

Title: Sending an Email with Attachments

Description: This exercise will guide students through the process of composing and sending an email that includes an attachment. It emphasizes the importance of mentioning the attachment in the email body and ensuring the file is properly attached before sending.

Purpose: To teach students how to compose a professional email with an attachment, understand the significance of attachments, and practice verifying the presence of the attachment before sending the email.

Steps:

1. Open Your Email Account:

- Turn on your computer, connect to the internet, and open a web browser.
- Go to your email provider's website (e.g., www.gmail.com) and log in using your email ID and password.

2. Click on Compose:

- Once you are logged in, click on the **Compose (or New mail)** button to start a new email.

3. Fill in the Recipient's Email:

- In the **To** field, type the email address of the person you want to send the email to (e.g., support@icodet.com).

4. Write a Clear Subject:

- In the **Subject** field, write a concise subject that clearly states the purpose of the email

(e.g., "Homework Submission for Science Class").

5. Compose the Email Body:

- In the body of the email, start with a greeting (e.g., "Dear Teacher,").
- Write a brief message about what you are sending.
- Use proper spelling, grammar, and complete sentences.
- End with a closing (e.g., "Best regards, [Your Name]").
- Here's an example students can follow

Dear Teacher,

I hope you are doing well.

I am sending you my science homework as you asked. I have attached the file with this email. The file is called "**Science_Homework_YourName.pdf**"

Please let me know if you have any questions or need more information. Thank you for your time.

Best regards,
Rahul Hinduja

6. Attach the File:

- Below the email body, click the **Attach** (paperclip) icon.
- Navigate to the location where you have saved your homework file on the computer (e.g., "Documents" or "Desktop").
- Select the file and click **Open**. You will see the file name appear under the subject line.

7. Mention the Attachment in the Email Body:

- Ensure that your email body (as seen in Step 5) clearly states that an attachment is included (e.g., "Please find the attached file...").

8. Double-Check the Attachment:

- Before sending, verify that the file has been attached. Look below the subject line to confirm that the file name is displayed.

9. Send the Email:

- After reviewing your email, click on the **Send** button.

10. Confirm the Email Was Sent:

- Go to your **Sent** folder and check that the email was successfully sent and that the attachment is included.

