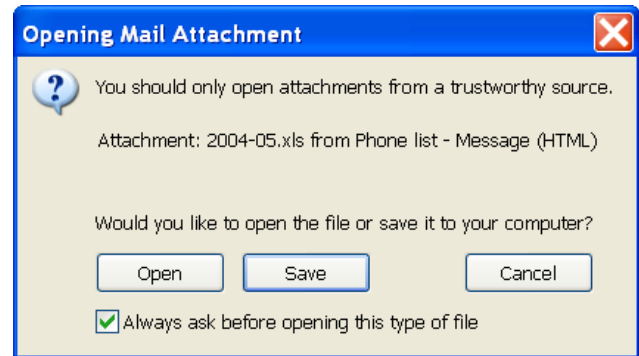


ATTACHMENTS

OPENING AND/OR SAVING ATTACHMENTS

- ✦ Open the message using the Reading Pane or open it into a new window.
- ✦ Do one of the following:
 - 📎 Double-click on the attachment to open it in the program where it was created.
 - 📎 Right-click on the attachment and then choose **Open**.

- ✦ To **Save** the attachment, do one of the following:
 - 📎 Right-click on the attachment and then choose **Save As**.
 - 📎 Double-click on the attachment and then choose **Save**.

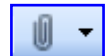


- ✦ The **Save Attachment** or **Save In** dialog box will appear depending on the action chosen above.
- ✦ Click the list arrow for **Save In** and then locate the folder where the document is to be stored.
- ✦ Input a name for the document, if necessary, in the **File Name** box.
- ✦ Click the **Save** button.

ATTACHING FILES TO MESSAGES

It is easy to attach files to an e-mail message. These files can be files such as Word documents, Excel worksheets, Access databases, Publisher files, or PowerPoint presentations. It is also possible to insert pictures or files from other programs to an e-mail message.

- ✦ Do one of the following:
 - 📎 Click the **Insert File** button on the **E-mail Message** window toolbar (see illustration at right).
 - 📎 Click **Insert** on the **Menu Bar** and then click **Insert**.



- ✦ The **Insert File** dialog box will appear.
- ✦ Click the **Look In** arrow to locate the folder where the document is stored, if necessary.
- ✦ After the file has been located, do one of the following:
 - 📎 Click the **File Name** in the list and then click **Insert** button.
 - 📎 Double-click the **File Name**.
- ✦ An **Attachment** line will be added to the **E-mail Message** header area, under the **Subject** line.
- ✦ Complete the rest of the message and then click **Send** to distribute the message to those people listed in the **To:** box.