

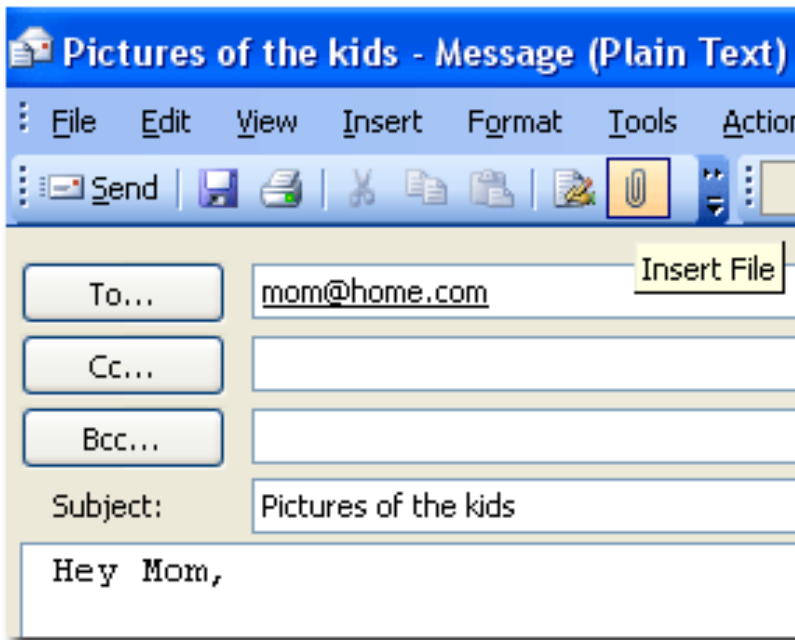
# Sending Photo E-mail attachments

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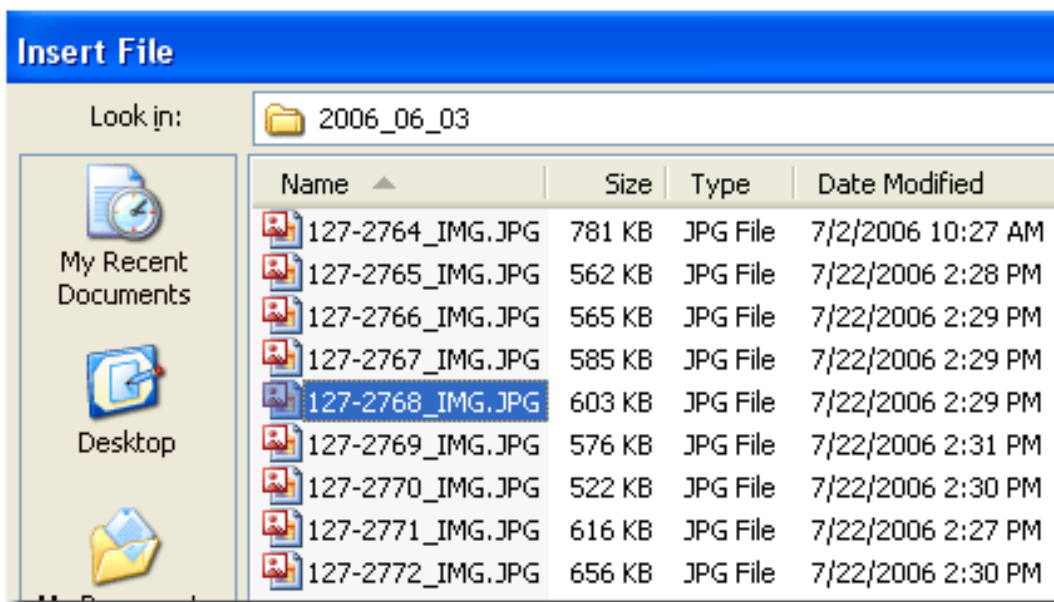
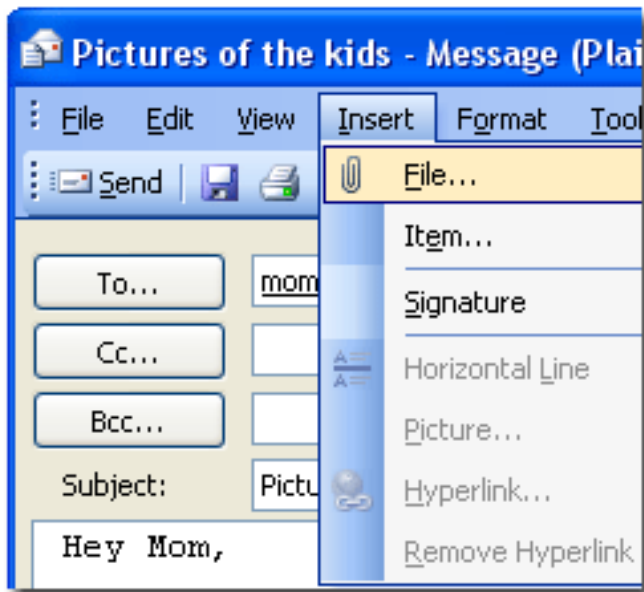
Here's how to e-mail documents, spreadsheets, photos or any other type of file. We're using [Microsoft Outlook](#), but most e-mail programs, even Web-based e-mail like Hotmail and Yahoo! Mail, work the same way.



