

Compose Options for Emails

Spoken Tutorial Project
National Mission on Education through ICT
<http://spoken-tutorial.org>

Spoken Tutorial Team
IIT Bombay

3rd March, 2015



Learning Objectives



Learning Objectives

- ▶ **Format the email text**



Learning Objectives

- ▶ **Format the email text**
- ▶ **Attach files to emails**



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- ▶ **Format the email text**
- ▶ **Attach files to emails**
- ▶ **Share files via Google Drive**



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- ▶ **Format the email text**
- ▶ **Attach files to emails**
- ▶ **Share files via Google Drive**
- ▶ **Insert a photo or link into an email**



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- ▶ **Attach files to emails**
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- ▶ **Insert a photo or link into an email**
- ▶ **About the Compose window options**



Prerequisites



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- ▶ a working Internet connection



Prerequisites

- ▶ a working Internet connection
- ▶ and a web browser



Prerequisites

- ▶ a working Internet connection
- ▶ and a web browser
- ▶ I will be using Firefox web browser



Recipients: To



Recipients: To

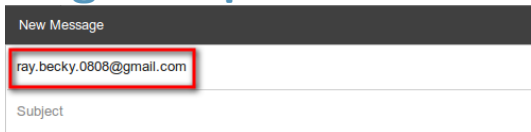
Use **To**: Email address of the main recipient



Recipients: To

Use **To**: Email address of the main recipient

► **Single recipient in To:**



The screenshot shows an email composition window with a dark header bar labeled "New Message". Below the header, the "To:" field contains the email address "ray.becky.0808@gmail.com", which is highlighted with a red rectangular border. Below the "To:" field is the "Subject:" label, followed by a blank line for the subject text.



Recipients: To

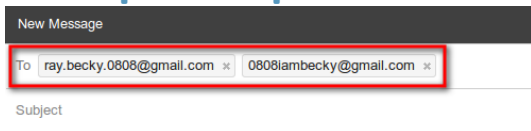
Use **To**: Email address of the main recipient

- ▶ **Single recipient in To:**



A screenshot of an email composition window titled "New Message". The "To" field contains the email address "ray.becky.0808@gmail.com", which is highlighted with a red rectangular box. Below the "To" field is a "Subject" label and an empty text area.

- ▶ **Multiple recipients in To:**



A screenshot of an email composition window titled "New Message". The "To" field contains two email addresses: "ray.becky.0808@gmail.com" and "0808iambecky@gmail.com". Each address is in its own box with a small 'x' icon to its right, and the entire "To" field area is highlighted with a red rectangular box. Below the "To" field is a "Subject" label and an empty text area.



Recipients: Cc



Recipients: Cc

Use **Cc**:



Recipients: Cc

Use **Cc**:

- ▶ To mark a copy to other recipients



Recipients: Cc

Use Cc:

- ▶ To mark a copy to other recipients
- ▶ All the recipients marked in To and Cc can see all the other recipients



Recipients: Cc

Use Cc:

- ▶ To mark a copy to other recipients
- ▶ All the recipients marked in To and Cc can see all the other recipients

New Message

To Rebecca Raymond x

Cc 0808iambecky@gmail.com x

Subject



Recipients: Bcc



Recipients: Bcc

Use **Bcc**:



Recipients: Bcc

Use **Bcc**:

- ▶ To mark a blind copy of email to others



Recipients: Bcc

Use **Bcc**:

- ▶ To mark a blind copy of email to others
- ▶ Recipients in To and Cc cannot see the recipients in Bcc



Recipients: Bcc

Use **Bcc**:

- ▶ To mark a blind copy of email to others
- ▶ Recipients in To and Cc cannot see the recipients in Bcc
- ▶ Recipients in Bcc can see the To and Cc recipients but not the other Bcc recipients



Recipients: Bcc



Recipients: Bcc

Use **Bcc**:



Recipients: Bcc

Use **Bcc**:

- ▶ The sender of the email can see the complete recipients list



Recipients: Bcc

Use Bcc:

- ▶ The sender of the email can see the complete recipients list

New Message

To

Cc

Bcc

Subject



Important Note:



Important Note:

- ▶ **Any number of recipients can be added in To, Cc and Bcc fields**



Important Note:

- ▶ **Any number of recipients can be added in To, Cc and Bcc fields**
- ▶ **Maximum limit is 500 recipients per day**



Important Note:

- ▶ **Any number of recipients can be added in To, Cc and Bcc fields**
- ▶ **Maximum limit is 500 recipients per day**
- ▶ **Each recipient must be separated by a space or comma or colon**



Summary



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- ▶ **Formatting the text of the emails**



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About the Spoken Tutorial Project

- ▶ Watch the video available at http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project



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- ▶ If you do not have good bandwidth, you can download and watch it



Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to contact@spoken-tutorial.org



Acknowledgements

- ▶ **Spoken Tutorial Project is a part of the Talk to a Teacher project**
- ▶ **It is supported by the National Mission on Education through ICT, MHRD, Government of India**
- ▶ **More information on this Mission is available at**

<http://spoken-tutorial.org/NMEICT-Intro>



Thank You

Thanks for joining
<http://spoken-tutorial.org>

