

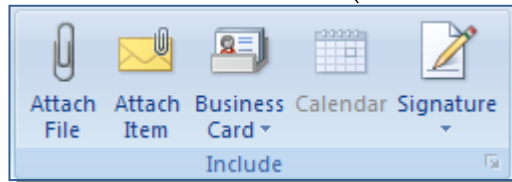
## ATTACHMENTS

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### 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.

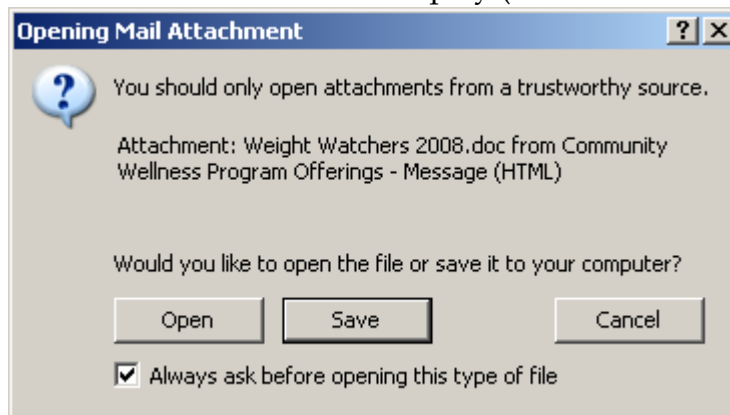
- ✦ Click the **New** button in the **Inbox** window to create a new message (see illustration at right).
- ✦ Click the **Message Tab**, if necessary.
- ✦ In the **Include Group**, click the **Attach File** button (see illustration below).



- ✦ 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 the **Insert** button.
  - ✦ Double-click the **File Name**.
- ✦ An **Attached** line will be added to the **E-mail Message** header area, under the **Subject** line.
- ✦ Complete the rest of the message and then click the **Send** button to distribute the message to those people listed in the **To** box.

### OPENING AND/OR SAVING ATTACHMENTS

- ✦ Open the message using the Reading Pane or open it into a new window.
- ✦ Double-click on the attachment to open it in the program where it was created.
- ✦ The **Opening Mail Attachment** window will display (see illustration below).



- ✦ Click the **Open** button to open the attachment.
- ✦ Click the **Save** button to save the attachment.
  - ✦ The **Save As** dialog box will appear.
  - ✦ 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 to save the document to the selected folder.

**Note:** It is also possible to right-click on an attachment and then click Save As to save an attachment.