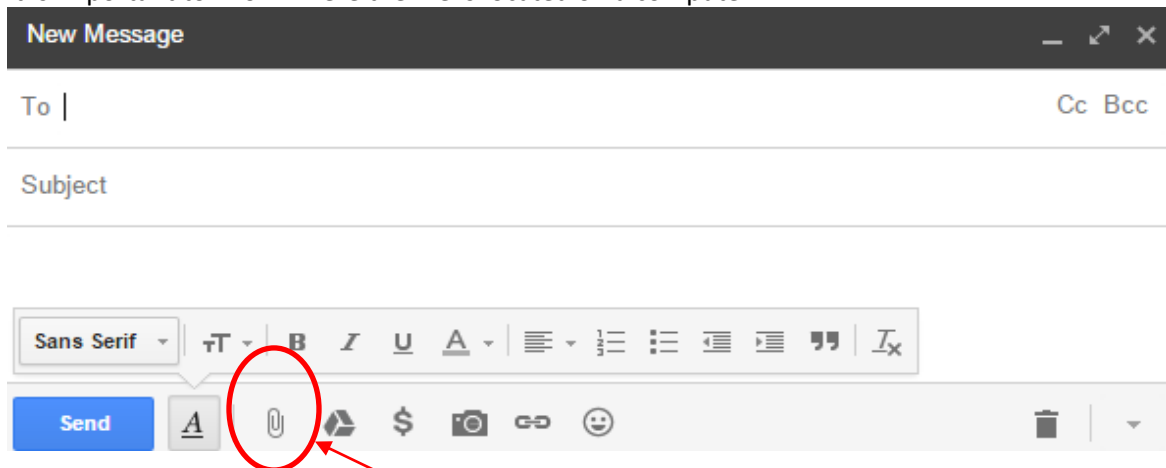## What is an Attachment?

- You have the ability to send previously written documents, pictures, and other files via email.

- When you send a picture or additional file through email it is called an attachment.

- Sending an attachment will not remove the original file from your computer. You are simply sending a copy of the file.

- Email providers might have a limit (usually 10 MB) on the size of file, which may be sent and received as an attachment.

- It is important to know where the file is located on a computer.

7 Simple Steps for Sending a Picture

1. Create/Compose Mail button

2. Type the recipients' email address in the "To" box

3. Type the message in the "main message" area to go along with the picture.

4. Click on the attach button which is represented by a paper clip. 📎 When you click on the paperclip a browser window will appear, which enables you to search through your computer for the picture you want to send.

5. Locate the desired picture and click on it once.

6. Click the OPEN button.

7. Click the SEND button

Opening an Attachment

If someone has sent you an email message with an attachment you will notice a paperclip ⫽ next to the subject line. (Caution: attachments could contain viruses).

1. Open the e-mail message

2. E-mail systems will display your attachments in two ways:

- Sometimes they display your attachments automatically and you will need to use the scroll bar on your screen to view all the pictures that where attached to the email

- If the attachment does not open for you already in your email, you simply need to go to the attachment itself and simply double click on those attachments (usually located to the right of the attach: heading). The attachment will open up in a new window.

More about Attachments

- o The may contain viruses. A virus is a computer program that can copy itself and infect a computer without the permission of knowledge of the user. To protect your computer install a virus protection program, before opening scan attachments for viruses, and delete any suspicious mail.

- o You might not be able to open/view all attachments sent to you because most likely you do not have the program on your computer to view the attachment. If this happens you might want to e-mail the person back to see if the can resend the file so that you can open it**.**

- o To identify what type of program is associated with the attachment look at the filename extension. An extension is a suffix to the name of a computer file to indicate the programs file format used to create the file. Some common file formats include: .bmp, .gif. & .jpg for images, .doc, .txt & WPD- for Word Processing, .wav, wma & MP3/MP4 for sound, .exe for applications/programs and .pdf for Acrobat Reader. Search for file extensions at http://filext.com or http://www.file-extensions.org

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