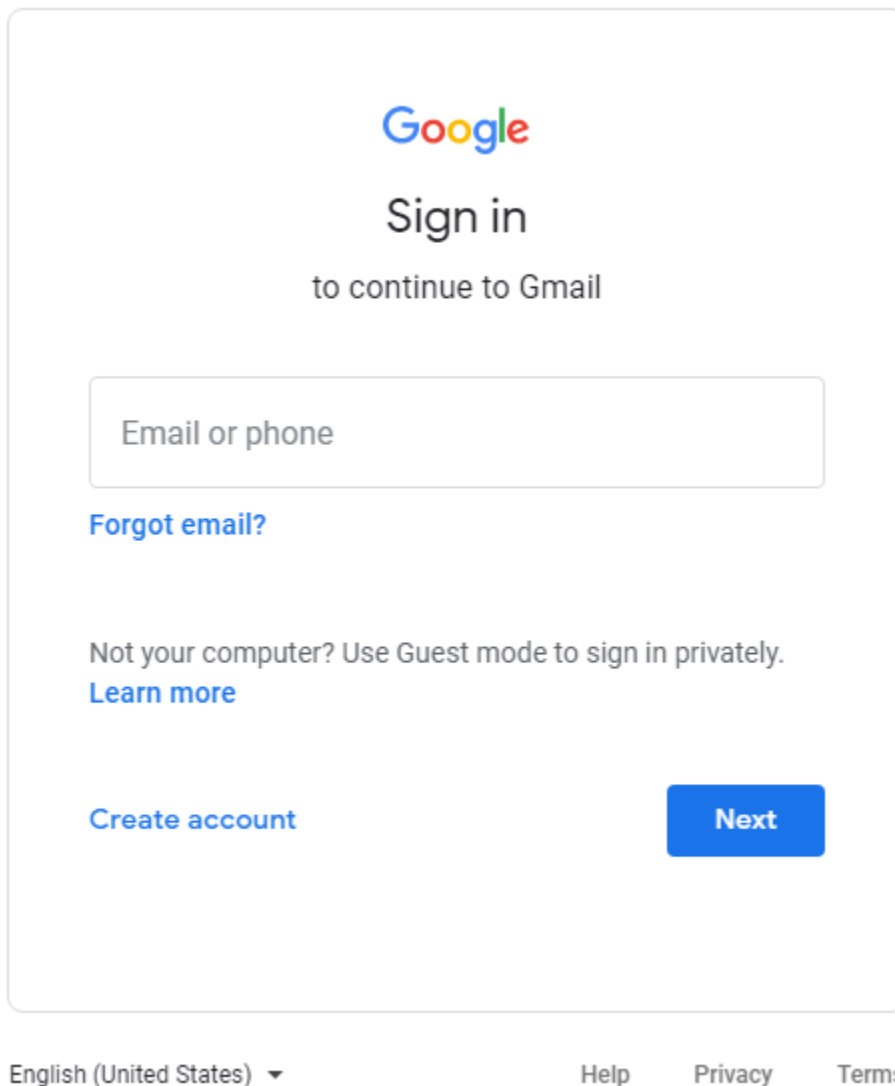
Roll No: 20

FYCS

Practical No: 4

Writing an Email

Step 1: Login to your Google account.

A screenshot of the Google Sign in page. At the top is the Google logo. Below it, the text "Sign in" is displayed in a large font, followed by "to continue to Gmail" in a smaller font. There is a text input field with the placeholder text "Email or phone". Below the input field is a link that says "Forgot email?". Further down, there is a line of 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". At the very bottom of the page, there is a footer with "English (United States)" followed by a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

to continue to Gmail

Email or phone

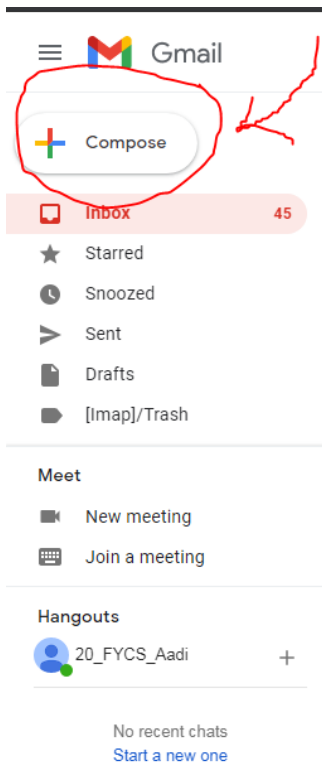
[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

