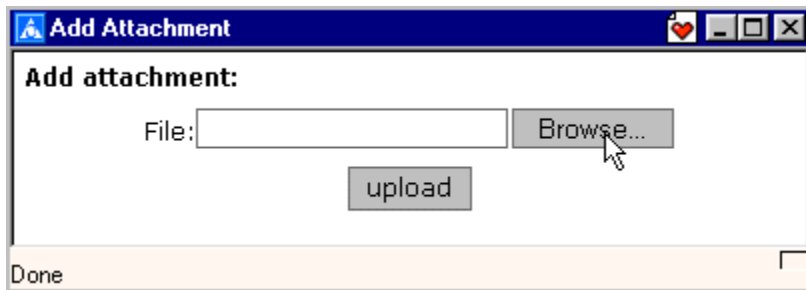


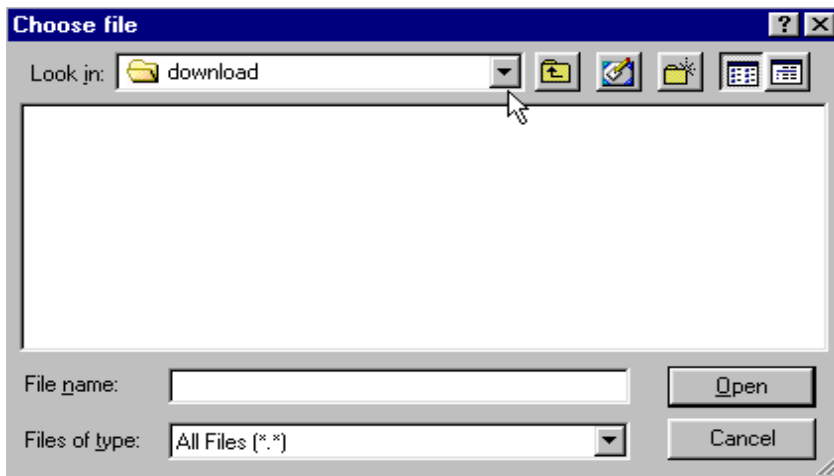
Email Attachments

Click on the "Send Mail" in your "Sent Message" window.
"To"...Type in email address
"Subject"...Brief description
Type message in message box.
Click "Attach New"

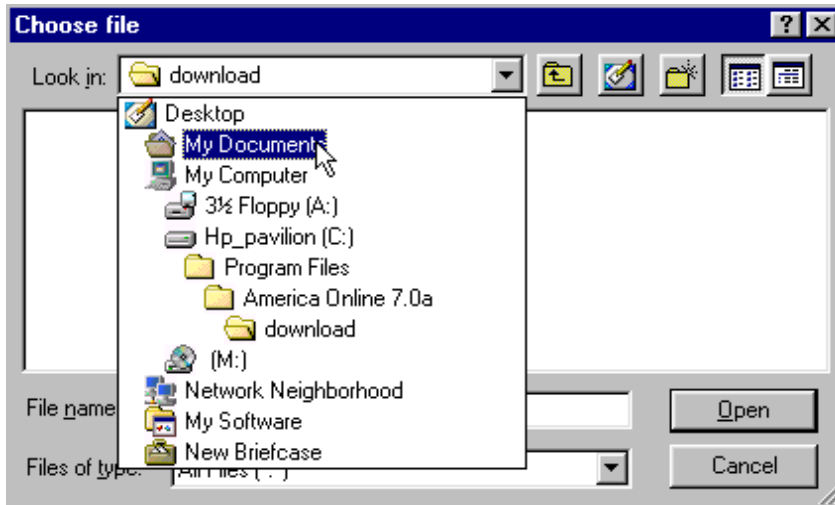
We will attach the file "Friend you created in the folder "My Letters"



