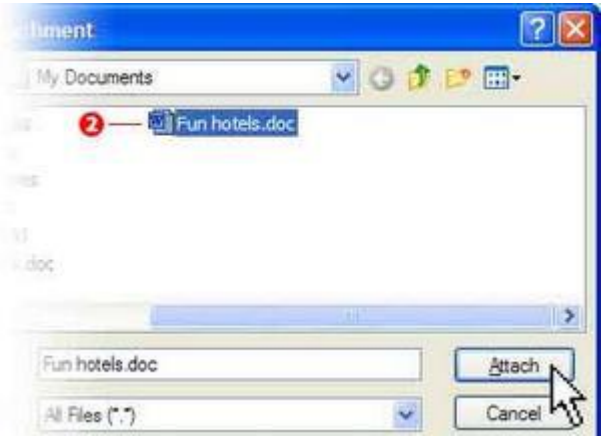
E-MAIL ATTACHEMENTS - SENDING

Open your e-mail program, launch a new message window and compose your message.

Click on the **attachment icon** or insert the file by selecting from the drop down menu.



Browse your hard drive or removable disks to locate the file you want to attach. Once you find it, click on it, then click the ATTACH button.

An icon or message should now appear indicating that the file has been attached.

Click on the **Send** button or select **Send** from the **File** menu.