

Course Name : O Level(B4-1st sem.)
Topic : E-mail part-3

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E-mail

Forwarding an E-mail message

Forwarding is a process of resending an email message that you received from another email id. This option saves time as the user doesn't have to re-type the same message again. It includes the following steps:-

Step 1 – Open the email which you want to forward and click on "**Forward**" option or press "**Shift + F**" on the keyboard.

Step 2 – In the window displayed, enter the recipient address in "**To**" textbox and press "**Send**" button. The mail will be forwarded to the corresponding person.

Searching Emails


Searching email is a process of finding the desired email without going through all the emails.

Step 1 – Type the name, email id or key-term in the search box displayed on top of the window.


Step 2 – From the list of displayed mails, select desired mail or message.

Attach a File to an Email

Attaching a file to an email is an easy way to send important documents and/or photos.

1. On your computer, go to Gmail.
2. Click Compose.
3. At the bottom, click Attach .
4. Choose the files you want to upload.
5. Click Open.

Remove an attachment

After you add an attachment, you can also remove it. To the right of the attachment name, tap Close .

Attachment size limit

- Gmail account: 20 MB
- Non-Gmail account: Up to 25 MB, depending on your email provider

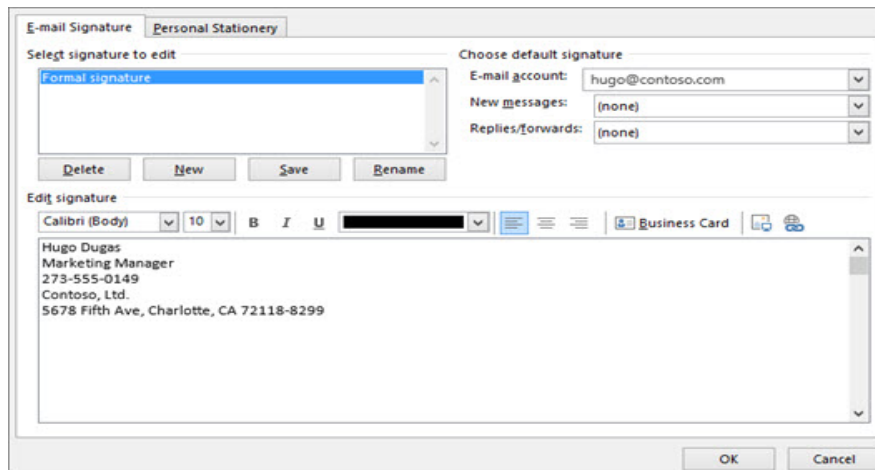
For larger attachments, you can insert using **Google Drive**.

Email signature

An email signature is a block of text appended to the end of an email message you send. Generally a signature is used to provide the sender's name, address, phone number, disclaimer or other contact information.

Steps to add the email signature:

- Go to the setting option on the right top side of the screen.
- Then again select **setting** option from the drop down window.
- In the newly opened window on the bottom of the screen **signature** option is given.
- Choice the signature which you want to apply and then select save changes.



Exercise:

1. Write the steps to attaching files with Email.
2. What is Email signature? Write the steps to add the Email signature.