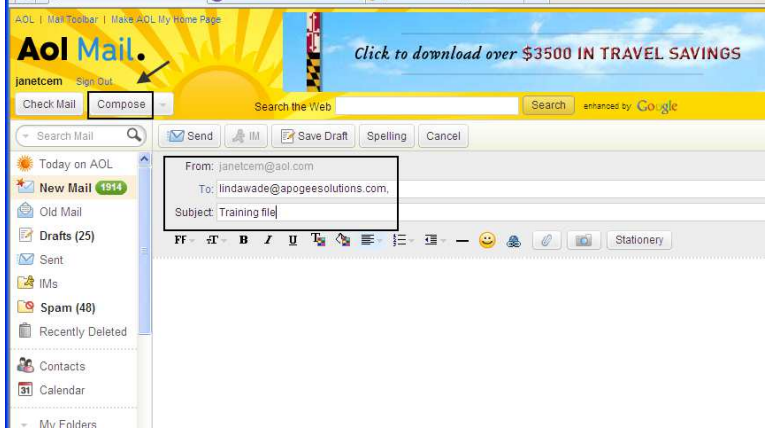

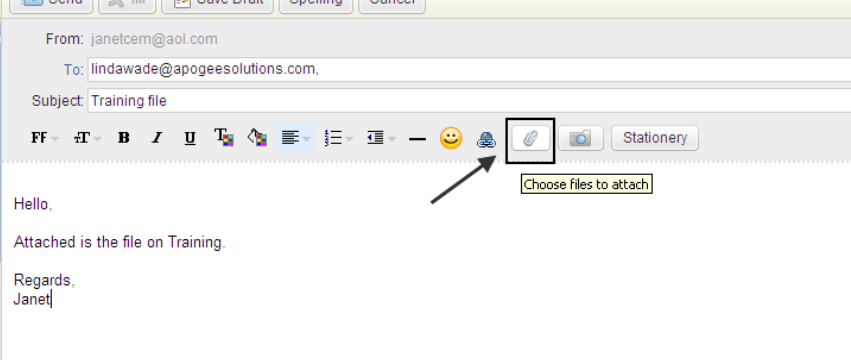
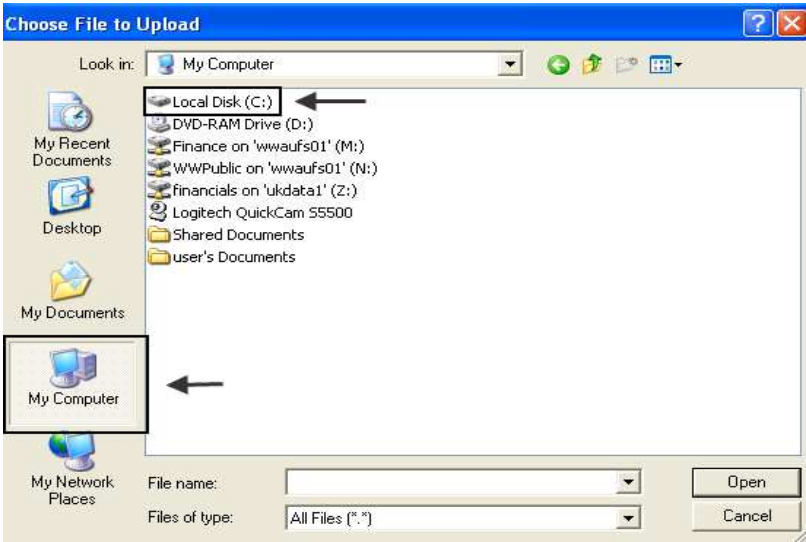


Working with Email Attachments

I. Adding (or uploading) an Attachment

Scenario: Compose a new email and attach (upload) the file “*Training Style*”..
Send it to the receiver.