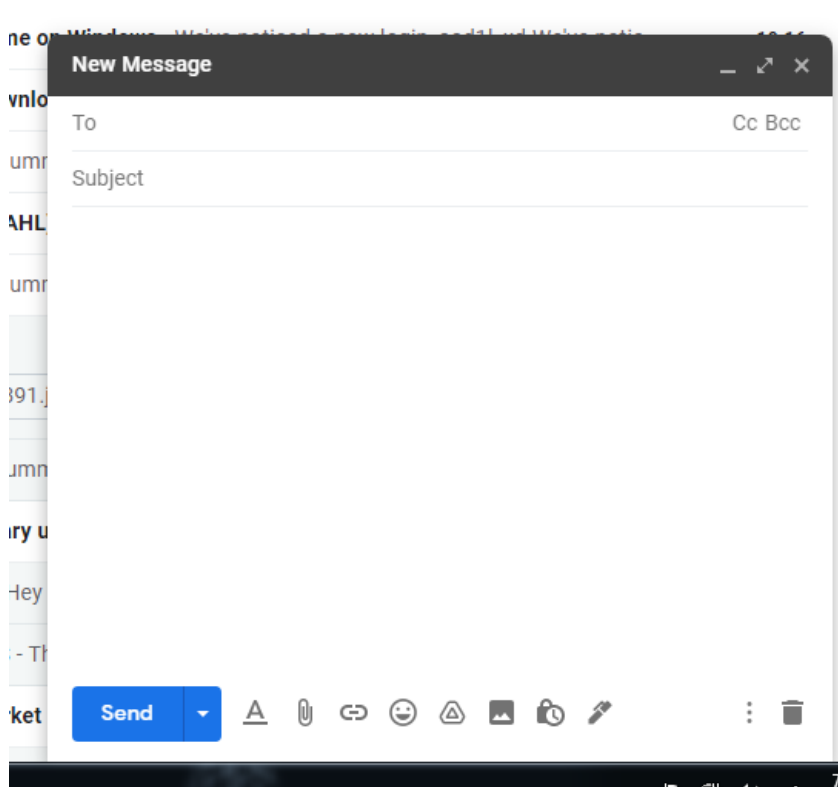
[Create account](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

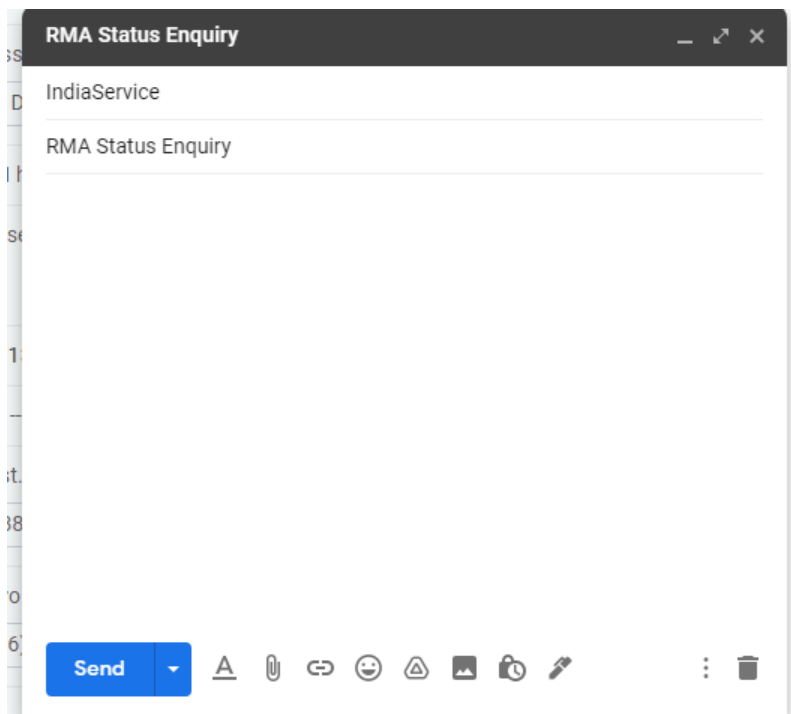
Step 2: Search Gmail and click on Compose.



