Email Attachments

When you send email, you can also send an email attachment. You send it *with* your email but it is outside you email message. Attachments are good, but you have to be careful for important reasons.

1. Sometimes people worry about a computer virus. When people get a virus, we get sick with a cold or the flu. When your computer gets a virus, your computer cannot work. A very bad computer virus will hurt your computer a lot. You might need a new computer.
2. Sometimes people cannot open (read) your email attachment. Why? Some computers are older, or have a different program, so all computers do not speak the same language.

How to attach a file:

1. Start your email message.

2. Find the little paper clip. Click on attach a file.

3. Click on Browse. (This means go find.)
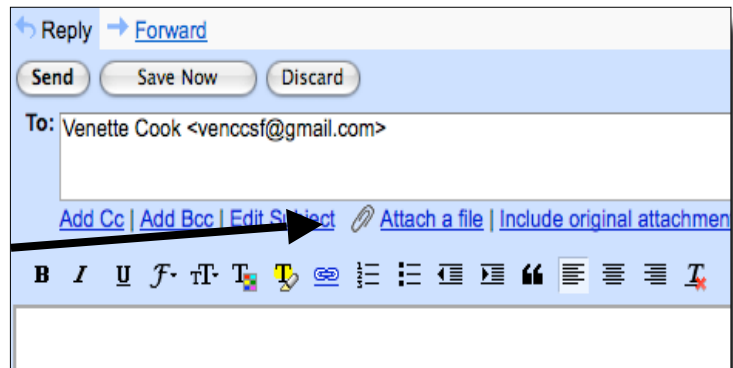
4. Find the file you want to attach. Look around! You can find it in a folder or on your desktop. For our first class attachment find the file: **mistakesone.doc**

5. Click open. Your computer **attaches** this file to your email and goes back to your email message quickly.
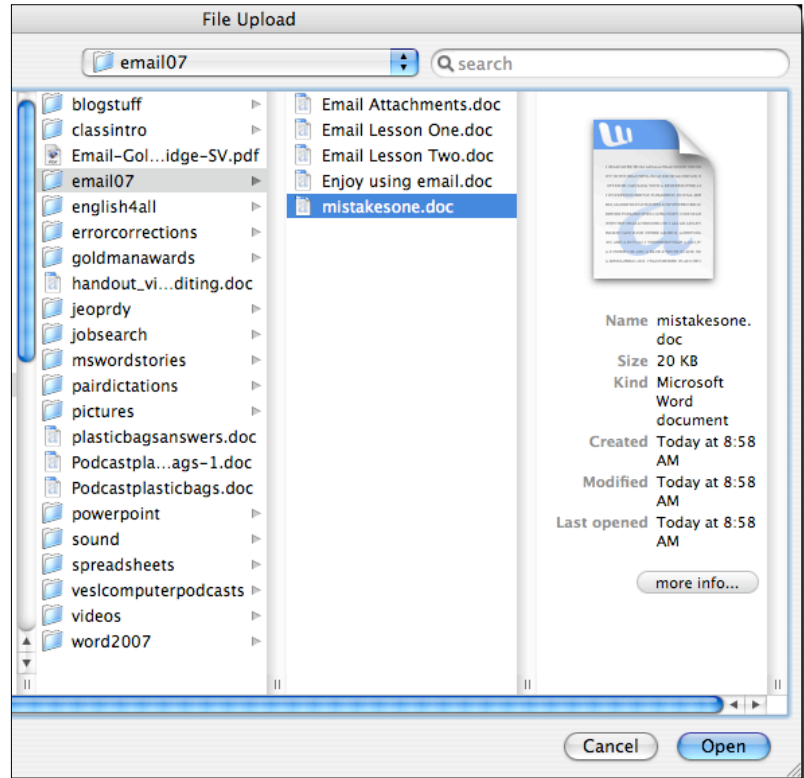
6. Look for the attachment on your email. If you see it, you did it! You can send your email now and the attachment goes with your email.

7. If you do not see the little paper clip with the file, go back to browse (step 3) and repeat.