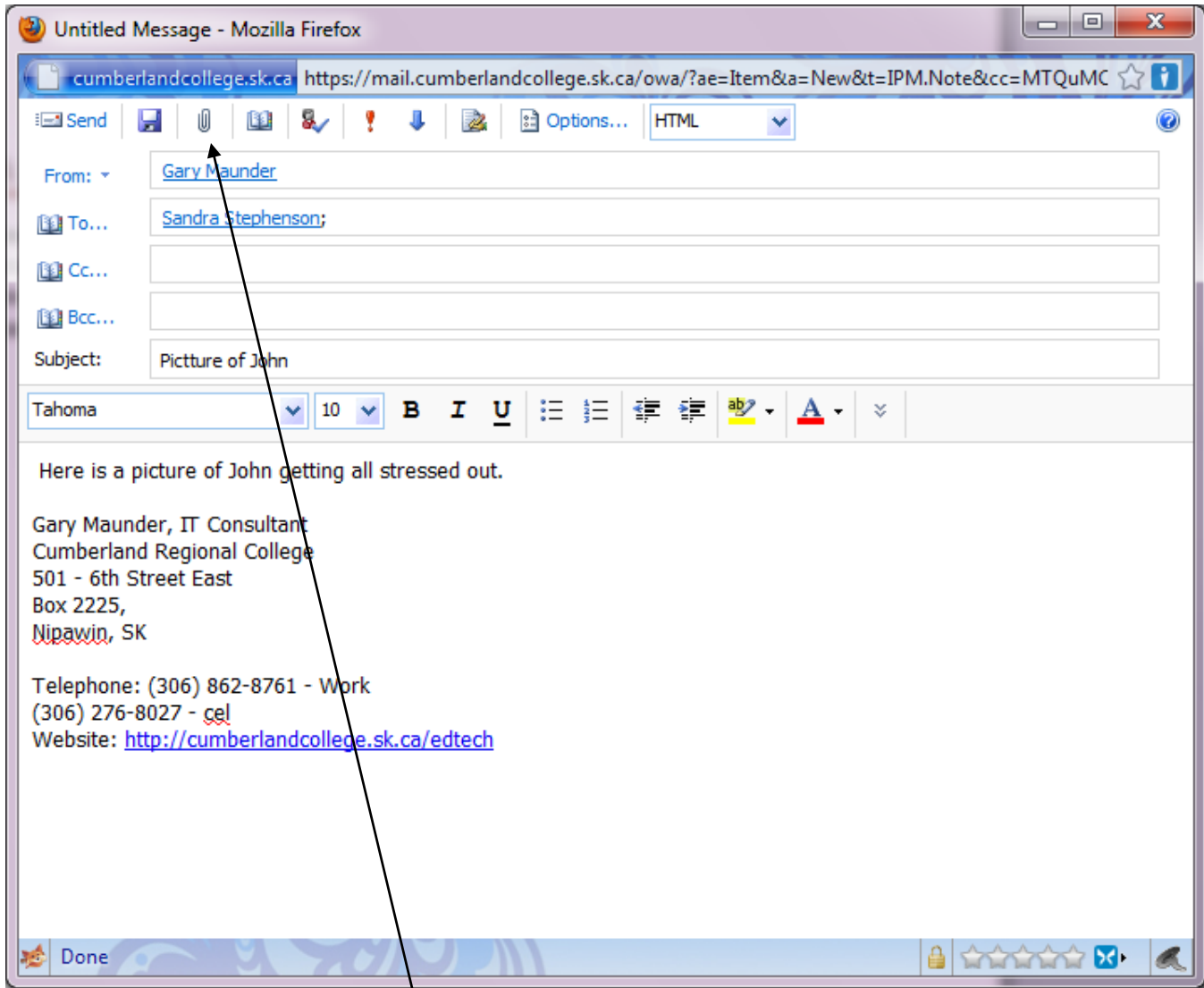


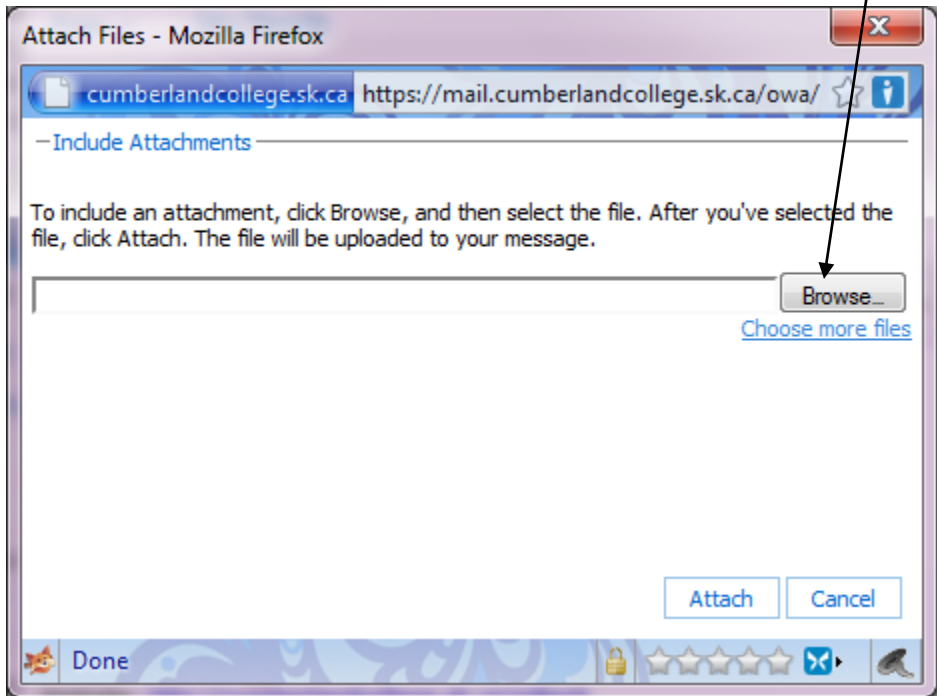
# HOW TO SEND A FILE AS AN ATTACHMENT

Any file on your computer can be sent as an attachment on an email message. If you know folder in which the file is stored, then you can send it to someone. First start a new message and type or locate the proper address in the address book. Type you subject line and it might be a good idea to tell the person you are attaching a file (in this case a picture).

