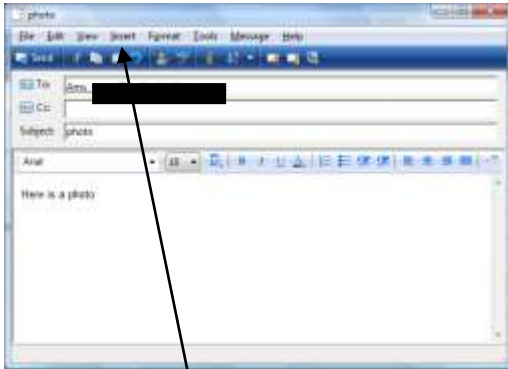


Sending attachments with Emails in Vista – Windows Mail.

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.

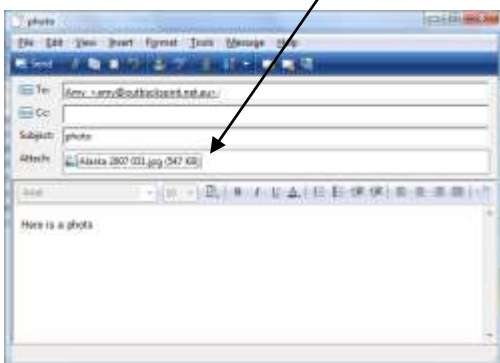
Click on it.



The name of the file will appear in the File name box.

Click on Open.

You will now see an extra box in the Heading boxes containing the attachment.



Continue to send your email in the normal manner.

Opening an attachment

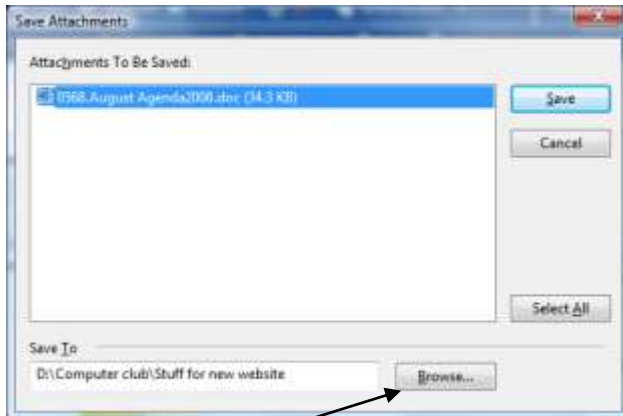
When you receive an Email with an attachment it will have a paperclip symbol next to it.

These can be opened directly in the “window” by double clicking the clip and then clicking on the attachment in the attach box.

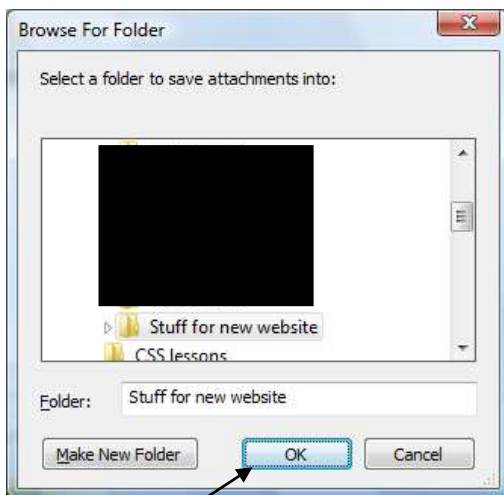
To save the Attachment:

In the toolbar Click File

Click Save Attachments on the drop down list. A new window will appear.



Click on the Browse button to find the folder where you want to place your attachment.



Click OK You will be returned to the previous window.

Click Save.

You must of course have the same program as the file was created in to view it properly. If you do not have the 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.

