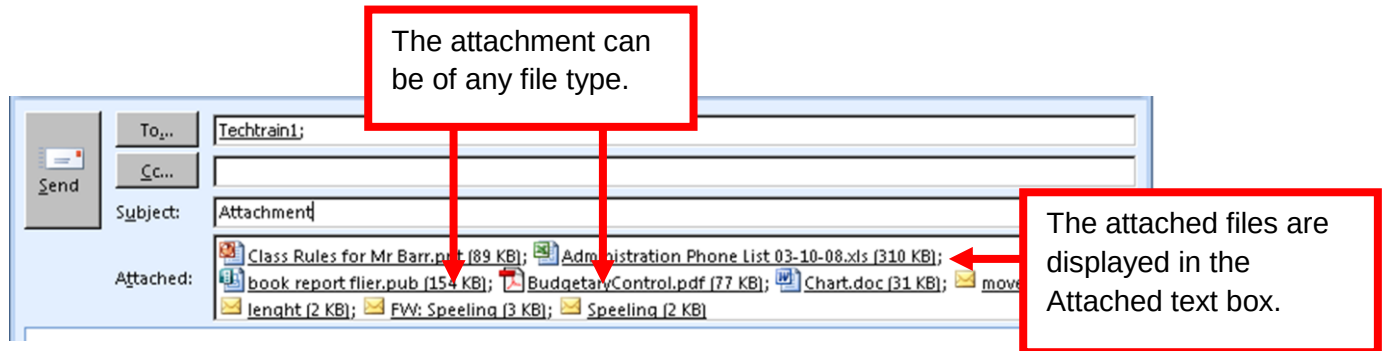


Attachments

Attachments are any type of file or item that needs to be included with an email. Attached files are displayed in the Attached text box, below the Subject text box. Attachments can be any type of file, and is designed with an icon representing the specific file type.



File Type and Size Guidelines

- Make sure the recipient of an attachment will be able to open and read the attachment. The recipient must have the application in which the attachment was created, or a similar application.
- Be aware of attachment size, as a large attachment will use a lot of space and might delay the opening of an item to which it is attached.
- The attachment size is limited in a mail server. Attached files will only be sent or received if they are less than 5mg.

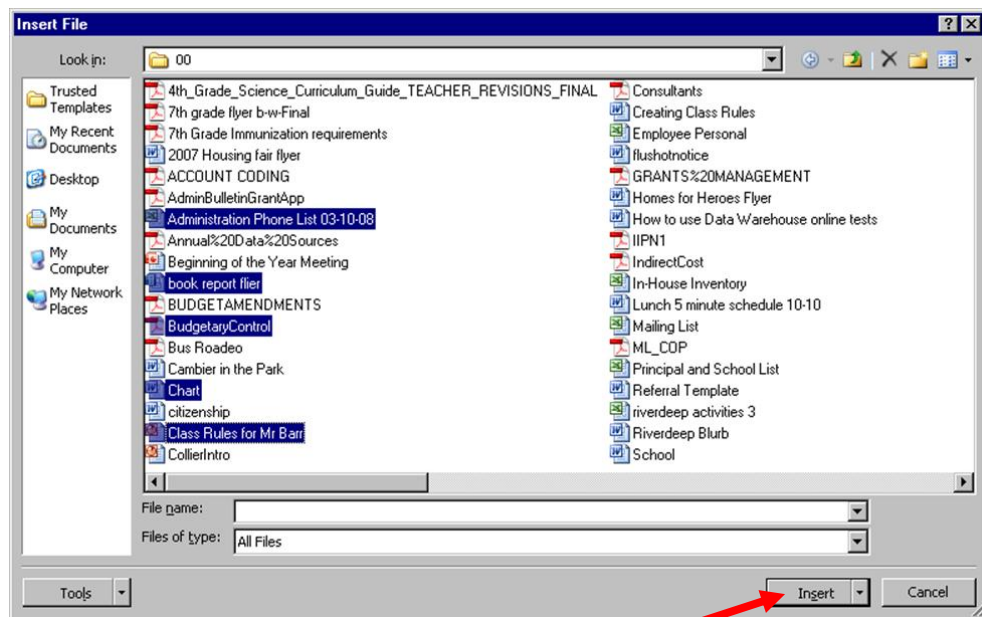
Attachment Options

<i>Option</i>	<i>Description</i>
	Attaches any file type to the message.
	Attaches another email message to an email that you are currently working on.