Note: The “*Training Style*” file is located on the C drive in the “*Training Practice Files*” folder

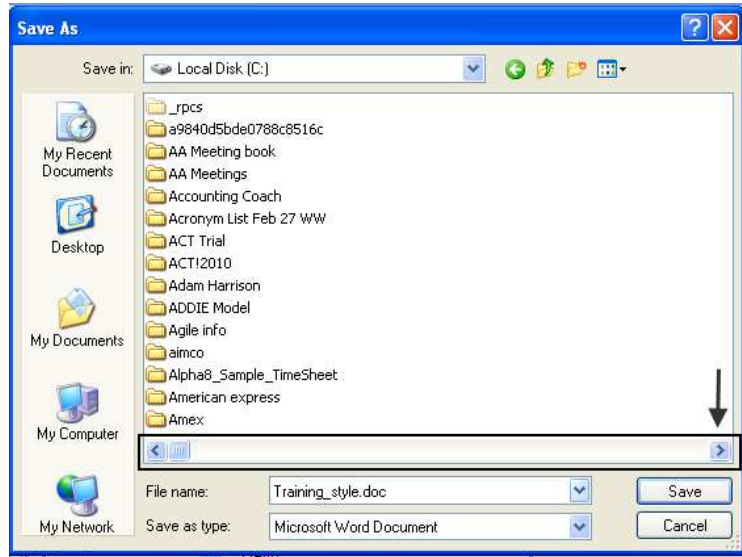
<p>Access your email application</p> <p>Initiate a new email</p> <ol style="list-style-type: none"> 1. For AOL, click on the Compose button 2. Enter the receivers email address in the To field - Ex. <i>lindawade@apogeolutions.com</i> 3. Enter the topic in the Subject field - Ex. <i>Training files</i> 	 <p>The screenshot shows the AOL Mail interface. The 'Compose' button is highlighted with a red arrow. The 'To' field contains 'lindawade@apogeolutions.com' and the 'Subject' field contains 'Training file'.</p>
<ol style="list-style-type: none"> 1. Enter the message in the body of the text 2. To begin to attach a file, click on the Paper Clip button  3. Tool tip will display the function of the button – Choose files to attach 	 <p>The screenshot shows the email body with the text 'Hello, Attached is the file on Training. Regards, Janet'. The 'Paper Clip' button in the toolbar is highlighted with a red box, and a tooltip 'Choose files to attach' is displayed over it with a red arrow pointing to it.</p>
<p>Clicking on the Attachment button will initiate access to your stored folders and files via the Choose File to Upload window</p> <p>Navigating to the correct folder is the next step</p> <p>Remember the file path is C drive>Training Practice Files> Training Style</p> <ol style="list-style-type: none"> 1. Click on My Computer to see all the drives on your system 2. Note the C drive 	 <p>The screenshot shows the 'Choose File to Upload' dialog box. The 'Look in:' dropdown is set to 'My Computer'. The 'Local Disk (C:)' is selected in the file list, indicated by a red arrow. The 'My Computer' icon in the left sidebar is also highlighted with a red arrow.</p>

3. Double click on the **Local Disk C**

The **Look in** field now reads **Local Disk C**

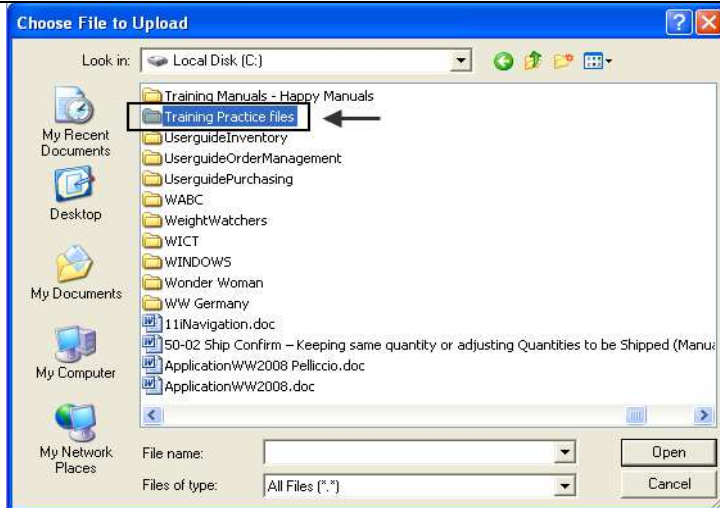
All the folders on the C drive will be listed in alphabetical order (this order can be modified by the user)

1. There are many folders
2. Using the scroll bar below navigate to the **Training Practice Files** folder
3. Click on the **arrow** at the right hand side of the scroll bar until you see the correct folder

