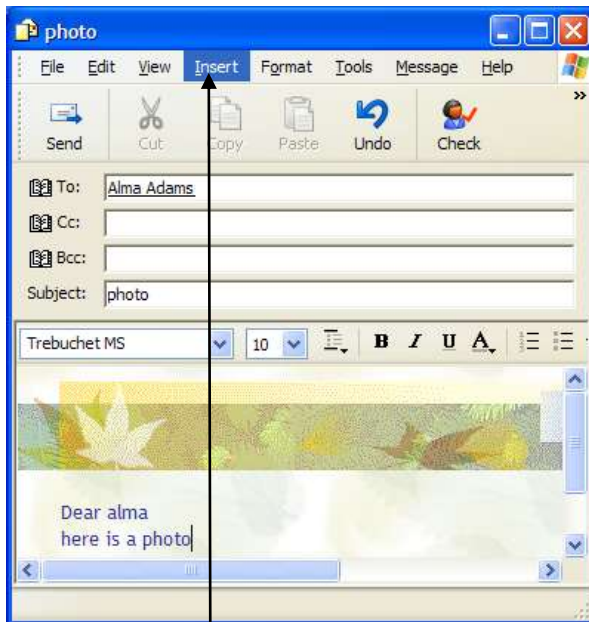
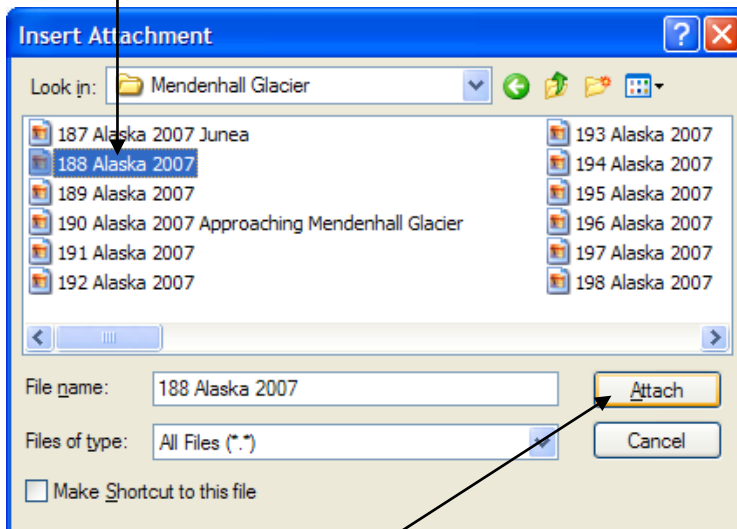


Sending attachments with Emails in XP.

Create your email as you would normally.

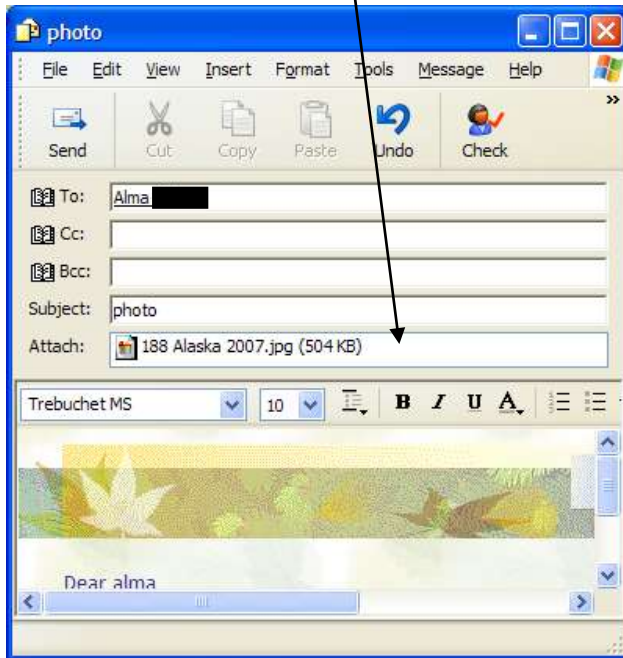


Click on the Insert button in the toolbar. There will be a drop down list
Click File Attachment.
Find the file or picture you wish to send.
Click on it.



Click the Attach button

You will now see an extra box in the heading boxes – called Attach, and your photo or file is listed there.



Continue to send in the normal way.

Opening an attachment.

When you receive an email with an attachment

If an email has an attachment it will have a paperclip symbol next to it.

These can be opened directly in the “window” by double clicking

Or:

In the toolbar Click File,

Click Save Attachments.

Click on save.

All the files will automatically be saved to My Documents.

Now go to My Documents and click on the saved files to read.

You must of course have the same program as the file was created in to view it.

If you do not have the correct program on your computer, then-

Right click on the file, and choose “Open With” and select another similar program

This will very often open the file.