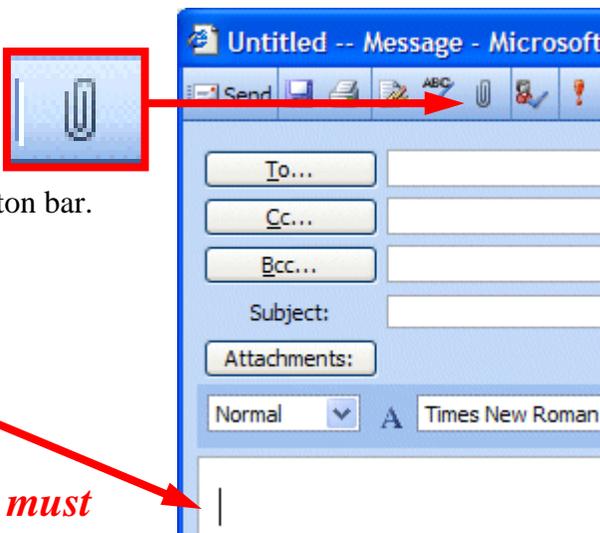


## Adding, Sending, Receiving, Viewing, and Saving Attachments

There are many times when you want to **send** a **Word document**, **Excel spreadsheet**, **PowerPoint presentation**, **picture**, or **file** of some type to someone, or be able to receive one. Outlook Web Access 2003 makes this relatively simple. The items indicated above are sent as “**attachments**” to your e-mail.

When you are sending an e-mail message and want to “**include**” an **attachment** it is relatively easy. When you are in the **Untitled-Message**, the **Forward** or **Reply** screens, you will notice a “**paperclip**” in the button bar.

**Text Area - Cursor**

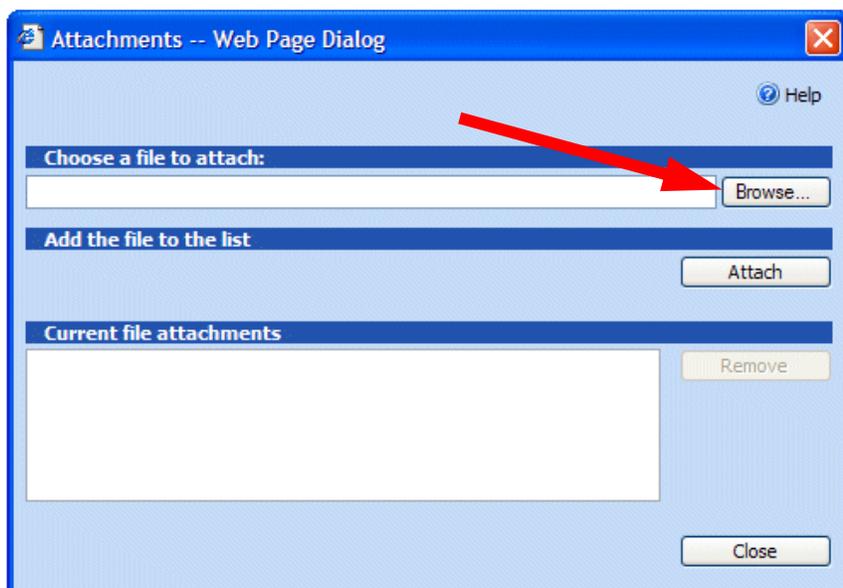


To **add** a **file (attachment)** to you message, you **must** **be in the “text” area** to do so.

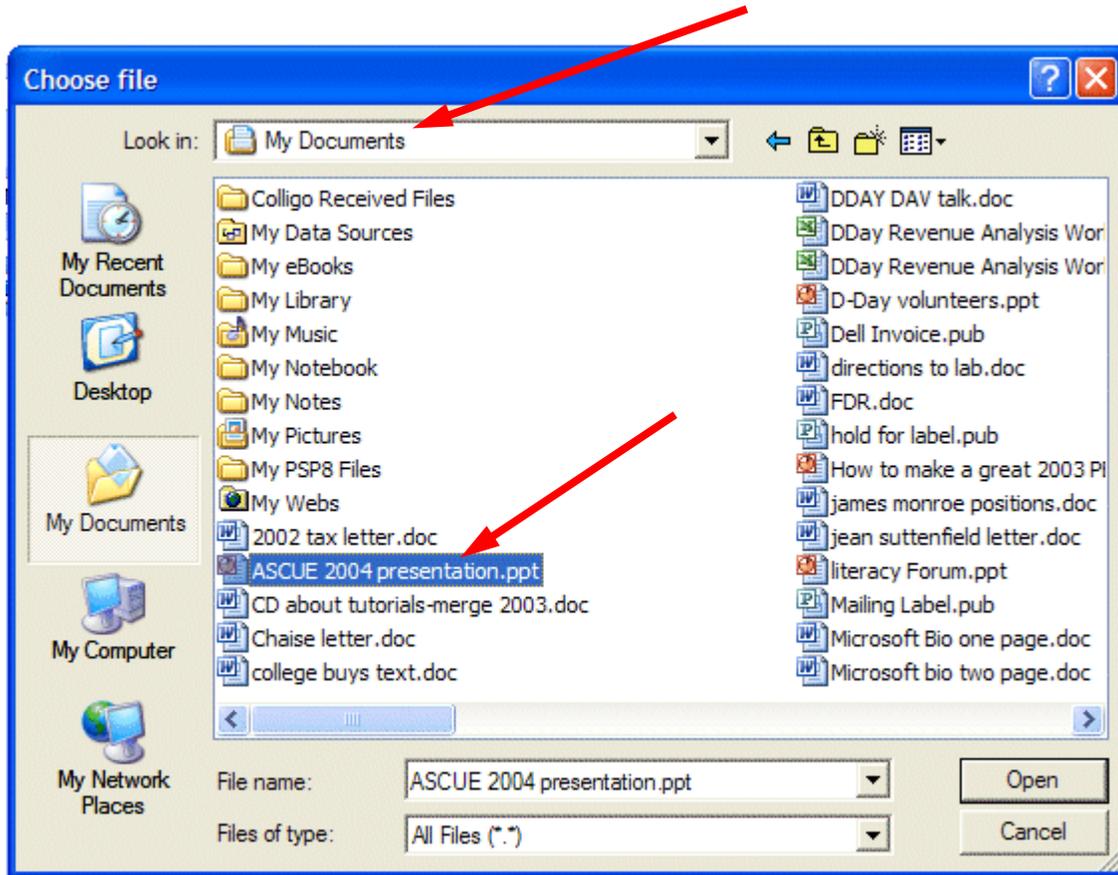
You **cannot add** an attachment **if you are in the To..., Cc..., Bcc..., or Subject areas**. You will see your **cursor “flashing”** in the **text area** so you will know you are in the correct area. **If you are in the To..., Cc..., Bcc... or Subject areas**, you will not “**see**” the **paperclip** clearly. You will see a definite outline of a paperclip (like the one above) when you are in the text area.

