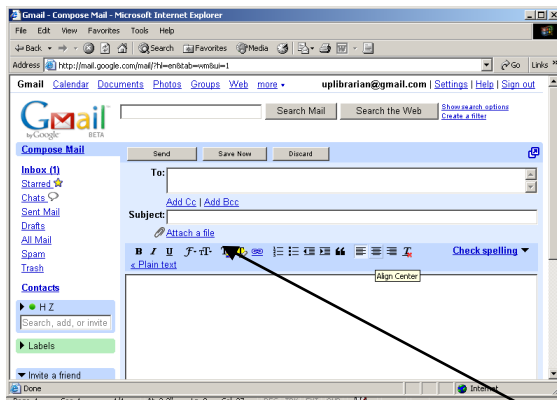


Adding an Attachment to an Email Message

In addition to sending text messages most email services will also allow users to attach a computer file to outgoing email messages. These file are called attachments. Attachments can be anything from a Word document to a photograph to a spread sheet. When you send an attachment, the recipient receives your text message as well as whatever file you attached to the message.

Guidelines for attachments

- Most email systems will allow you to attach and send almost any type of file
- The file you attach must be saved either to the computer you are using or to a portable storage device (floppy disk, thumb drive, etc...)
- Email systems will often restrict the number of files you can attach to a single email message
- Email systems will also have restrictions limiting the size of the files you attach. Gmail limits the size of attachments you can send and receive to 20 MB.
- Size restrictions also apply to incoming attachments
- You can only attach one file at a time
- The recipient of an email attachment must be on a computer with compatible software. If the file you send as an attachment was created in Microsoft Word you must be on a computer with Microsoft Word in order to open the attachment.
- When you want to attach a file to an email message, make sure that the file is not already open on your computer.
- Be very careful about opening attachments from email addresses you don't recognize. Computer viruses are often spread through attachments.

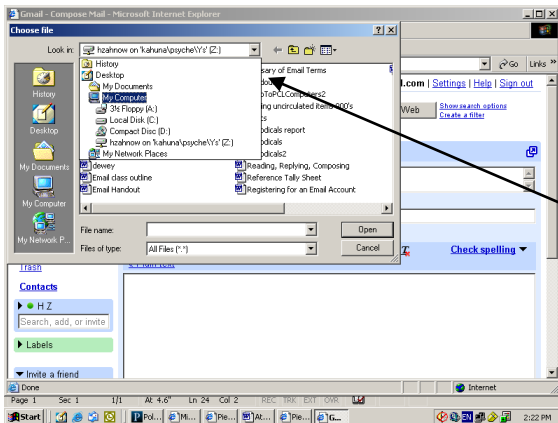


The first step in adding an attachment to an email message is to open a new email window by clicking on “Compose Mail”

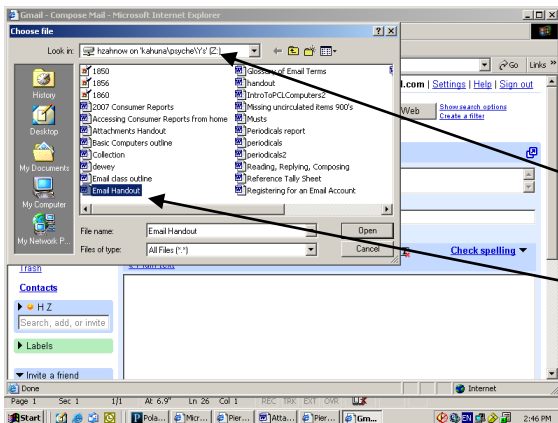
You'll want to address the email message and give it a subject just as you would a regular text message

If you want to send your recipient a text message as well, just enter it in to the message box.

Once your email message is finished and you're ready to start attaching your file, click on “Attach a File”



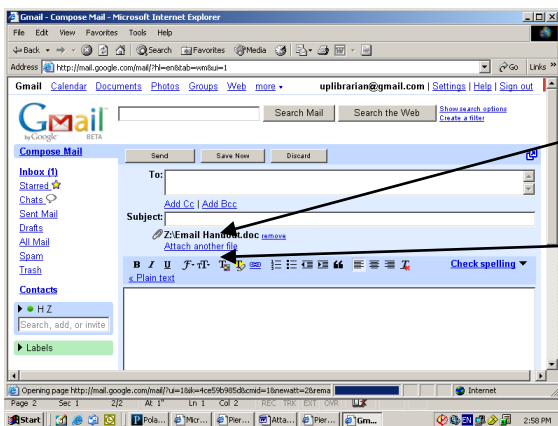
A “Choose File” window will pop open and you will be asked to choose the location where your file is stored. You will usually find your file either on your computer’s hard drive (My Computer, My Documents) or on a removable storage device (3 ½ Floppy (A:), Compact Disc (D:), etc...). You may need to select your file location from a pop-down menu.



After you’ve selected the location where you want Gmail to search for your file you should bring up a list of files stored at that location.

In this case I’ve selected the (Z:) drive

Double click on the file you wish to attach to your email message (in this case, “Email Handout”)



After you double-click on your file you will be taken back to your email message with your file attached.

If you have other files you wish to attach, click on “Attach Another File” to repeat the process.

If you’re to send you email message and attachment just click “Send”