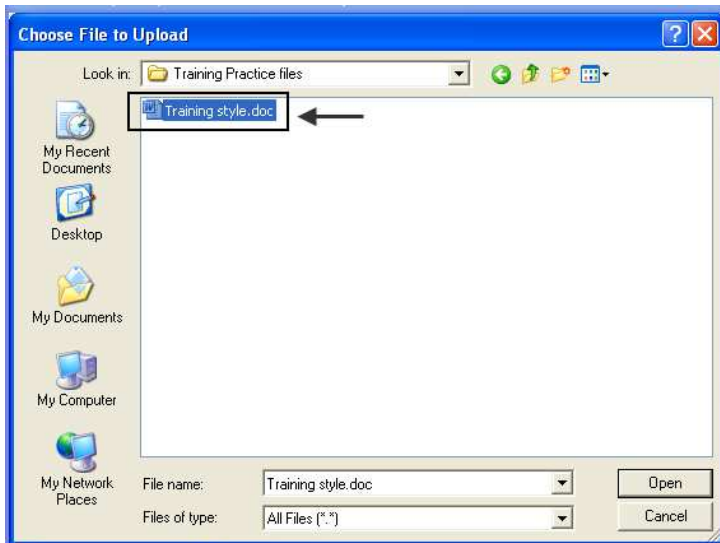


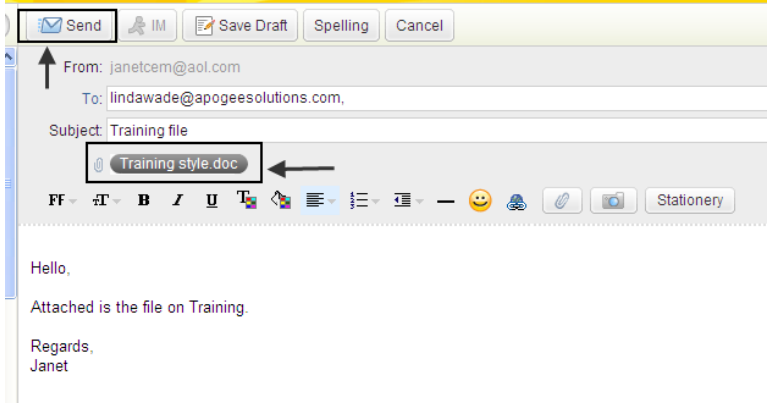
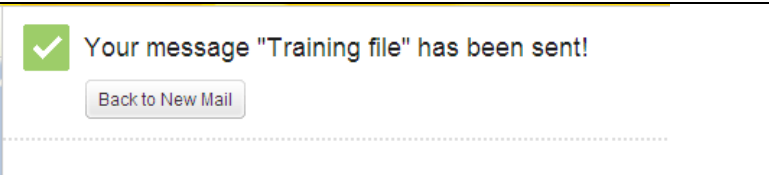
Note: Training Practice Files folder

1. Double click on the **Training Practice Files** folder



2. The **Training Practice files** folder is now in the **Look in** field
3. The screen displays the file within the folder
4. Double click on the file **Training style.doc** or select the file and click on the **Open** button

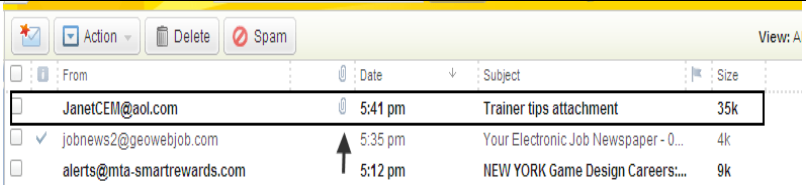
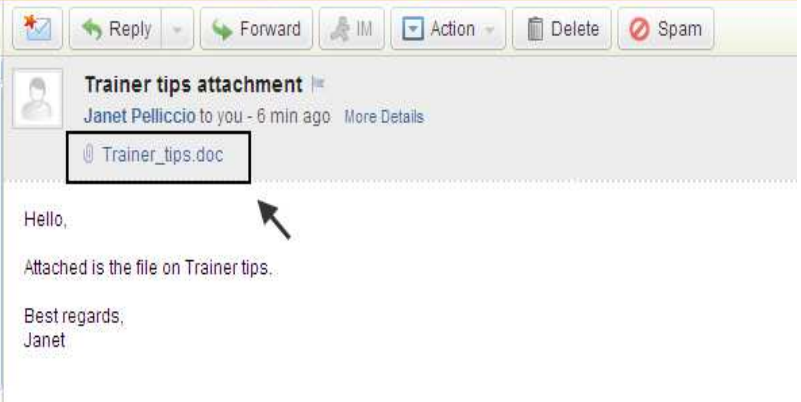
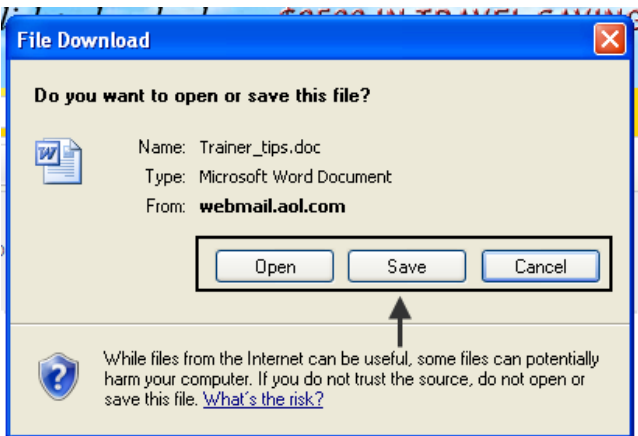