This **paperclip** is the **button** that **allows** you to **insert** an **attachment in your e-mail message**. **Go to the place, in your e-mail message, where you want the attachment located (in the Text Area)**. Most often, people place attachments at the beginning or end of their messages. When you are at the point where you want the file (attachment) located, **click on the paperclip**. The following **Attachments menu screen** will appear.

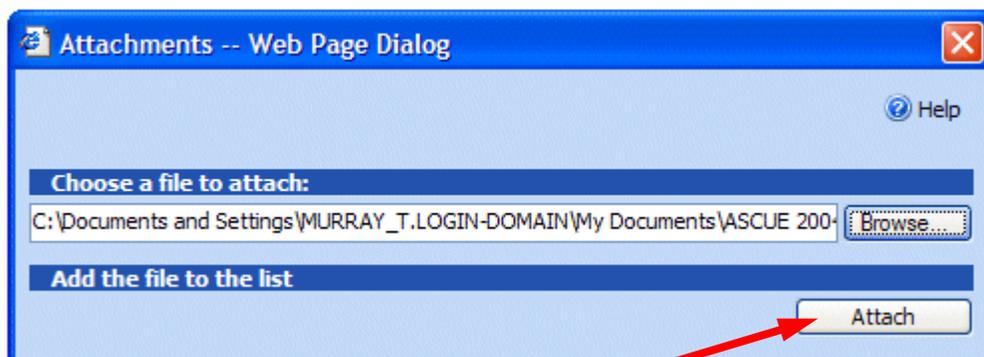
When this **Attachments menu screen** appears, **click the Browse Button** on the **right side** of the screen (see **arrow at right**).



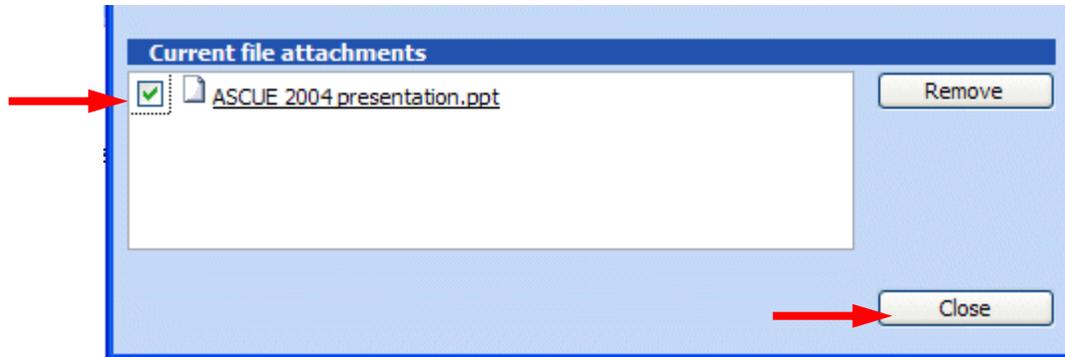
When you click the Browse button, the following **Choose file** menu screen will **appear**.



When this **Choose file** menu screen appears, choose the **location** of your **file (attachment)** on your computer (A or C drives, etc., or on a network drive) by using the **Look in:** area (see the **arrow** above – we have chosen **My Documents** on the **C:** drive). Then choose the file by **clicking on it** (we chose a **PowerPoint** file called **ASCUE 2004 presentation.ppt** for our attachment). Click on **Open**. You will now **return** to your **Attachments** menu screen. Your screen should look similar to the one below. Now **click** the **Attach** button (see **arrow** below).

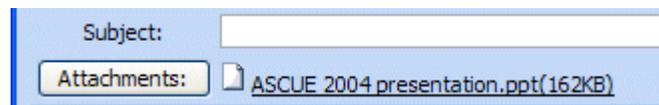


When you click **Attach**, the lower portion of your Attachments menu screen will blink and look similar to the image below.



In order to “attach” your file to your message you’ll need to tell Outlook Web Access 2003 that this is the file to attach. You do this by **clicking** in the **little square to the left of your file**. When you do, a **small check mark will appear in the box**. When your screen looks similar to the image above, **click** the **Close** button.

When you click the Close button, you will return to your message. The Attachments area of your message should now show your attachment – similar to the image below.



When you or, another person, receives this attachment, all you have to do is **double-click** on the **attachment** and it will load into the proper program! Or, you **can RIGHT click the mouse on the attachment**, and a **menu will appear**. Once you have the document in its normal “environment,” you can save it, etc. Pretty neat!