Attachments

Attach a File

1. Click the **Attach File** button to open the Insert File dialog window.
2. Select the file(s) you want to insert from the folders on your computer. In the Insert File window use the windows browser to find the file.
 - a. If attaching multiple files from the same directory you can click the first file name, hold the SHIFT key and click the last file name for files listed in sequence.
 - b. If files from the same directory that are not in sequence click the first file name, hold the CTRL key and click on each file to attach.

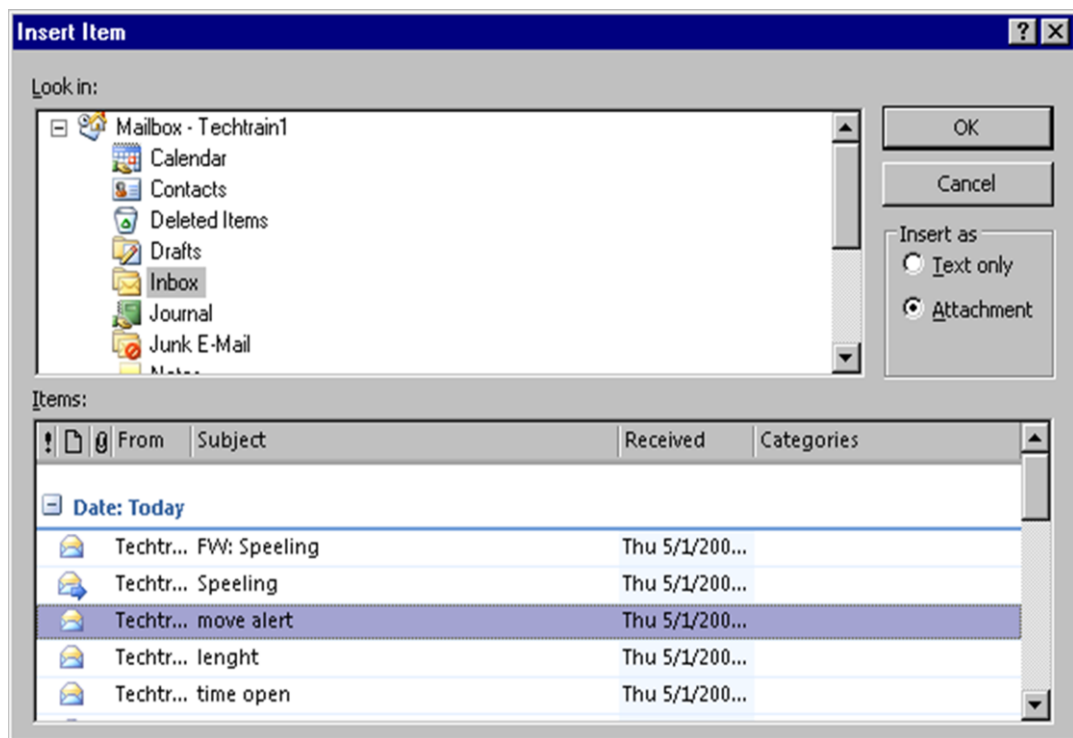


3. Once you have selected your file(s), click the **Insert** button. The name of your attached file will now display in the **Attached:** field in your e-mail.
4. If files are in multiple folders repeat Steps 1, 2 and 3 above.
5. Click the **Send** button.

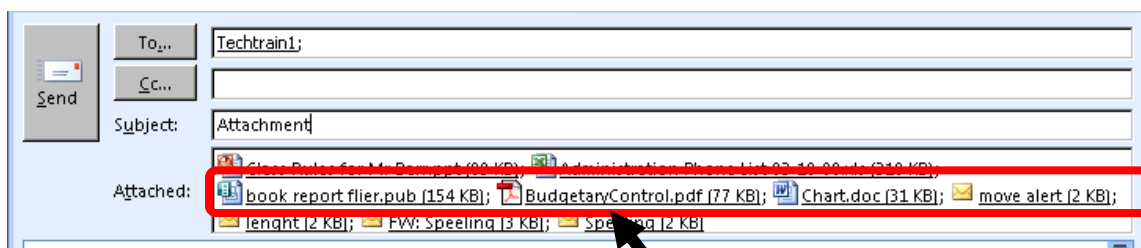
Attachments

Attach an Item

1. Click on the **Attach Item** button.
2. In the insert items window choose the folder(s) that contains the item(s) you want to attach.



