Digital
Ambassador

How to compose an email

Step 1:

Click "Compose" to write a new email

Step 2:

Determine the person who you are going to email and put their email in the "To " section of your new email message

Step 3:

Now add the Subject to you email so the person knows what the email is about

Step 4:

Start off with a greeting (from the greeting list provided in these tutorials) which is appropriate to the person you are sending your email to.

Step 5:

Now you can add the body of your email.

Step 6:

Now you can sign off with a farewell such as:

thank you for your time,

Best Regards,

[your name here].

Your final email should look something like the following example:

Draft saved

johnsmith123@gmail.com

Assignment 3

Hi,

I was just wondering if assignment 3 is due next week?

Thank you for your time,

Best Regards,

Karol