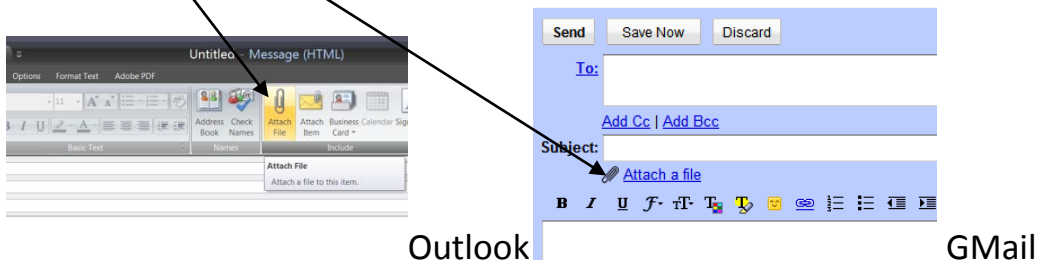
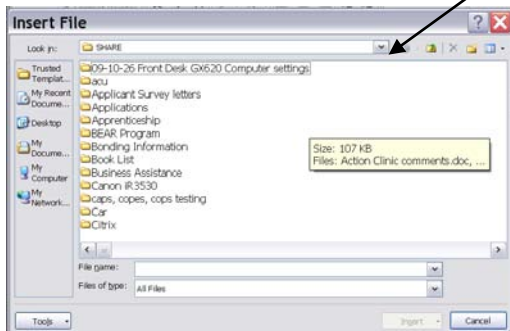


# Attaching documents to an e-mail

- Open new message. Select “new” or “compose”.
- Click “attach” or on the image of a paper clip at the top of the e-mail.



- Click “browse” or select where to find a file. Make sure the dropdown on the menu says “desktop”. If it does not say “desktop” at the top of the menu, click on the arrow pointing down and select it.



- Find and click on the document you wish to attach.
- Click “open”.
- Click “attach files”.
- Send e-mail.