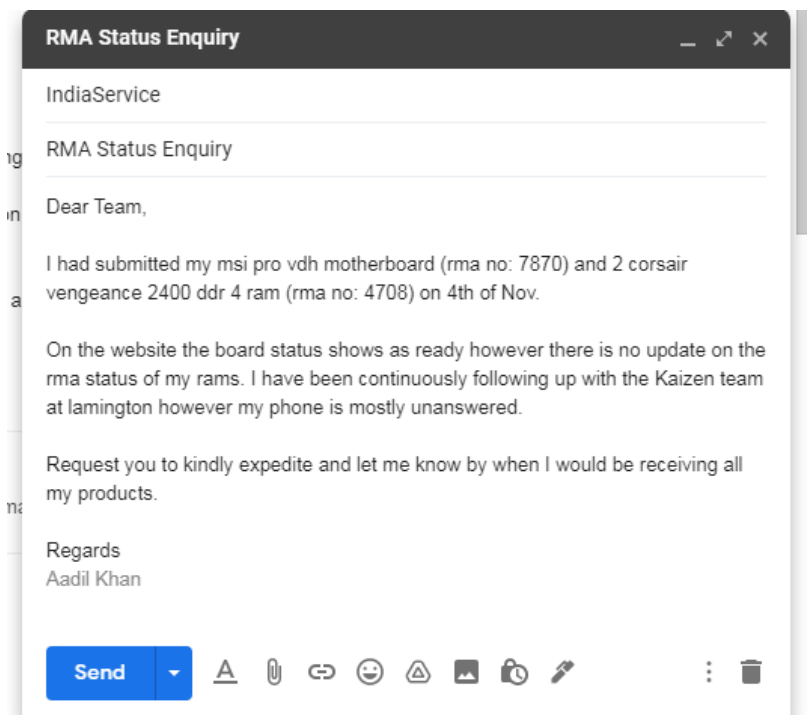
Now you will see a window like this:



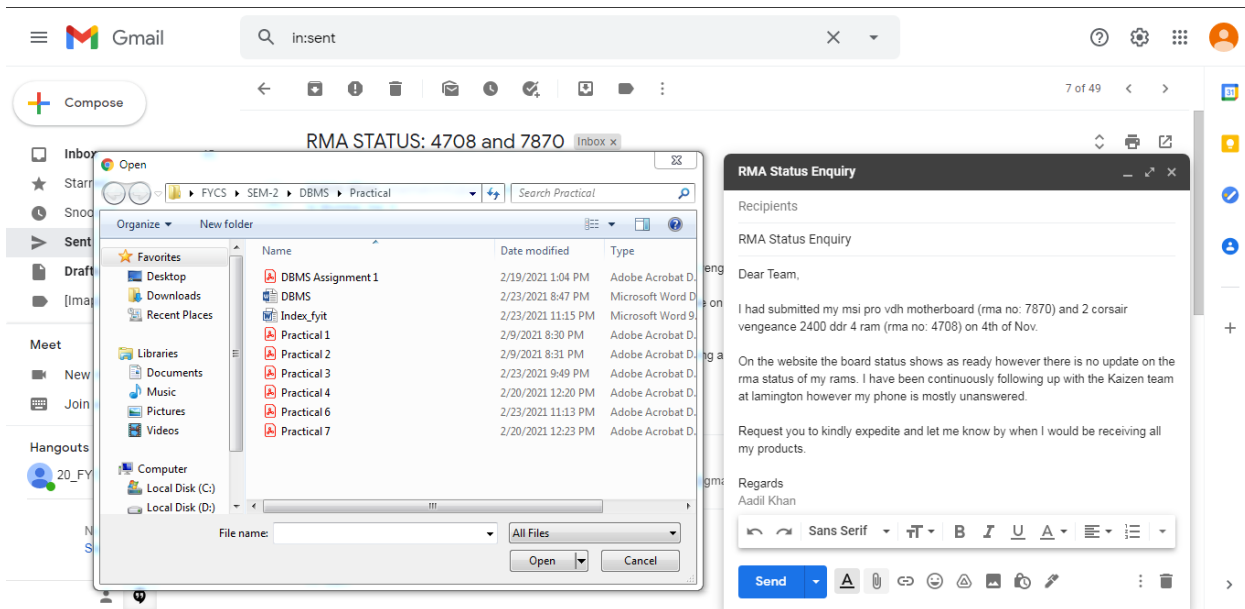
Step 3: In the “To” section, type in the gmail id of the person or organization you want to write to and in the “Subject” section describe what you are writing about in a few words.



