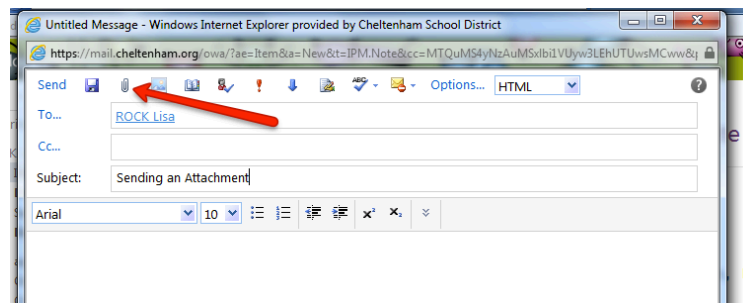


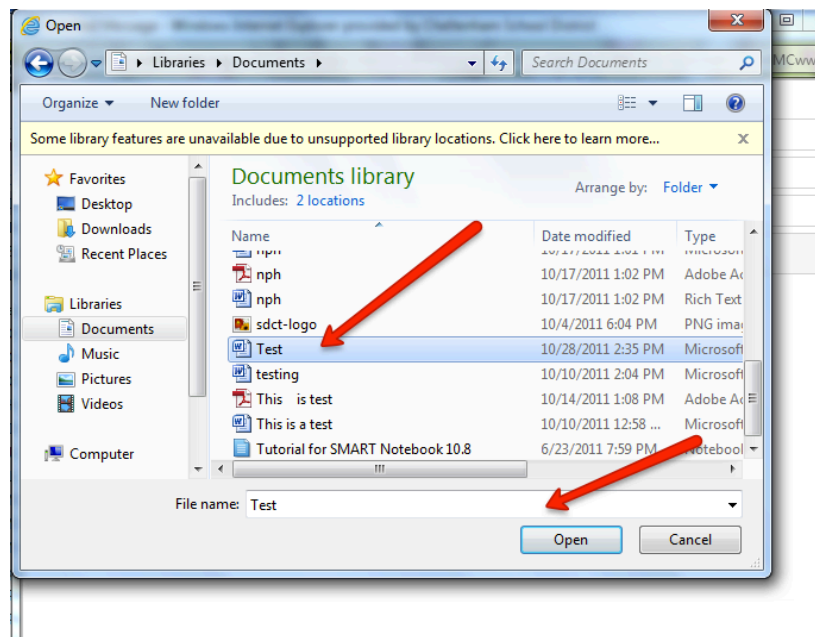
Sending an E-mail Attachment

When you need to e-mail a document as an attachment please following the following steps (Please note that there may be minor discrepancies between Windows XP and Windows 7)

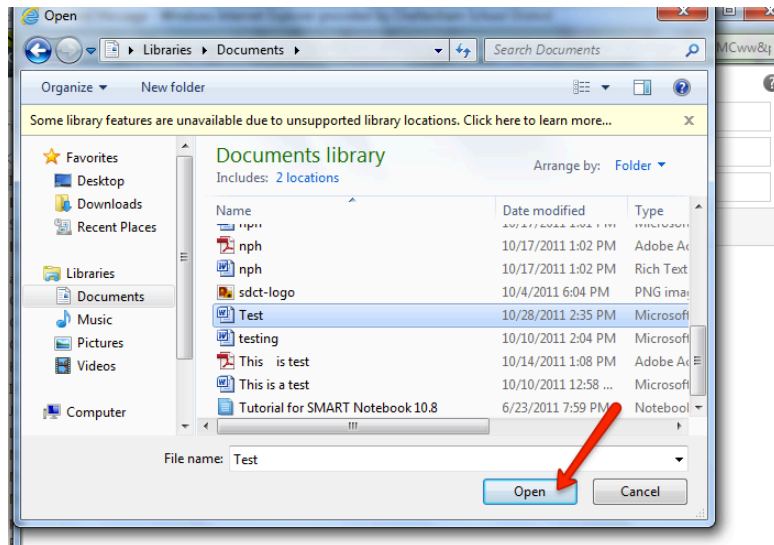
- 1) Open a new email, or Reply to a received email. Click on the Paper Clip icon on the top toolbar of your outgoing message.**



