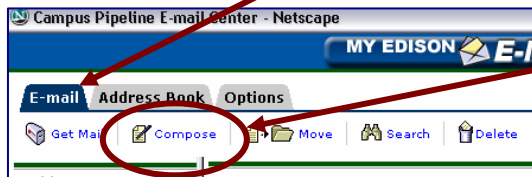




Attach a File to Any Message

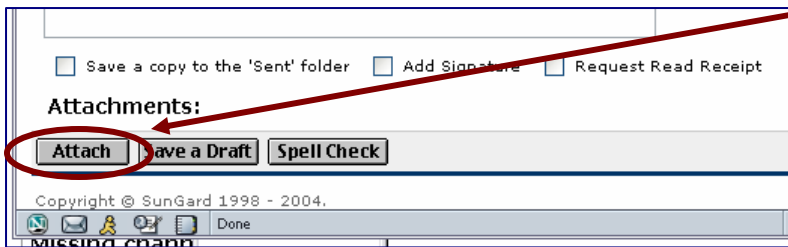
1. Click on the E-mail Tool

2. Click on the "E-mail" tab



3. Click the blue hyperlink to "Compose" a new message

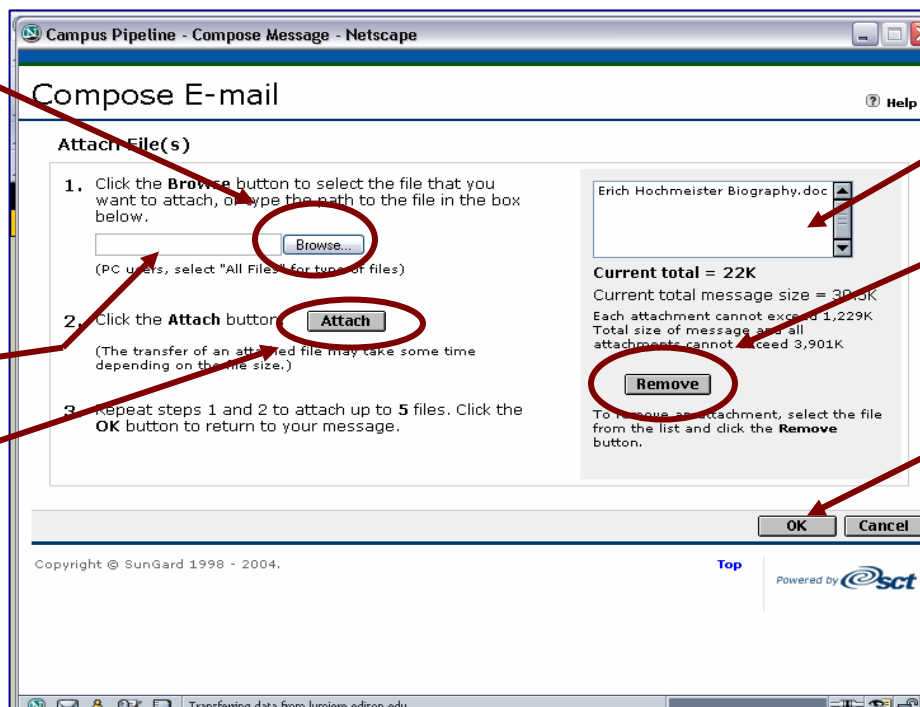
4. A new window will display with your new message.



6. Click the "Attach" button at the bottom left to add file attachments to the email. (This can be done when forwarding and replying to E-mails as well)

7. Click "Browse" to attach the file you wish to attach (how to on the next page).

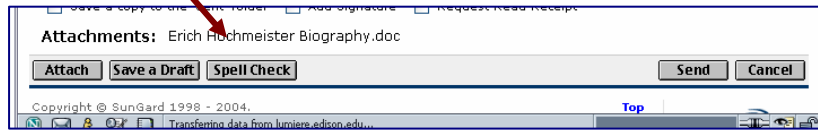
8. Once you have opened the file, and it appears in the browse window, click the "Attach" button to attach the file



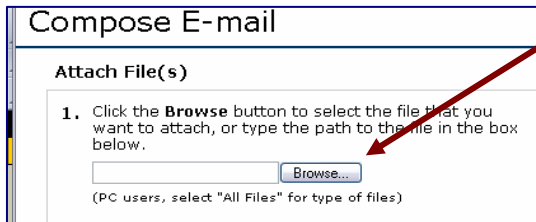
9. All attached files are listed in this window. Select a file from this window and then click the "Remove" button to remove the attachment from the email

10. Once you have finished attaching your files (5 max files), click "OK" to continue

Attached files appear here at the bottom of your email message window

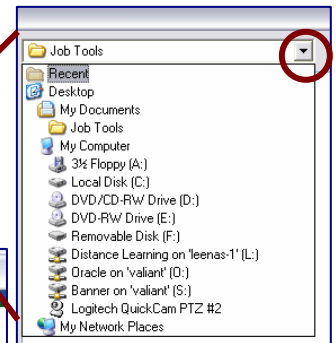


Browsing to a file for attachment

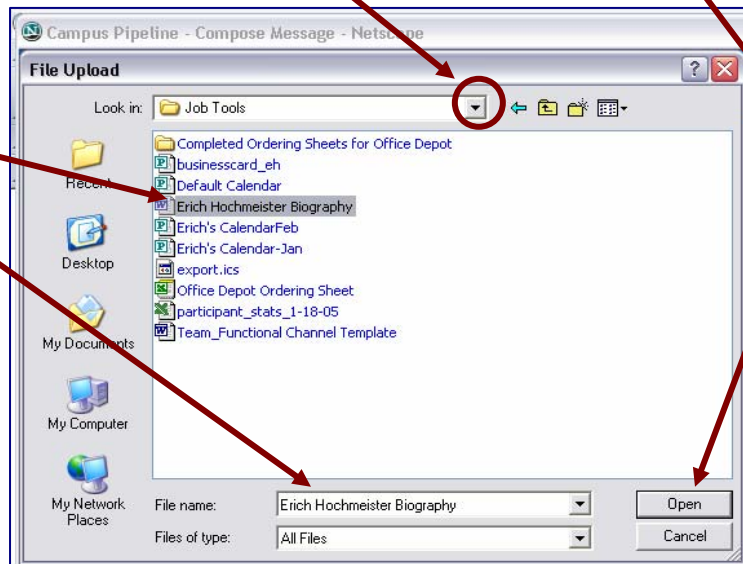


1. Clicking the "Browse" button brings you to the open file dialog screen:

2. Use the drop down caret to select the location from which you wish to get the file



3. Choose the file from the location of your choice, the name appears in the window "File name:"



4. When have the correct file, click "Open" to continue the attachment process