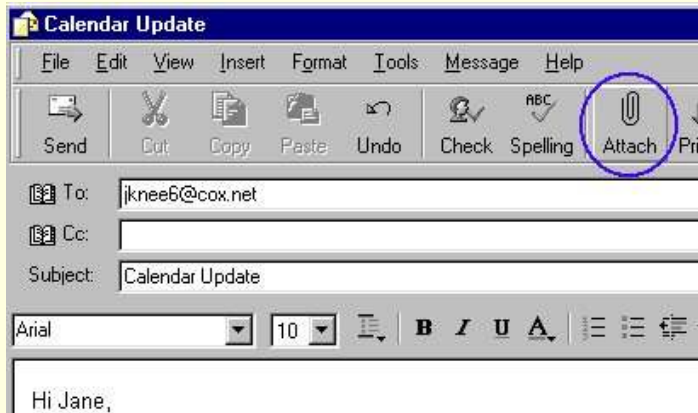


IMPORTANT NOTE: If you have not yet saved your form, please do so before going on. To exit this page, press your browser's "Back-arrow" and go back to the help page. Then select the link "Saving Your Files" for additional help.

Attaching Documents in Outlook



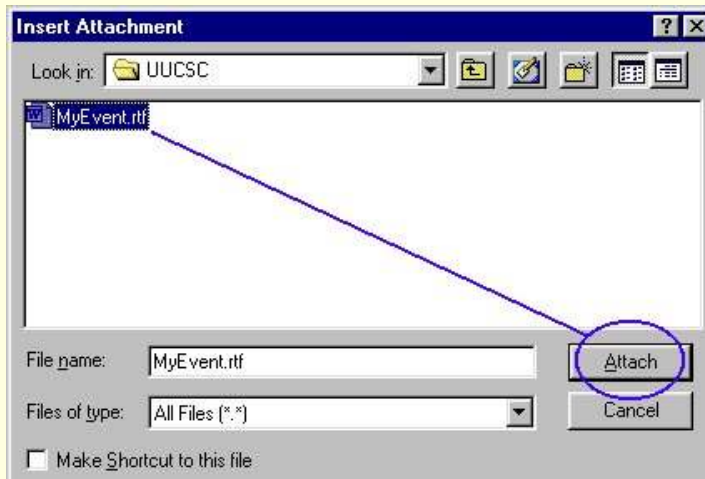
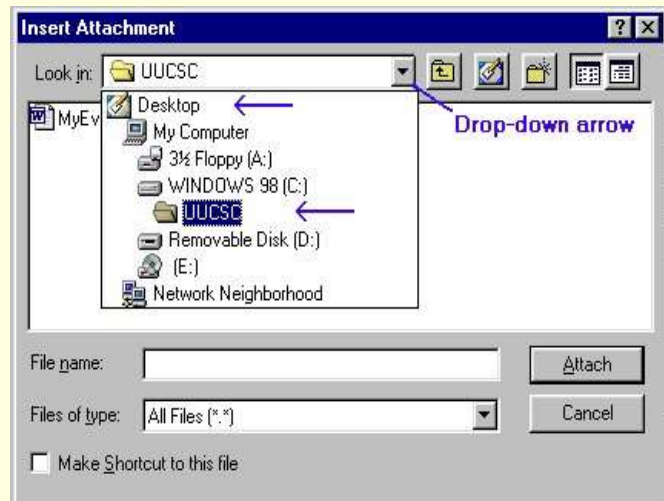
Step 1:

Compose your message, which should already be addressed.

Press the "Attach" button, or (for you menu users) select: Insert > File Attachment...

Step 2:

Press the "Look in:" drop-down arrow. In this example, the file was stored in the directory/folder "UUCSC". Many people temporarily store files on their Desktop instead.



Step 3:

Single-click your file, and then press the "Attach" button. You can also accomplish the same thing by double-clicking the file name instead.

Step 4:

Your email attachment should be visible in the “Attach:” window. You can attach more files by repeating the process.

Press the “Send” button to send your message.

