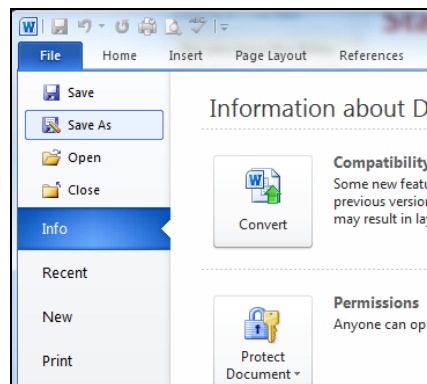


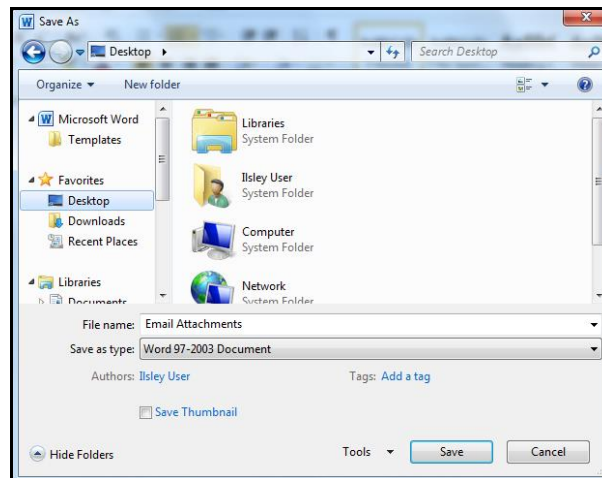
Email Attachments

1) Unsaved documents

- a. In order to attach a file to an email it must be saved. To save the document start by pressing **Save As** from the **File** menu:



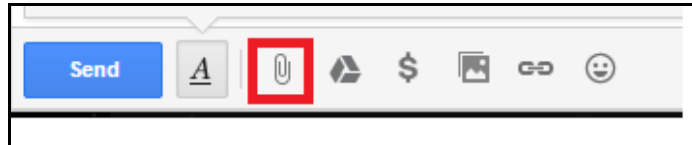
- b. Name your file and save it to the desktop by first selecting **Desktop** from the left-hand side scroll-down menu and then by pressing **Save**.



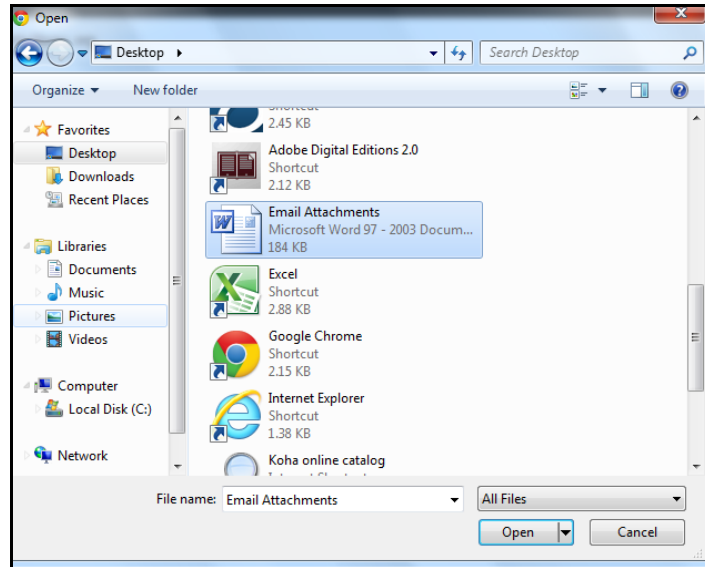
- c. Once your document has been saved, close the document and open your email account from a web browser.

2) Saved Documents

- a. Once you have saved your document, it is ready to attach. First begin composing a new email. Once you have opened the email draft look for an icon that looks like a **paperclip**:



- b. After clicking on this icon, you will be asked to choose the file you would like to attach to the email. Navigate to the file you would like to attach and click **Open**.



- c. The file will be loaded to the email and will then be ready to send.

Note: There is a size limit to how large of a file may be attached to an email dependent upon the E-mail service that you use. While services such as Gmail can handle attachments as large as 25 MB, there are services which can only process attachments of 10 MB or smaller. However, most files will be smaller than these limits.