3. Click the item you want to attach.
4. Click **OK** to attach the item.



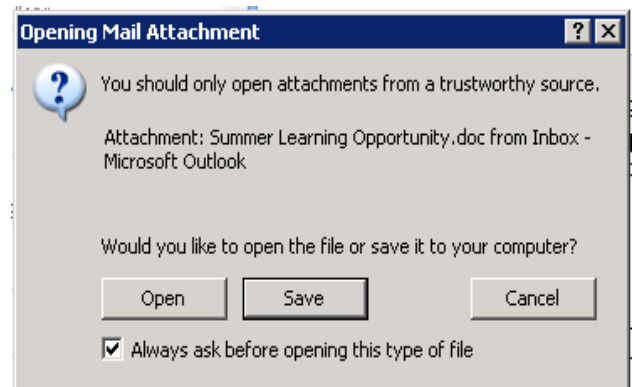
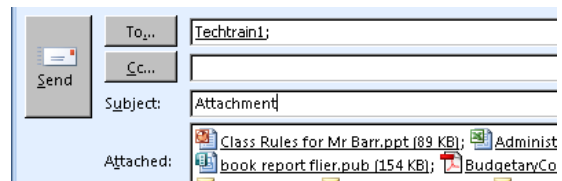
Attached
Items

5. Click on the **Send** button.

Attachments

Open an Attachment

1. Open the message with the attachment.
2. Double click on the Microsoft Office attachment and the Opening Mail Attachment window appears.
 - a. To open the attachment with the associated application, click Open. If the attachment is a word document and Microsoft Word 2007 has not been opened prior to opening an attachment the Reading Screen view may appear. Check the box before Don't open attachments in full screen reading view again, click OK and you can view the document by pages. If you click OK and forget to check the Don't open attachments in full screen reading view again, press the Escape key to view the document by pages.
 - b. To save the attachment click Save. Choose the location to save the file.
 - c. Click Cancel to stop the opening of the attachment.
3. Other attachment types will open and will not display the Opening Mail Attachment window. (For example: A .PDF attachment will open with Adobe.)
4. Or right click the attached file and select the appropriate action. This can be done in the opened message or in the Reading Pane view.



Actions are:

Preview: A warning message will appear, click the Preview file button if you trust the message sender to see the attachment in the message area of the e-mail.

Open: Open the attachment in the associated application.

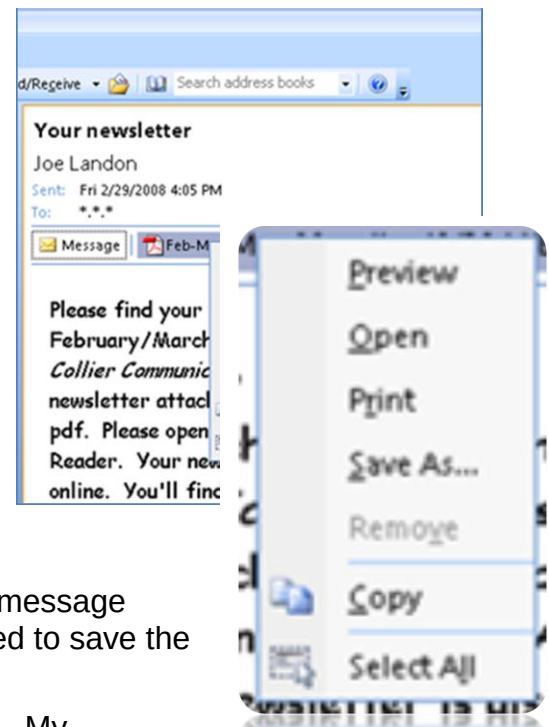
Print: Print the attachment to your default printer.

Save As: Save the attachment to the desired location.

Remove: Remove the attachment (from the opened message only). When closing the message you will be prompted to save the changes to the message.

Copy: Copy the file to paste in a desired location (i.e., My Documents).

Select All: Select multiple attachments to Save As or Copy as needed.