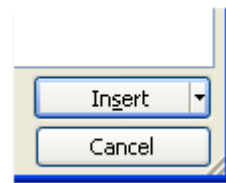
1. Open your e-mail program, launch a new message window and compose your message.



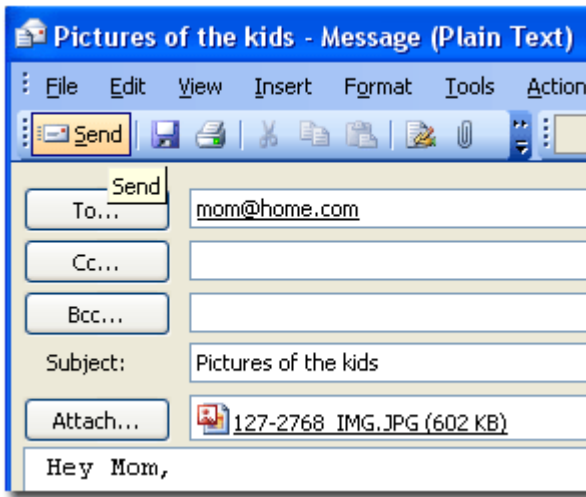
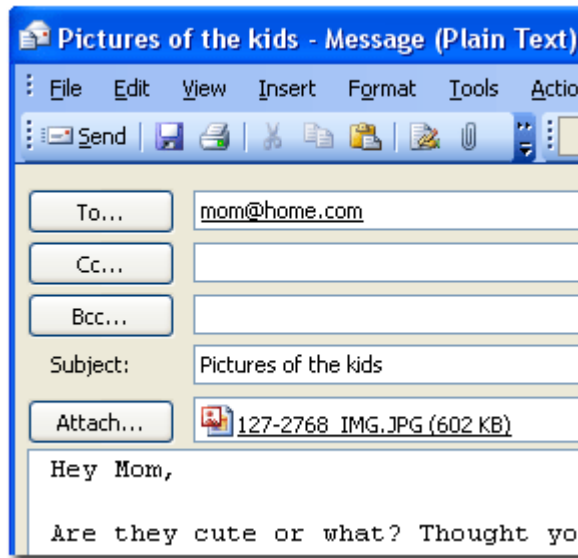
2. Click the **attachment icon** (the paper clip) or insert the file by selecting from the drop-down menu.



3. Browse your hard drive or removable disks to locate the **file** you want to attach. Click it to highlight the name, then click the **Insert** button.



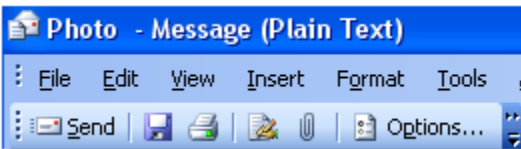
4. An icon or message should now appear indicating that the file has been attached.



5. Finally, click the **Send** button and off it goes!

## Attaching Files - How to Do It

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The procedure for attaching files varies depending on the type of e-mail program you use. In general, you click on an icon, such as a paper clip, located on the toolbar of the program. You then select the file you want to attach by locating it on your hard drive or on a disk. Once you've selected the file, either its name will appear as part of the e-mail header, or as an icon within the body of your message. Most programs allow you to attach multiple files, but may limit the size of the

files. (As of this writing, many e-mail services won't let you [send files](#) larger than 10 Mb.) Once the files are attached, click the **Send** button and off they go.

