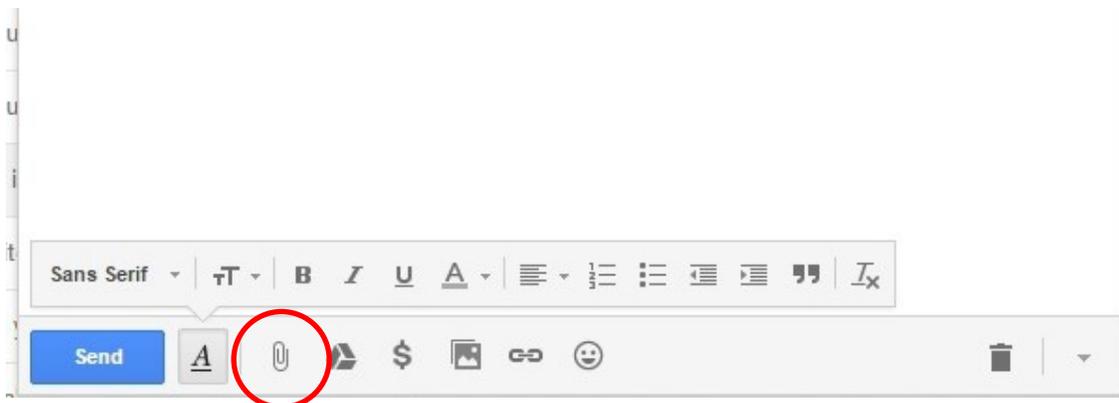


# EMAIL ATTACHMENT CLINIC

## How to Include an Attachment with Your Email Message:

- Save your document or image.
- In your email account, compose a new message.
- Click on the paperclip icon.
- Browse your computer or flash drive for the file you want to attach.
- Select the file, and click <OK> or <Open>.
- Your attachment should now appear on your email message.
- Fill in your recipient's email address, a subject heading, and the body of your email message.
- Click <Send>



## Attachment Etiquette

- Mention in your email message that you are including attachments.
- Remember to actually attach your documents or images!
- Try not to send overly large attachments that will take a long time for your recipient to download.
- Try to use universal file types, such as .PDF or .JPG.
- If you have a lot of files to attach, or files of unrelated topics, send them in separate email messages, with subject headings indicating the topics.