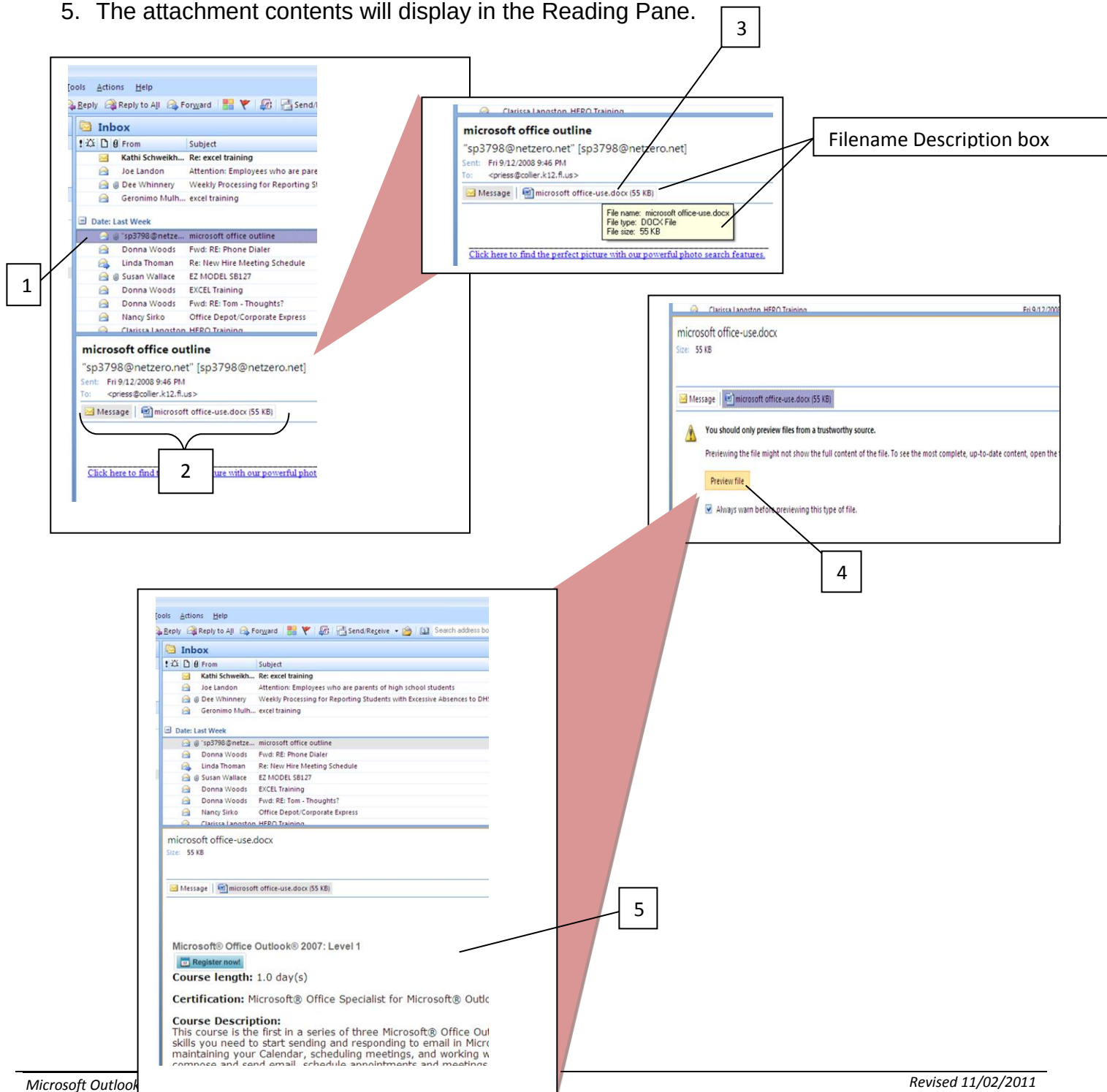


Attachments

Preview an Attachment

Attachment Preview enables you to preview an e-mail attachment without having to open it.

1. Select the e-mail with the attachment you want to preview.
2. In the Reading Pane, above the e-mail message, the attachment filename is displayed.
3. Click on the filename.
4. Click the **Preview File** button.
5. The attachment contents will display in the Reading Pane.

