

## Working with Email attachments

Email attachment is any type of file sent with an email. An email attachment can be any type of file including documents, pictures, zip files etc.

How to attach a file to an Email?

1. Click **F**ile
2. Click **N**ew
3. Click **M**ail message
4. Click in the body of the message
5. Click **I**nsert
6. Click **F**ile...
7. Click filename
8. Click **I**nsert button

How to attach a picture to an Email?

1. Click **F**ile
2. Click **N**ew
3. Click **M**ail message
4. Click in the body of the message
5. Click **I**nsert
6. Click **P**icture
6. Click From File...
7. Click filename
8. Click **I**nsert button

How to open an Email attachment?

1. Open the message that contains the attachment
2. Double click the icon for attachment

**Attachments:**  BestWish.pps (2 MB)

↑  
Double click on the icon