<ol style="list-style-type: none"> 1. The Upload window will close and the file will attach to the email 2. Confirm the file is attached 3. Review text in the body of the email 4. Click Send button 	
<p>Confirmation of email displays</p> <p>The email with the attachment has been sent</p>	

II. Saving (downloading) an Attachment

Scenario: Open an email with the attachment, “**Trainer tips.doc**” and save (download) it to the **Training Practice files** folder.

Note: The **Training Practice files** folder is located on the **C drive**.

<p>Review email list Note: A paper clip icon is posted in the email line indicating an attachment</p>	
<ol style="list-style-type: none"> 1. Open the email (click on email) 2. Note: Attachment is displayed – file is Trainer tips.doc 3. .doc indicates that the file is a Word document 4. Click on the attached file link 	
<p>The File Download window displays with options to Open, Save or Cancel</p> <p>In this example, we are going to Save the file to a folder on the C drive</p>	

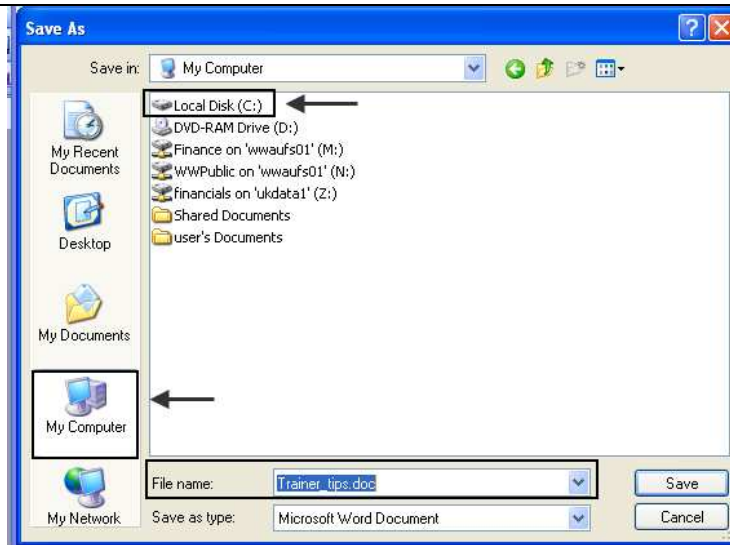
The **Save in** window displays, allowing access to drives and folders on your computer

1. Click on **My Computer**

2. Drives are displayed

Remember the file path is **C drive> Training Practice Files**

3. Double click on **Local Disk C**



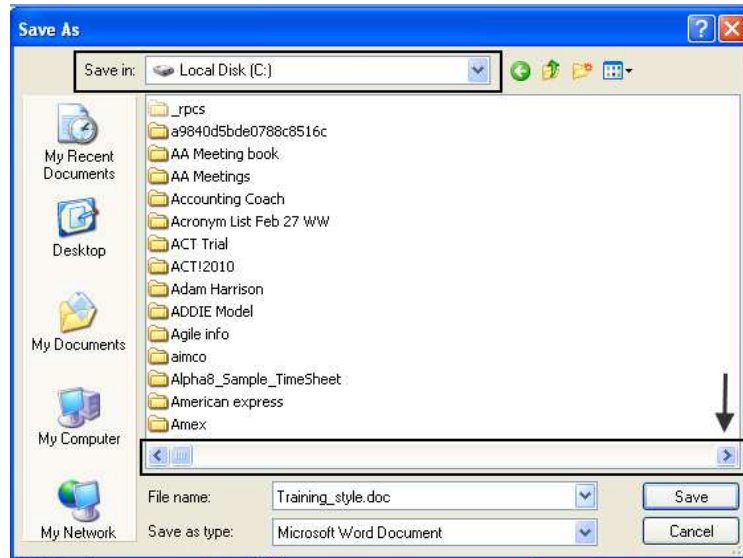
The **Save in** field now reads **Local Disk C**