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:

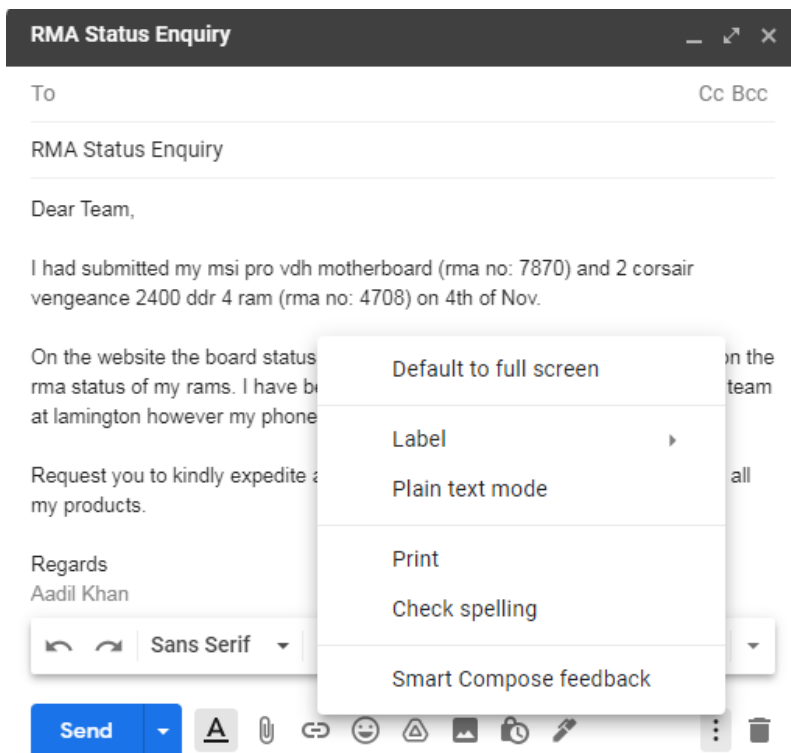
Insert link- You can insert links with the help of this button.

Insert Emoji- It inserts emojis.

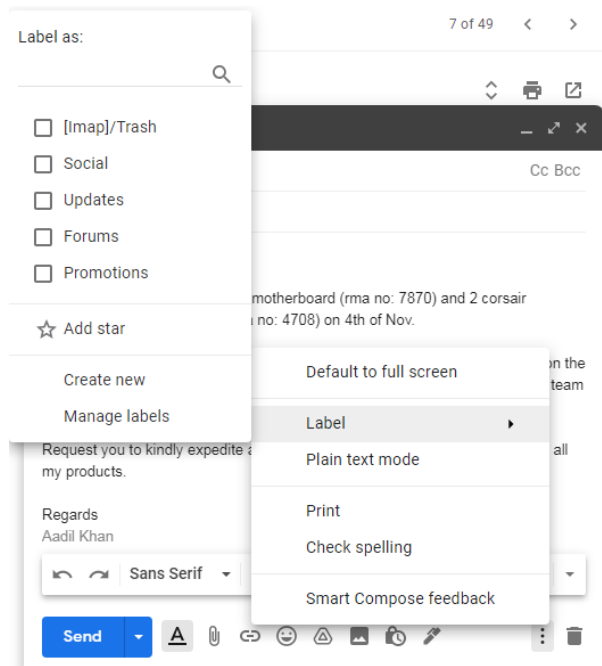
Insert files using drive: With this button, you can directly insert files from your google drive.

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.