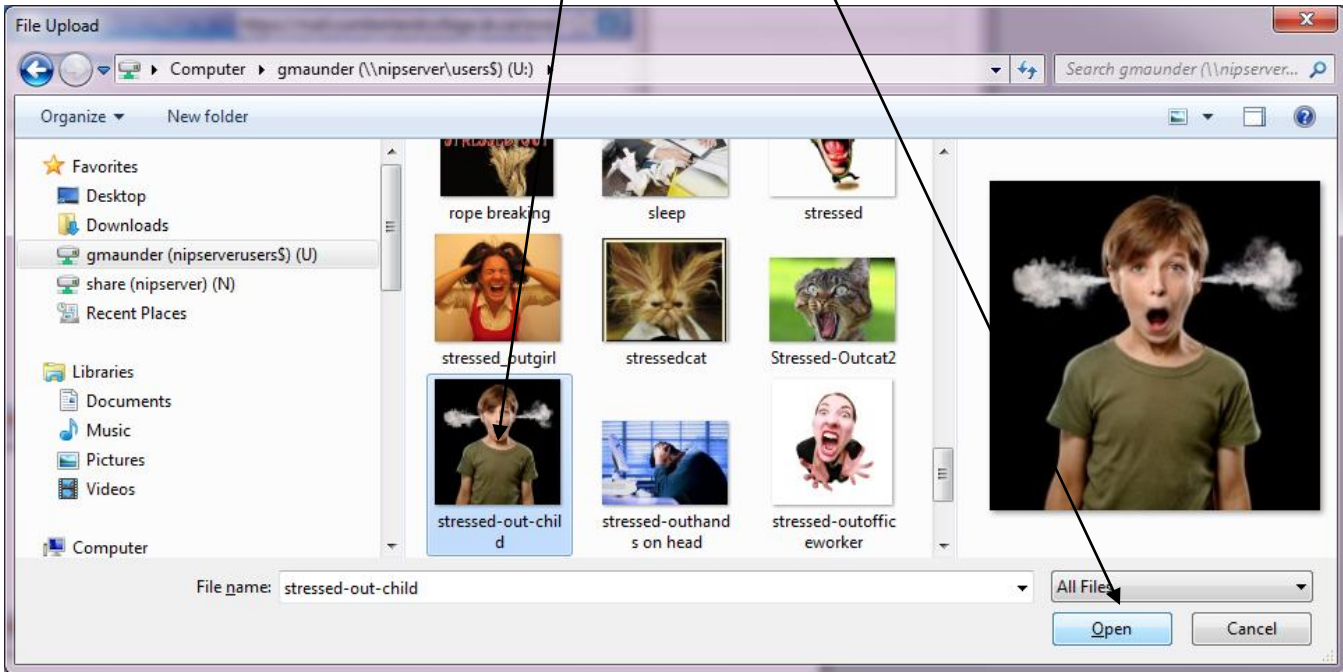


Now click the small Paperclip icon here.

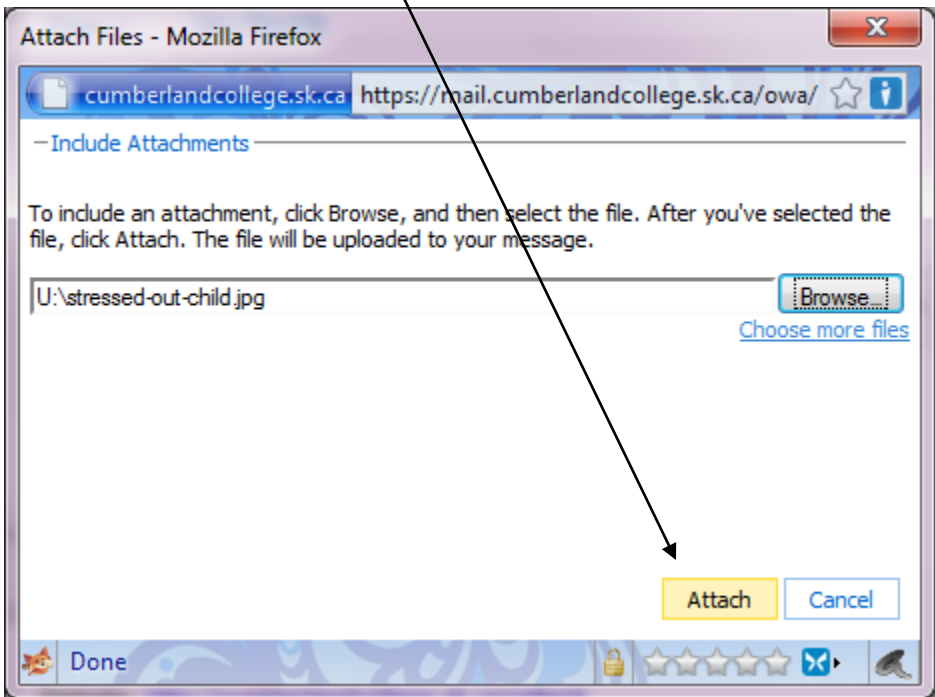
You will get this screen which is asking you to browse to the file on your hard drive



Here I have navigated to the file and clicked on it. Then I click OPEN to drop back to the previous screen.



The screen needs you to click Attach.



Now you are dropped back to your message but notice that it now has a file listed in the Attachment line. All you have to do is to click Send and your message WITH the file will be sent.

