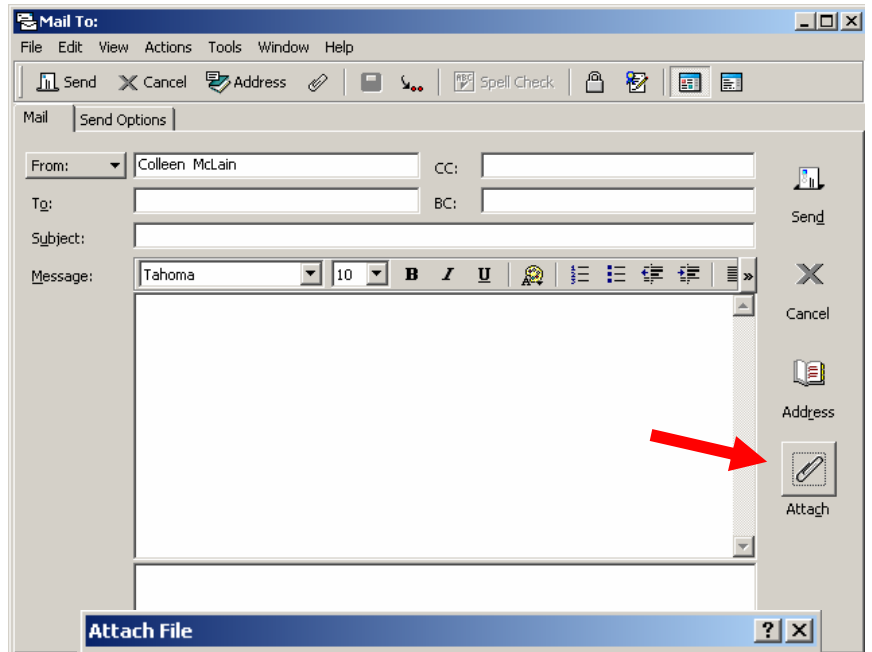
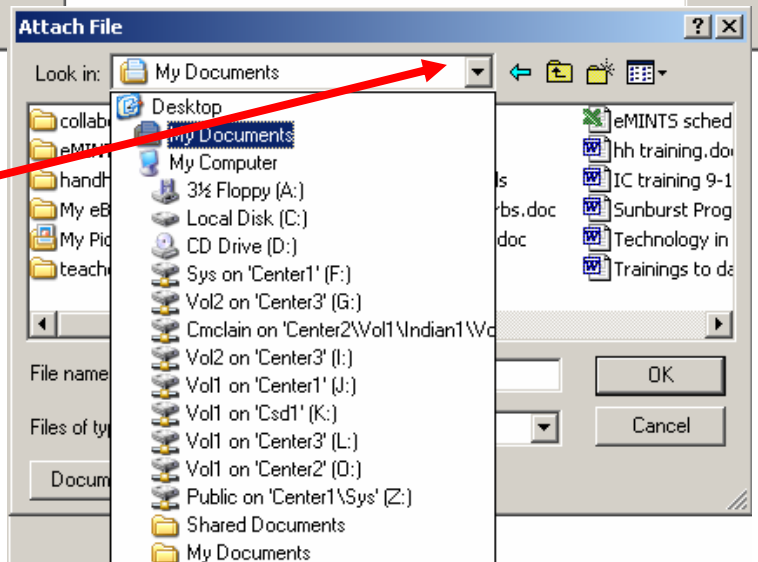


## Sending an attachment

1. Open new mail, fill in who the email is to, and type your message just like you would for a regular email. To make an attachment, click on "attach".



This will cause another window to open for you to browse to the *saved* document you want to send. Use the pull-down menu to browse the desktop, disk, server, etc. to find the document. Once found, click the document, then click "OK".



The document will be attached on your email. You should be able to see the attachments in the bottom window.

