

How to Make an Email

Click on the "Compose" or "New Email" button to start writing a new email.

Type the recipient's email address in the "To" field.

Enter your email address and password to log in to your account.

Review your email for spelling, grammar, and content. Make any necessary edits.

Open your email account by typing the email provider's website (e.g., Gmail, Yahoo, Outlook) in the address bar of your web browser.

Enter a brief subject line that summarizes the content of the email.

Click on the "Send" button to send the email to the recipient.

Type the main message of the email in the body section.

If you want to send files or documents, click on the "Attach file" or "Paperclip" icon to select the files.

That's it! Your email is now on its way to the recipient's inbox.

12 empty rounded rectangular boxes for writing answers.