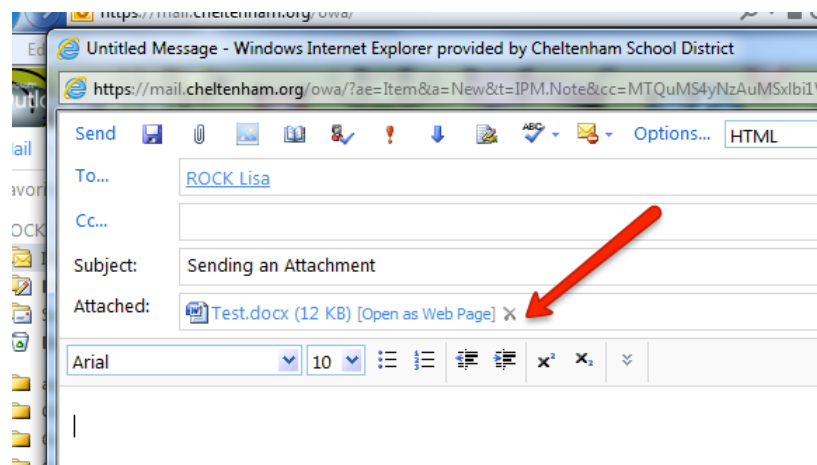
- 2) Choose the file that you want to send. Your file may reside either on your desktop (Windows XP and Windows 7), in 'My Documents' (Windows XP) or in Libraries (Window 7).**



3) Once you select the correct file name click on the *Open* button.



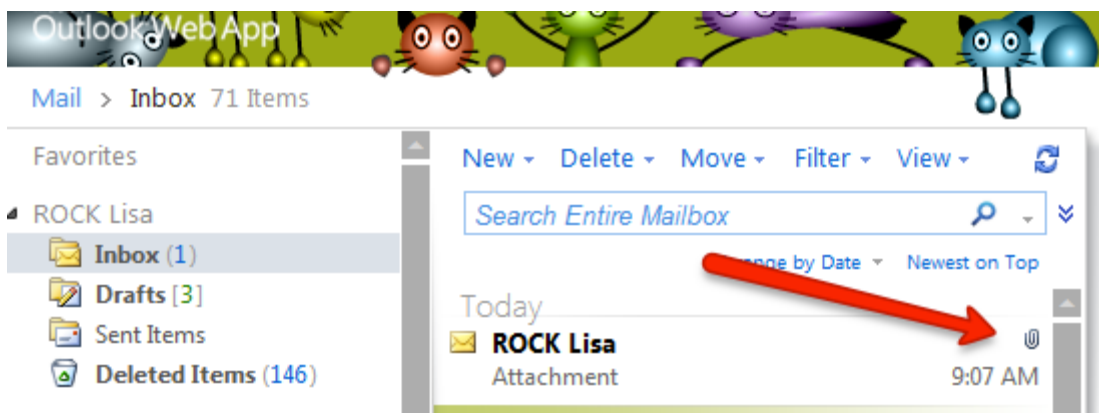
4) Now you should see the file listed as an 'attachment' in your outgoing e-mail ! Compose the body of your e-mail, enter your recipients, and hit Send. Your attachment will be delivered within seconds !



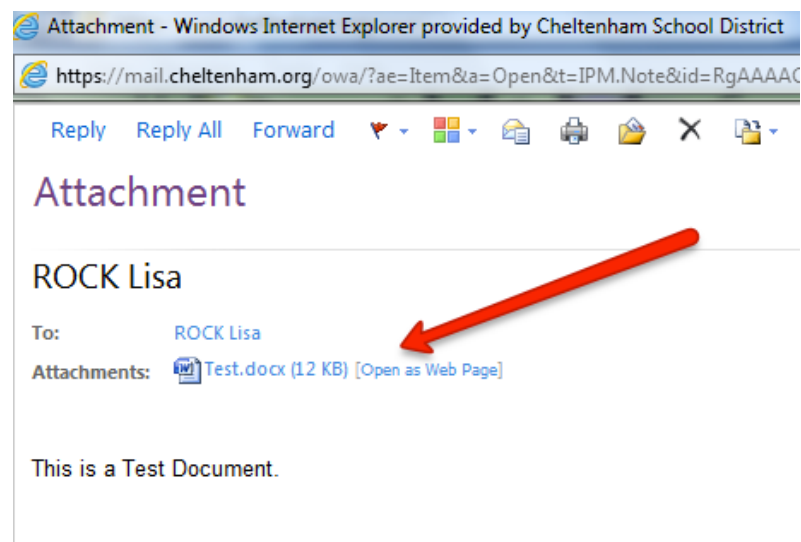
Receiving an E-mail Attachment

To open a document that you have received through e-mail, please follow the following steps (Please note that there may be minor discrepancies between Windows XP and Windows 7)

