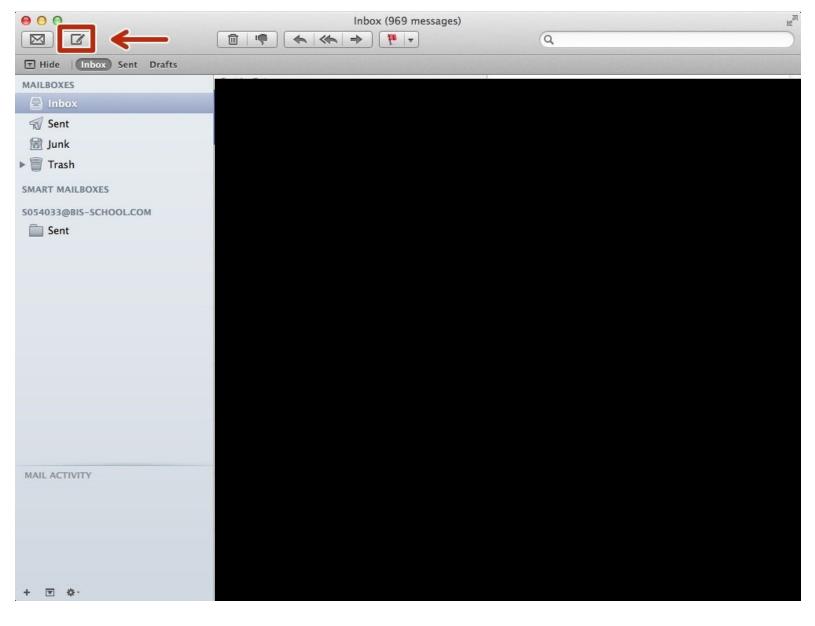
BIS Help Guides

Writing An Email

Learn how to write an email

Written By: Aaron

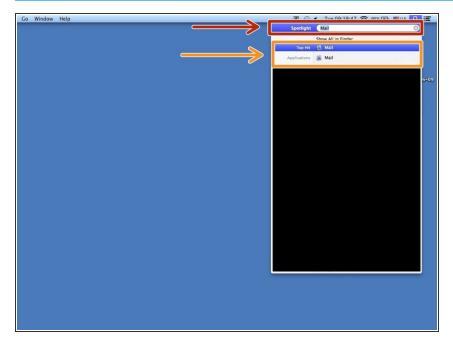
Writing An Email



INTRODUCTION

Learn how to write an email

Step 1 — Finding The Mail Application Using Your Search Bar



- Type in the search bar "Mail" to find the application
- Click on the "Mail" application to open it

Step 2 — Creating The Email Template

			-
	Inbox (969 messages)	Q	R. C.
		ų	
Hide Inbox Sent Drafts			
MAILBOXES			
🖹 Inbox			
😴 Sent			
🗟 Junk			
▶ 🏢 Trash			
SMART MAILBOXES			
S054033@BIS-SCHOOL.COM			
Sent Sent			
MAIL ACTIVITY			
+ 🖲 🕸 -			

Click on the "New Email" icon

Step 3 — Components Of The Email

	How To Write An Email	
o: example@bis-school.com]	
Ubject: How To Write An Email		
Dear Mr/Mts Example (Subject of Email here) (Insert End of Email signature here)		

- Type in the email of the people you want to receive the email
- Type in the people you want to read the email but not necessarily respond to it
- Type in the subject of the message here
- Type in the greeting you will use to address the recipient of the email then type the subject of the email.
 After you type the subject end it with your signature
- Use these options to attach a document to the email and change a few other settings
- Click this to send the email once it is done