

Having trouble with attachments?

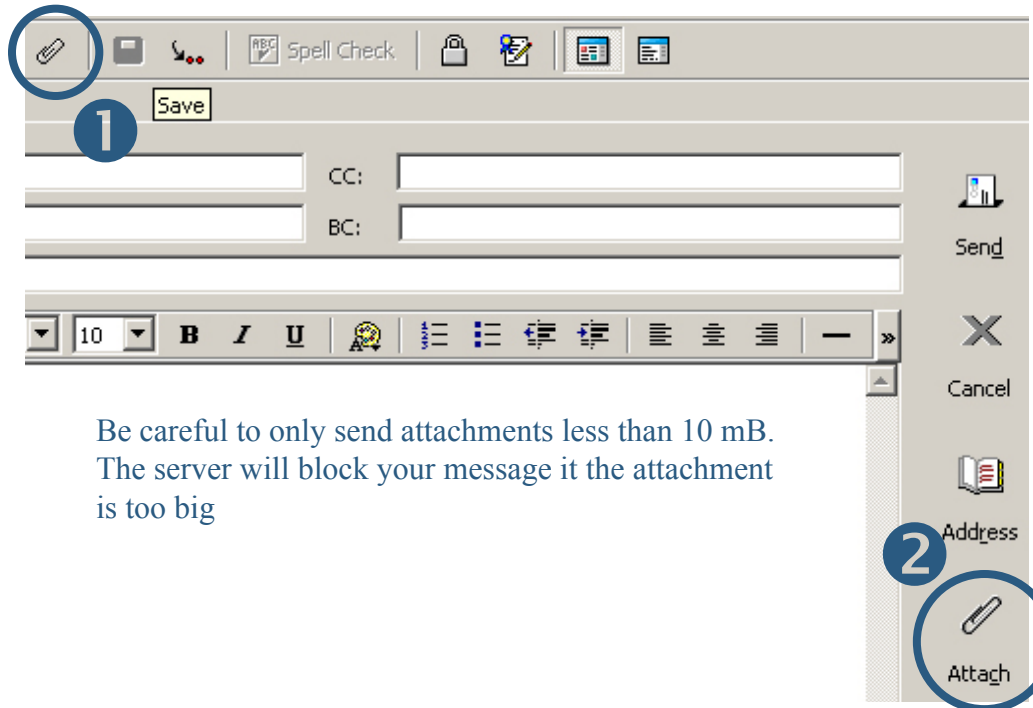
Not sure how to send someone a picture or a Word file via email?

# How to Attach any File to an Email!

There are two simple ways to send attachments with an email.

1. Click on the paper clip symbol above the address lines (figure 1.)
2. Click on the paper clip symbol to the right of your message area. (figure 2)

Once you click on the paper clip, navigate to where you have stored your file on your computer (My Documents, Share Drive, etc...) and double click on the file you'd like to attach. Finish typing your message and click send — the attachment is on its way.



Be careful to only send attachments less than 10 mB. The server will block your message if the attachment is too big