

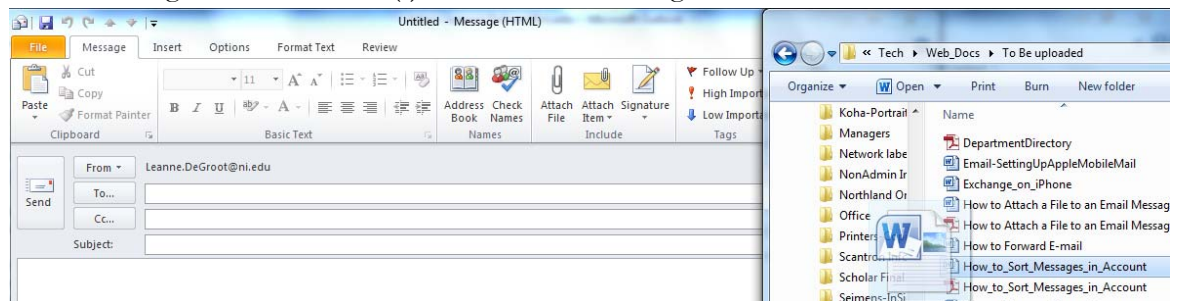


How to Attach a File to an E-mail Message

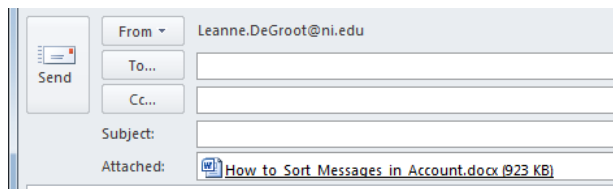
When composing an e-mail, you can include file attachments. You can attach many types of files: documents, pictures, PowerPoints, spreadsheets, and more. HTML files, text files, and images, such as JPEG files, are common files and can be opened in several different programs. Recipients must have the proper software to open and read that file type. The two most common methods for attaching a file are as follows.

Drag and Drop Attachment(s) to Message

1. Open a new e-mail message and select a file(s) to add to the message.



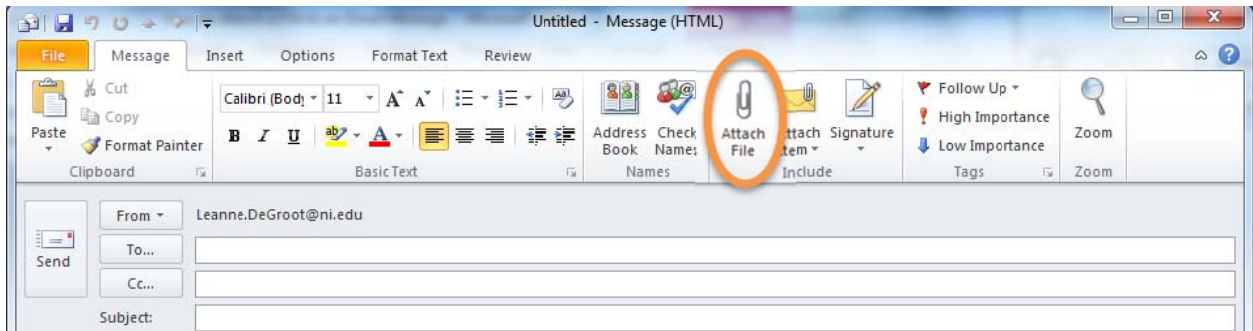
2. Drag and drop file(s) into body of message. (They will go where they belong.)
3. The **Attached** line will update to include the file name.



4. Compose your desired message and insert recipient.
5. Click **Send** to send the message and the attachments.

Attach a File to an E-mail Message

1. Open a new e-mail.
2. Click **Attach File** button.



3. Browse through your documents to locate the desired file(s).
4. Double click on the file(s) and it will appear in the **Attached** field of your e-mail.
5. Click **Send** to send the message and the attachments.