

COSTi

How to Compose and Send an Email in Gmail

The image consists of two screenshots of the Gmail web interface, illustrating the steps to compose and send an email. Red boxes and lines highlight specific elements, and numbered instructions are provided for each step.

1. Click on Compose

2. Type your friend's email address.

**3. Type the subject.
For example: Class party**

**4. Type the message.
For example: Hi
Mina! Please come to
class party on
Monday!**

5. Click Send.

The first screenshot shows the Gmail 'Compose' button in the left sidebar, the 'New Message' window with the recipient's email address and subject line filled in, and the message body text entered. The second screenshot shows the 'Draft saved' notification, the 'Send' button at the bottom of the compose window, and the 'Setup progress' section in the background.