

EMAIL "ATTACHMENTS" in AOL

You can **"attach"** both pictures and documents to an email.
You can also **"insert"** a picture in an email (see **"INSERT PICTURES IN AOL EMAIL"** instructions)

These instructions are for **"Attaching"** to an email using AOL Email.

- 1 Open a new "Write" email window as you normally would.

- 2 Address it
Add a subject
Type your message as you normally would

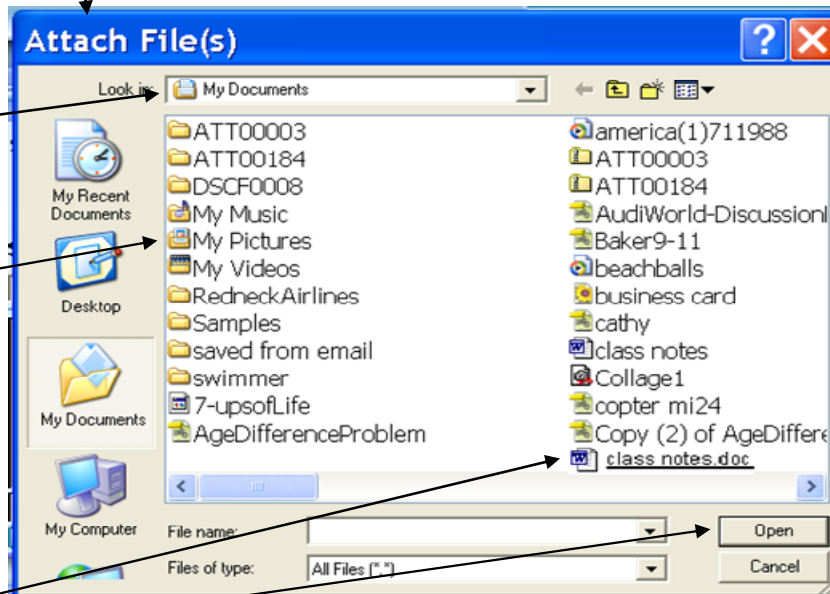
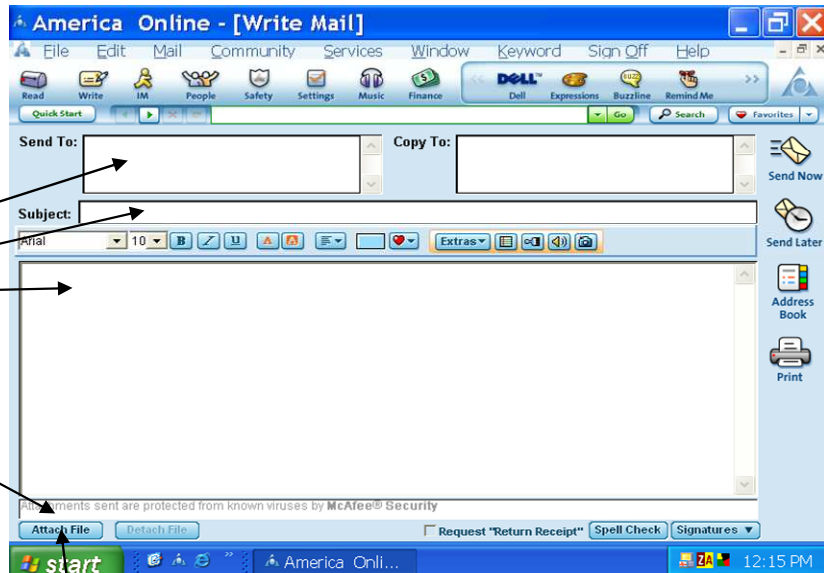
- 3 Click on **"Attach File"**

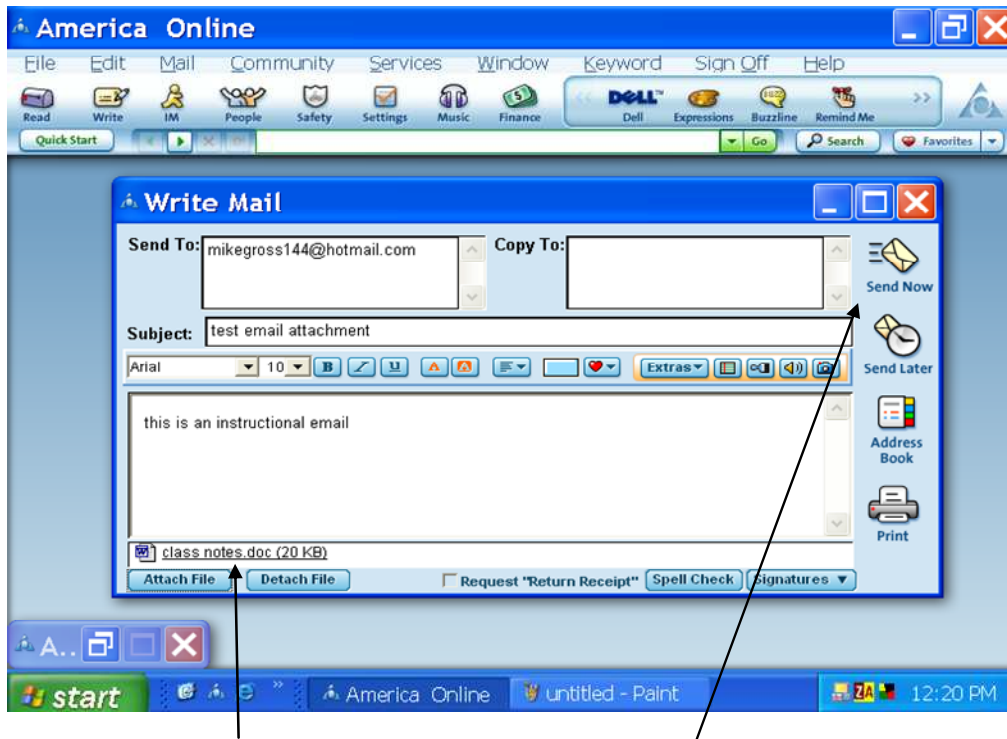
- 4 Locate the file that you wish to attach

If it is not in the **"My Documents"** folder change to the correct folder.

If it is a picture, open **"My Pictures"**

- 5 When you have located the file you want (document or picture), click on it, and then click **"Open"**





When you have correctly "attached" a file to your email, it will be listed at the bottom of the email, just above the "Attach File" button. At this point you can send the email, or you can attach additional files by clicking on the "Attach File" button again (repeating Step 3 - 5)

6 Send the email, as usual, by clicking "Send Now"