

## To Send Attachments via Email

1. Click the "New Msg" icon to create a new message  
At the To: prompt, enter the person's address you want to email then press Enter.
2. If you want to attach a file to your email message, click the Attach icon.

Click File, in the pop-up box, then in the Enter File to attach box, select the folder and file you want to attach by

a) Clicking on the down-triangle on the "Look in" field to find the list of drives and folders to choose from

b) Click on the drive,  
**folder** and the desired  
*file name* to attach

(i.e., C: \ **My Documents** \ *test.doc*)

Click Open, to attach the file to the message form

2. Press Tab key to advance to the "Subject:" prompt, (optional) enter a descriptive subject then press Enter
3. When the cursor is in the message box, type the body of your message
4. Click Send