

## ADDING ATTACHMENTS TO E-MAIL

An attachment can be added to any e-mail message. To add an attachment, follow the steps below:

- ❖ Do one of the following:
  - Click the **Attachments** button on the **Untitled Message** window.
  - Click the **Attachment** button under the **Subject** line.
- ❖ The **Attachments - Web Page Dialog** window will appear (see illustration at right).
- ❖ Click the **Browse** button.
- ❖ Locate the file that you would like to attach (files may be saved in your folder on the Windows Network or on some other storage media).
- ❖ After locating the file, do one of the following:
  - Click once to highlight the file name and then click the **Open** button.
  - Double-click the file name.
- ❖ Click the **Attach** button. Click this button *one* time only.
- ❖ The file name will appear in the **Current File Attachments** box as shown in the illustration above. Depending on the size of the file, it may be a few seconds or longer before the attachment appears.
- ❖ After the file name appears in the box, click **Close** to exit the attachment window and return to your e-mail.
- ❖ When you **Close** the **Attachments** window, your file name will appear on the **Attachment** line of your e-mail message.