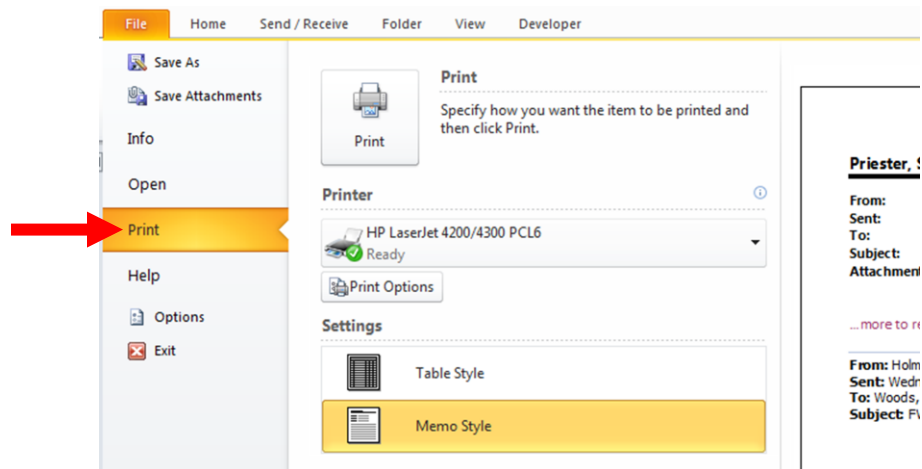


Attachments

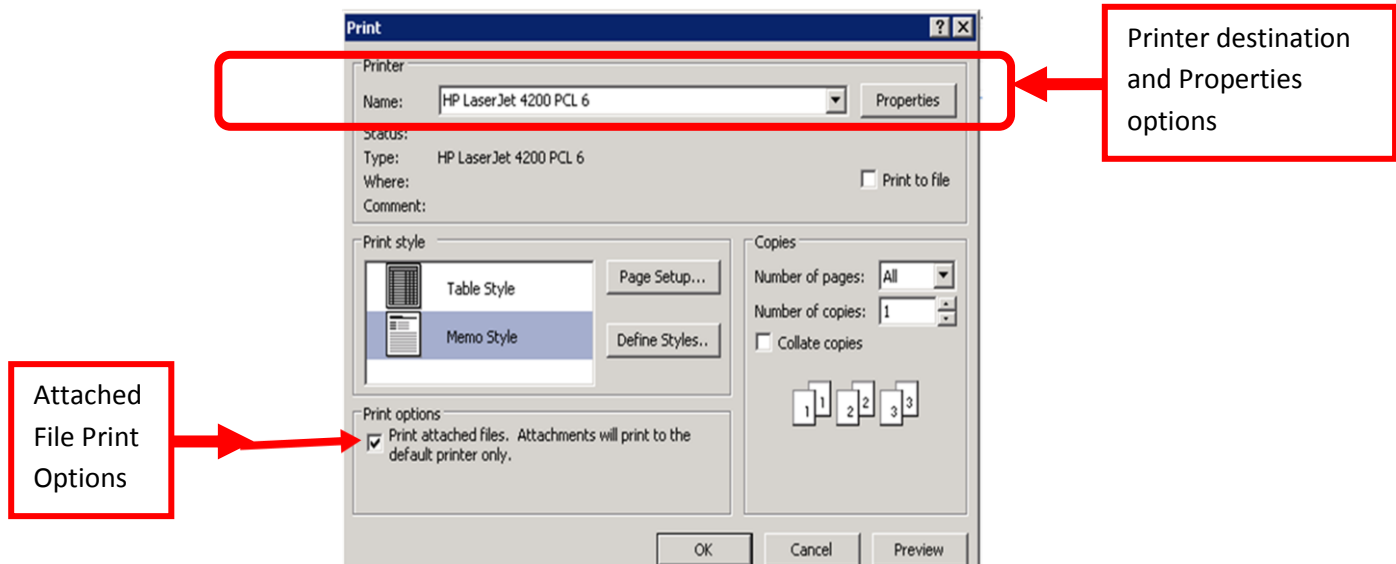
Print an Attachment

To print the attachment from the closed message in the Items Pane:

1. Highlight the message with the attachment.
2. Click the **File** tab.
3. Click **Print**.
4. Click **Print Options**.



The Print Dialog window will open.



5. Check the **Print Attached files** check box.
6. Check the printer destination if necessary.
7. Click **OK**.



Note: In the Copies area of this window choose to print All, Odd or Even pages with the Number of pages: field. Run multiple copies by clicking the spin arrows in the Number of copies: field. With multiple copies check the box for Collate Copies and look at the collating preview.