General Directions for Creating Attachments

1. **Open Microsoft WORD**
2. **Create the document in the usual manner.**
3. **Save the document. Make a mental note (or a written note) of exactly where you saved the document and what you named the document.**
4. **Open your email and click on** *New Mail Message* **or** *Compose a New Message.*
5. **Insert the email address of the person to whom you are corresponding on the** *TO* **line. Remember: It must include the @ symbol.**
6. **On the** *SUBJECT* **line, briefly (VERY BRIEFLY) tell the email recipient what the message is about. A Word of Caution: Do not open email from someone you do not know, and always look at the subject line for suspicious emails.**
7. **Click on the icon that represents an attachment, usually a paperclip, or click on** *Attach* **or** *Attachment.* **Choose** *File* **(You are going to attach a file.).**
8. **The Attach File window will open. You will see** *Find File:* [   ] Browse
9. **Click on the** *Browse* **button. The** *Choose File* **window will open, and you will need to search for the document or file you just created and saved.**
10. **Double click on the document's name or the name of the file. That document/file will appear in the** *Find File* **box.**
11. **Click on** *Attach* **or** *OK.*
12. **You will now see an attachment message beneath the subject line of your email message or beneath the email message window.**
13. **Review the message and/or proofread carefully.**
14. **Click on** *Send.*

General Directions for Opening/Saving/Printing Attachments

1. **When you open an email that includes an attached file, you will see an icon that represents the attached file in the lower section of the window, or you will see a paperclip that represents an attachment. Double click on the icon and the attachment will open in Microsoft WORD, or right click on it and choose** *Open in Microsoft Word.*
2. **After the attachment has been opened, you can save it or print it in the usual manner.**