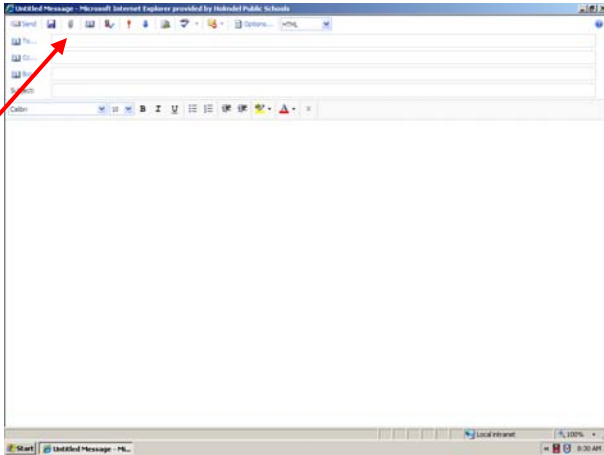
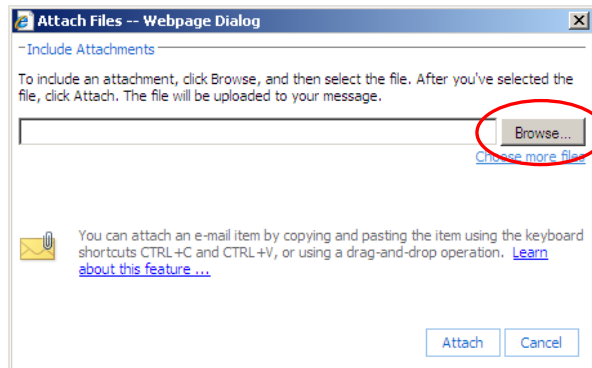


Tips for Attaching Files to Email

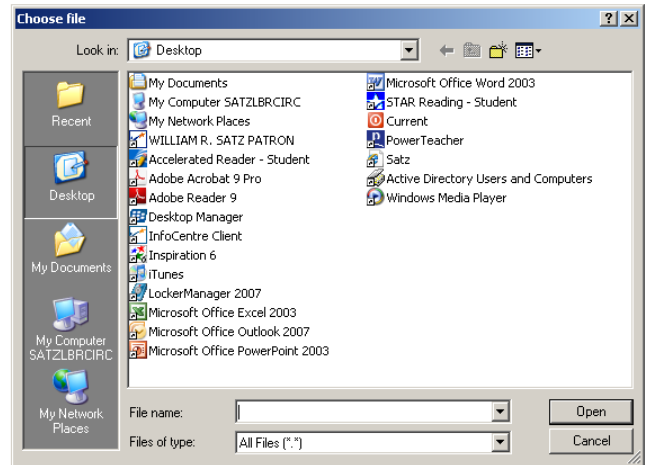
- Open up your web browser. Log into your email and create a new mail message. Address the email to the recipient (if you want to send the file to yourself, choose your own name). Click on the paper clip icon so you can choose the file(s) to attach.



- Click the browse button to locate the file(s) that you want to attach.



- Open up My Documents. Find the file that you want to attach. Double click on the file.



- The file will now appear. Make sure you click the attach button. It is also a good idea to include a message in your email that explains what the file attachment is.