All the folders on the C drive will be listed in alphabetical order (this order can be modified by the user)

1. There are many folders

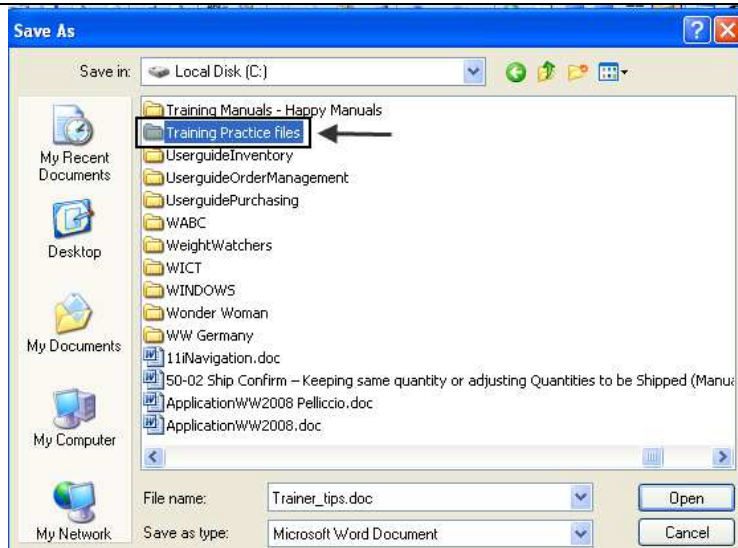
2. Using the scroll bar below navigate to the **Training Practice files** folder

3. Click on the arrow at the right hand side of the scroll bar until you see the correct folder



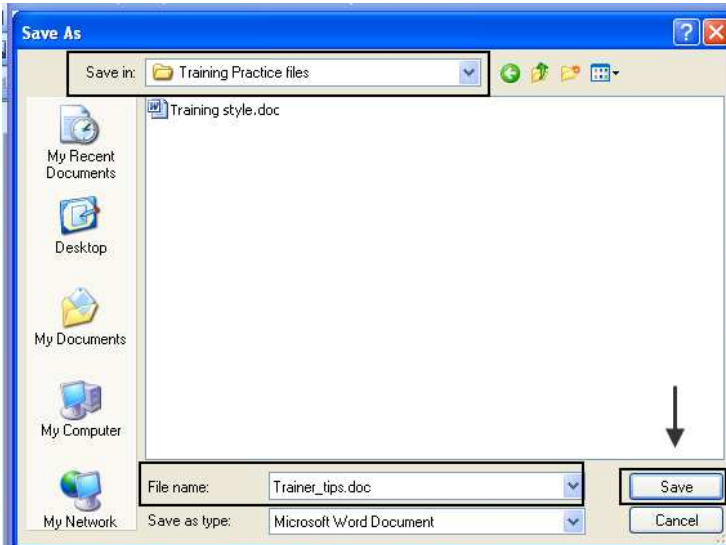
Note: Training Practice files folder

1. Double click on the **Training Practice files** folder



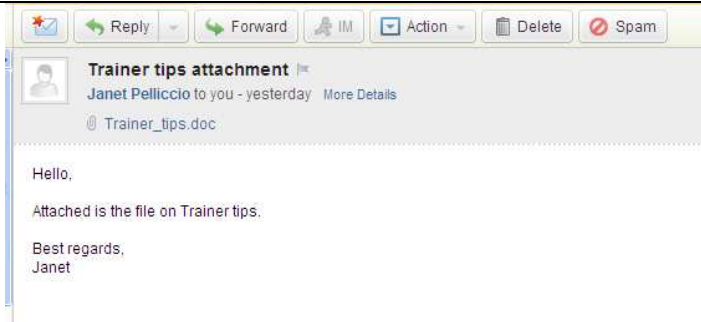
2. The **Training Practice files** folder is now in the **Save in** field
3. The screen displays the current Word files within this folder
4. We will be saving **Trainer_tips.doc** to this folder

Note the **File Name** field contains the name of the file: **Trainer_tips.doc**. (File names can be changed before saving)

