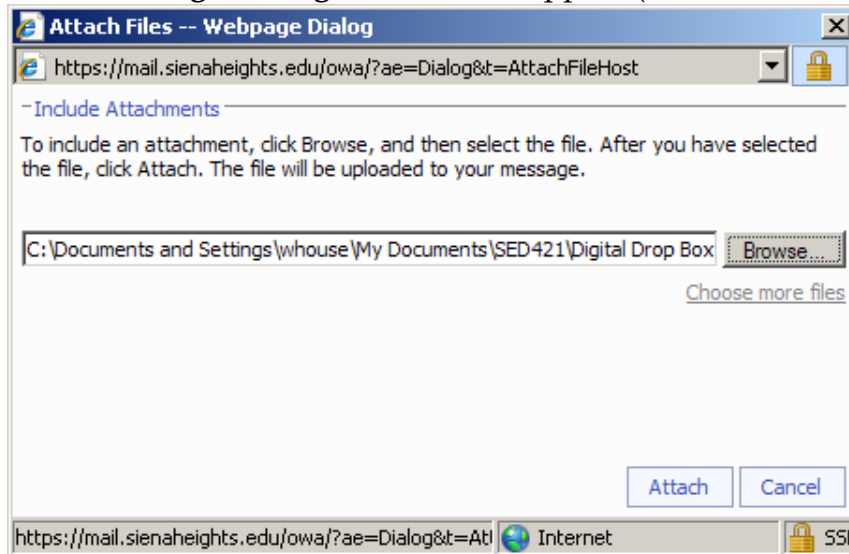


ADDING ATTACHMENTS TO E-MAIL - OUTLOOK WEB ACCESS

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

- ❖ Click the **Attachments** button on the **Untitled Message** window (see illustration at right).
- ❖ The **Attachments - Web Page Dialog** window will appear (see illustration below).



- ❖ 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.
- ❖ To add additional attachments, click the **Choose More Files** link.
 - This link can be used to add two additional attachments to the message.
 - A new **Browse** button will appear.
 - Click the **Browse** button to add the attachment to the list.
- ❖ Click the **Attach** button to add these files to the message. Click this button *one* time only.
- ❖ The file name(s) will appear in the **Attachments** box in the **Untitled Message** window (see illustration below).

