

# Instructions to send e-mail Attachments

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## Things You'll Need:

- Internet Access
- E-mail Accounts
- Computers
- E-mail Software

### 1. Step 1

Go to your e-mail program.

### 2. Step 2

Click the New Mail, Write Message or similar button, depending on your application to create a new e-mail message.

### 3. Step 3

Enter the address of the recipient in the To field.

### 4. Step 4

Type a subject in the Subject field.

### 5. Step 5

Add a message to the body of the e-mail as usual.

### 6. Step 6

Click the Attachments button. Many programs have an icon of a paperclip for it. Also look for an Insert File or Insert Attachment option in the File menu.

### 7. Step 7

Browse your files to find the attachment you want to send. You may need to click on a Browse or Find button to see your directory.

### 8. Step 8

Click on the filename. If your program allows you to attach more than one file at once, hold down the Control key (or Shift key on a Mac) as you select another one.

9. Step 9

Click the Attach Insert or Open button, depending on your e-mail program.

10. Step 10

To send another file from a different location, click the Attachments but-ton again and repeat the steps.

11. Step 11

Click the Send button when you're done.