

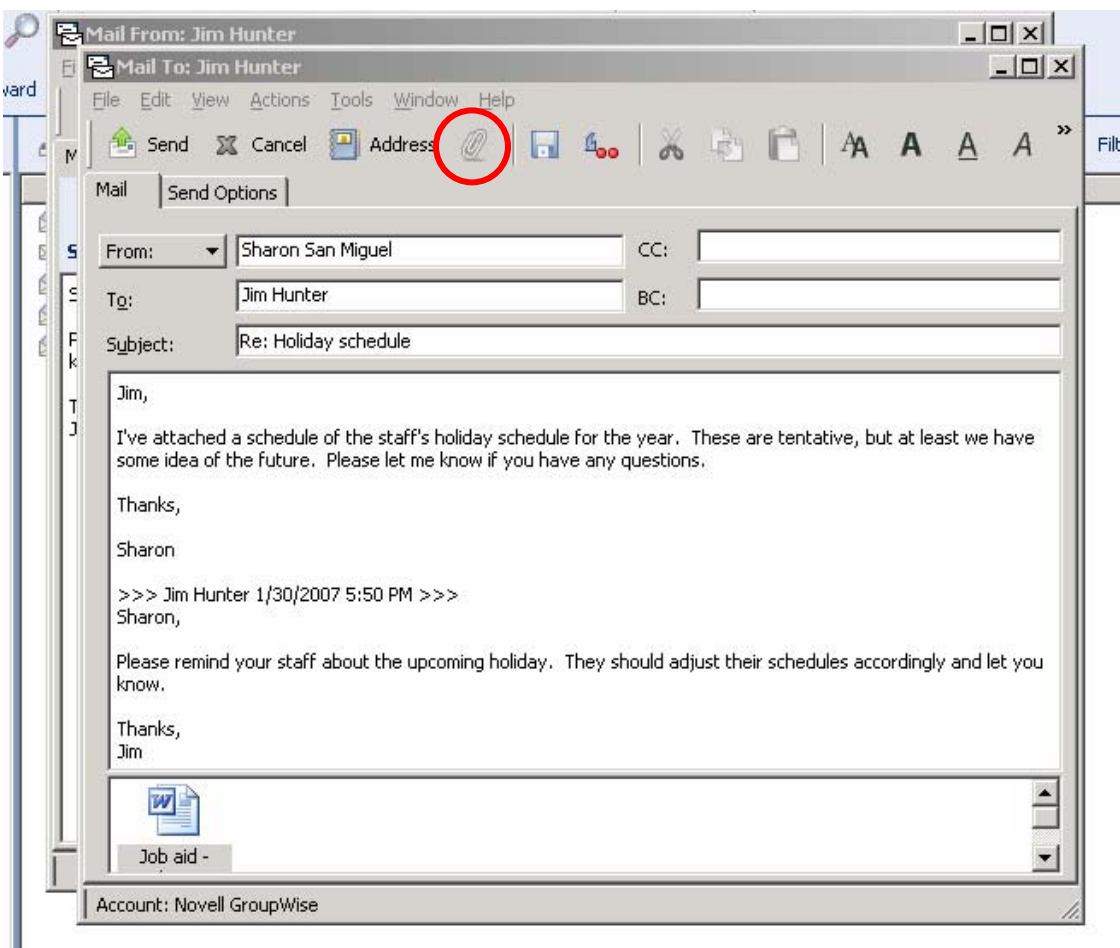


How do I attach a file to an email?

1. Click the **New Mail** button  on the toolbar.

2. Complete the To, Subject, and Message boxes.

3. Click the **Attach a File** button



4. Browse the file or files you would like to attach. Click on the files. To click multiple files, hold down the CTRL or SHIFT keys while clicking the files.

5. Click **OK**.

6. Click the **Send** button

