

**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 Yahoo!



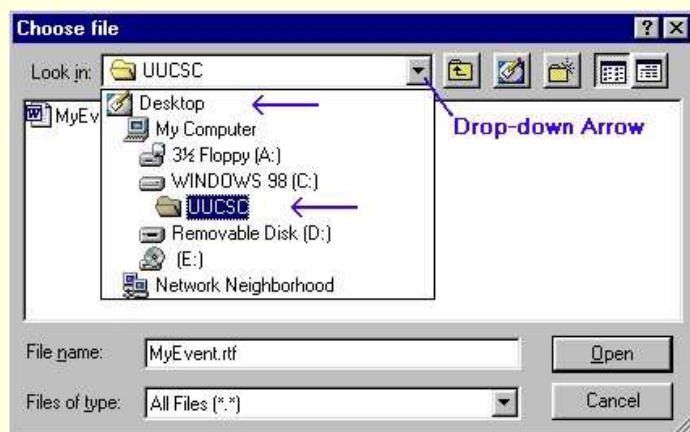
**Step 1:**

**Compose your message, which should already be addressed.**

**Press the "Attach Files" button.**

**Step 2:**

**Press the "Browse" button for "File 1".**

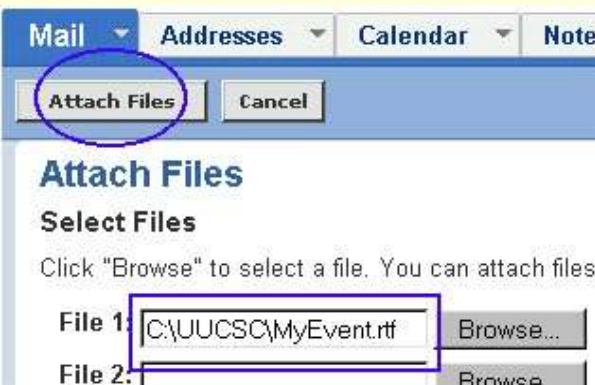
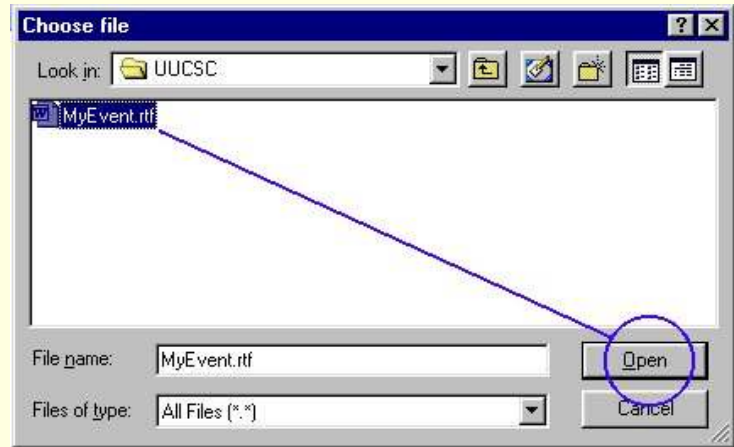


**Step 3:**

**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 4:

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

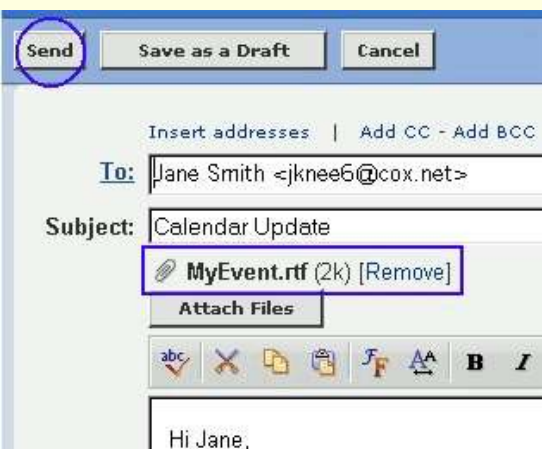


#### Step 5:

The file you selected will be shown on the screen. If you want to attach another file, press the “Browse” button for “File 2”. Repeat steps 3 and 4 as required. When finished, press the “Attach Files” button.

#### Step 6:

Your attached file(s) will be shown on the screen. You can attach still more files by pressing the “Attach More Files” link or remove a file by pressing the “Remove” link. When finished, press the “Done” button.



#### Step 7:

The attached file will be shown on your email message. Press the “Send” button to send your message.