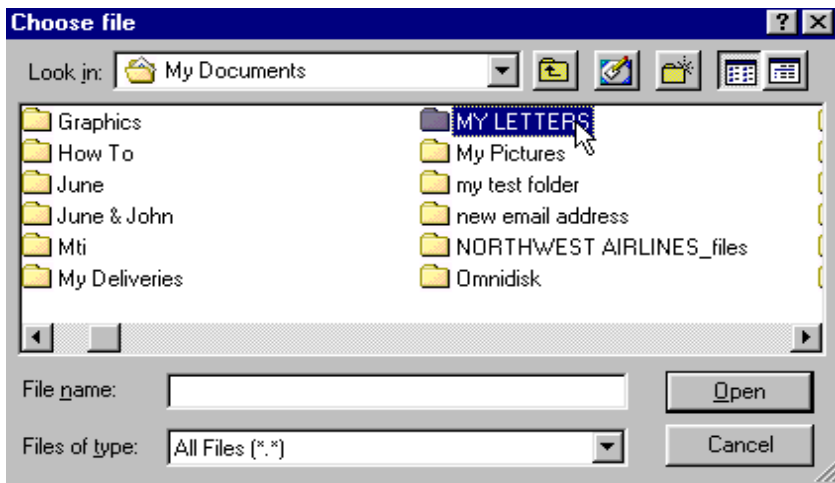
Click the "Browse" button



Click the down arrow button to open option menu.



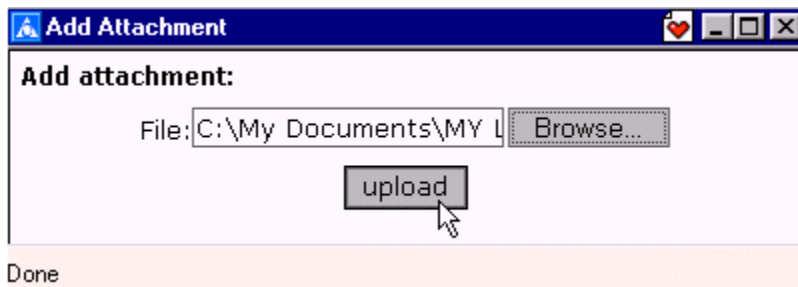
Click on "My Documents" as this is where you put "MY LETTERS" folder.



Click on "MY LETTERS" folder.
Click "Open" to get the file "Friend" out of the folder.

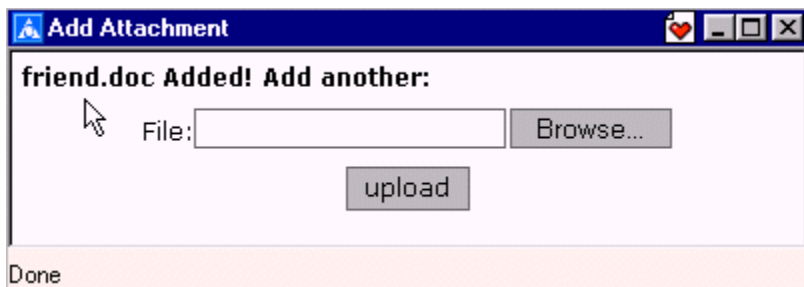


Click "Friend" to highlight.
Click "Open"



Click "Upload"

The next "Add Attachment" window will read "friend.doc. Added! Add another:"



Close the "Attachment" window" (Click the "X" in upper right corner of the "Add Attachment" window.) This will take you back to your "Compose Message" window.




You will see your attachment "Friend" in the Attachment Box.

If there is no more you want to in the message box and there is no other type person you would like to send this to....Click "Send".

Lets Review: "Adding Attachments"

**Click "Send Mail".
"Subject" ...Brief Description.**

Type message in message box.

**"To" ...Type email address.
Click "Attach New"
Click "Browse"
Click the down arrow button "
Click "My Documents"
Click "MY LETTERS" folder
Click "Open"
Click "Friend"
Click "open"
Click "Upload"
Click "X" to close window
Click "Send"**

This window confirms the Who, When, What & Where your email was sent.

