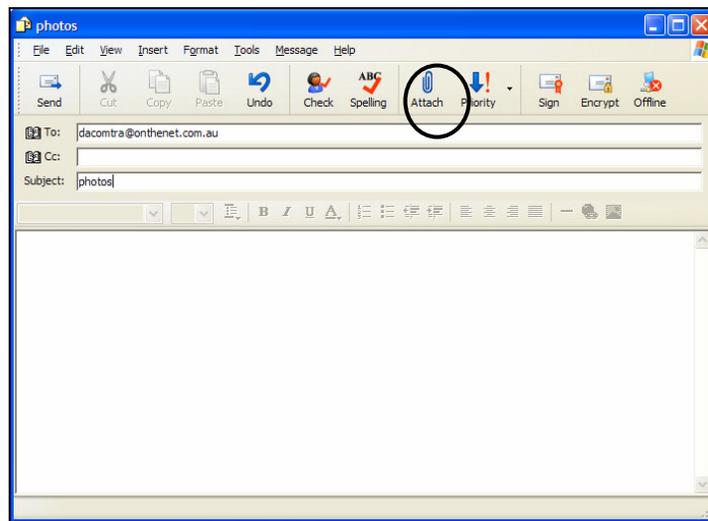


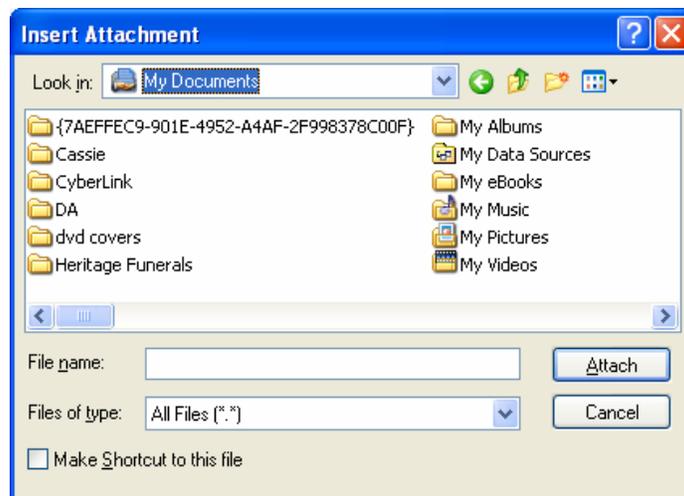
ADDING AN ATTACHMENT TO AN EMAIL

1. Start your email, put in the address and subject as per normal. (see figure a.)



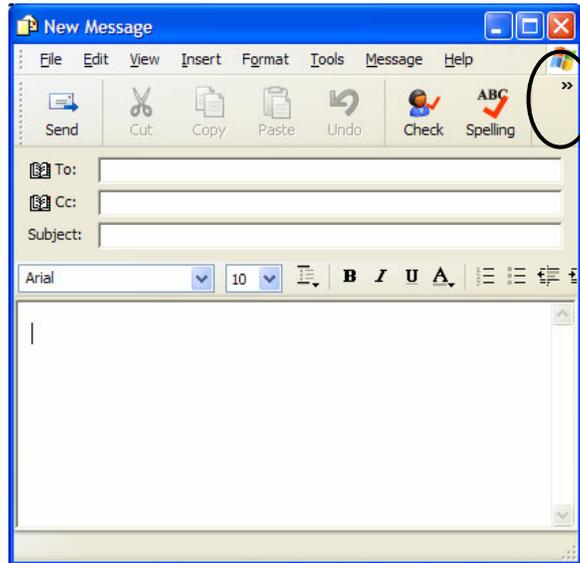
(figure a.)

2. Move the mouse over 'Attach' (see circle area figure a.) and click once with the left mouse button. *If 'Attach' does not appear at the top of your window go to instruction 3.* A window will appear. (see figure b.) Go to instruction 5.



(figure b.)

3. If 'Attach' is not located at the top of the window, move the mouse over the small arrows '>>' located directly under the flag located in the upper right hand corner of the window (see circled area figure c.) and click once with the left mouse button. A menu will appear.



(figure c.)

4. Move the mouse over 'Attach' and click once with the left mouse button. A window will appear. (see figure b.)
5. Double click on the folder that contains the file or picture that you want to attach to the email. The contents of the window will change
6. Click once on the file or picture that you want to attach.
7. Click once on 'Attach' located in the lower right hand corner of the screen. The window will disappear.
8. To attach more files (pictures) repeat instructions 2 – 6.
9. Complete your email and send as per normal.

NOTE: When attaching pictures to your emails, make sure that the amount of memory (size) of the pictures are not too large for emailing. It is a good idea to keep the image size down to about 100k (100 kilobytes) for each picture. It is also a good idea not to attach too many files to an email. If you do send a large image or attach too many files to an email, it can take a very long time for you to send it and a very long time for the person at the other end to receive it. In addition to that, some email accounts Eg: Hotmail will only let someone with an email address receive a small amount of information – this means that if you send too much information on a single email, they will not be able to receive it at all. For more information on scanning an image and saving it for emailing see the 'Basic Scanning' booklet in the 'How To' series of books. For more information on downloading images from your digital camera and saving them for emailing, see the 'Digital Camera Basics' booklet in the 'How To' series of books.