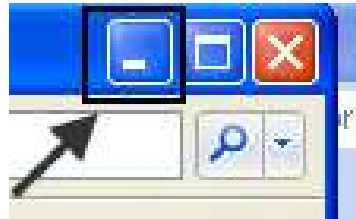


5. Click **Save** button

1. The **Save in** window closes
2. The email redisplay
3. To access the downloaded file, minimize the Email application



4. Click on the **Minimize** button in upper right hand corner of the screen



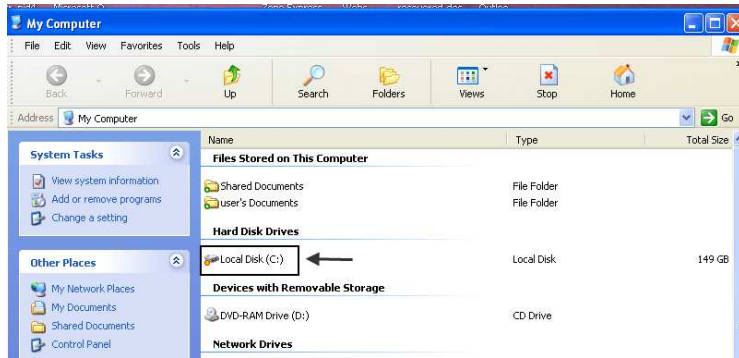
The next step is to open the downloaded file by navigating to the correct folder

1. Locate the **My Computer** icon on the Desktop
2. Double click on the **My Computer** icon

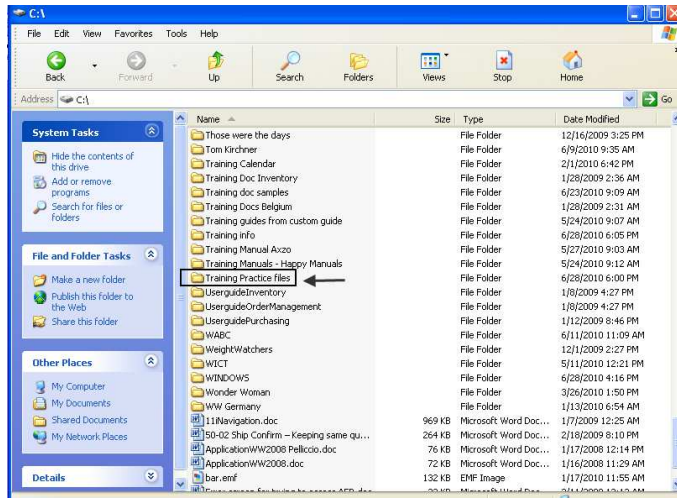


Note the C drive

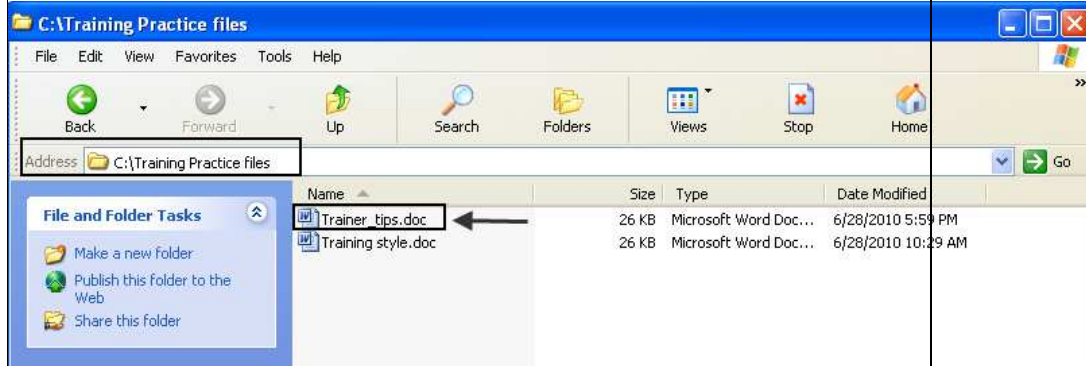
1. Double click on *the Local Disk C drive*



2. Navigate to the *Training Practice files* folder (scroll down)
3. Double click on the folder



1. Files contained in the folder will display
2. Double click on the *Trainer tips.doc* file



3. The Word document will open in the Word application

4. View the document –
Training Tips

File has been downloaded and saved on your computer