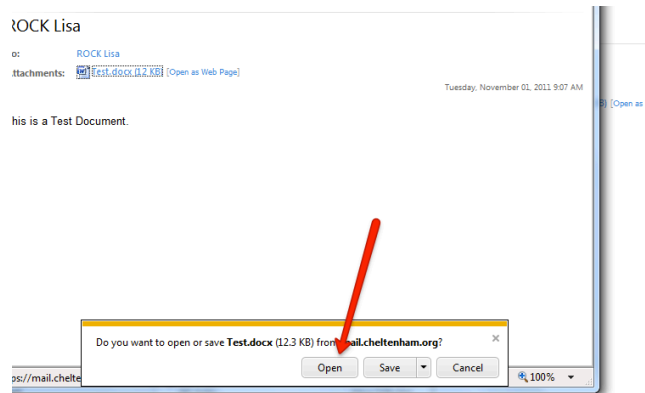
- 1) When you receive an attachment through e-mail, the header will show a paper clip icon in the title bar of the e-mail.



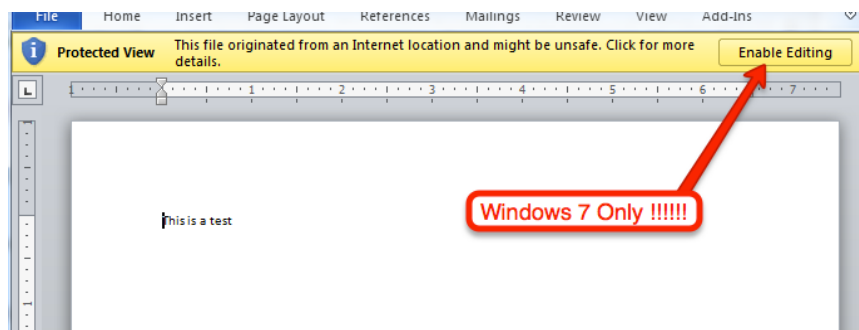
- 2) Open the e-mail and you will see the name of the attachment.



3) Click on the name of the attachment to open. You will get a message to Open the attachment or Save. The message will look different, depending on what version of Windows you are in. Regardless of the version, click 'Open'. Below is the screen from Windows 7.

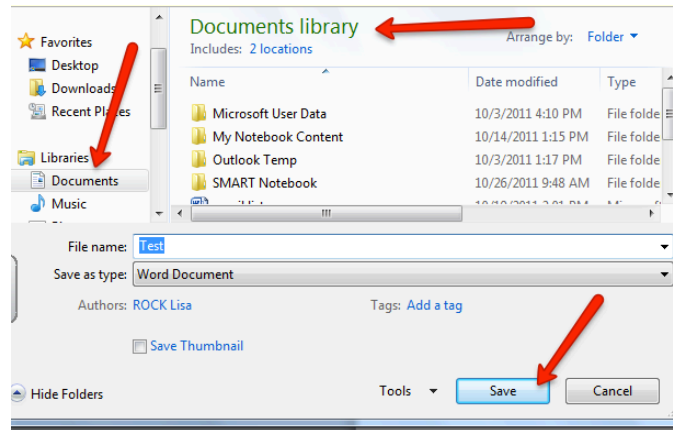


4) Once the document opens you may view or edit. If you are a Windows 7 user, you will have to 'Enable Editing'. See Below.



5) When you have viewed and/or edited the document you will need to Save. **Remember to always use 'Save As' when saving attachments !** If you just hit 'Save', Windows will save to an inaccessible default location, which will make it very difficult to retrieve your document! When you click 'Save As' in Windows XP select 'My Document' or 'Desktop' from the left hand side of the

screen , check the file name and click Save . Windows 7 users make sure Documents Library is displayed, see below.



6) Once you hit Save the document is saved to your PC and easily retrievable for future reference!