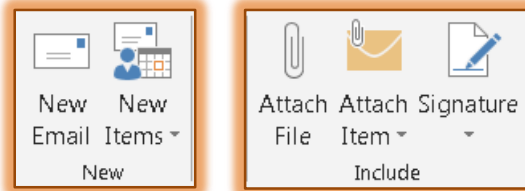


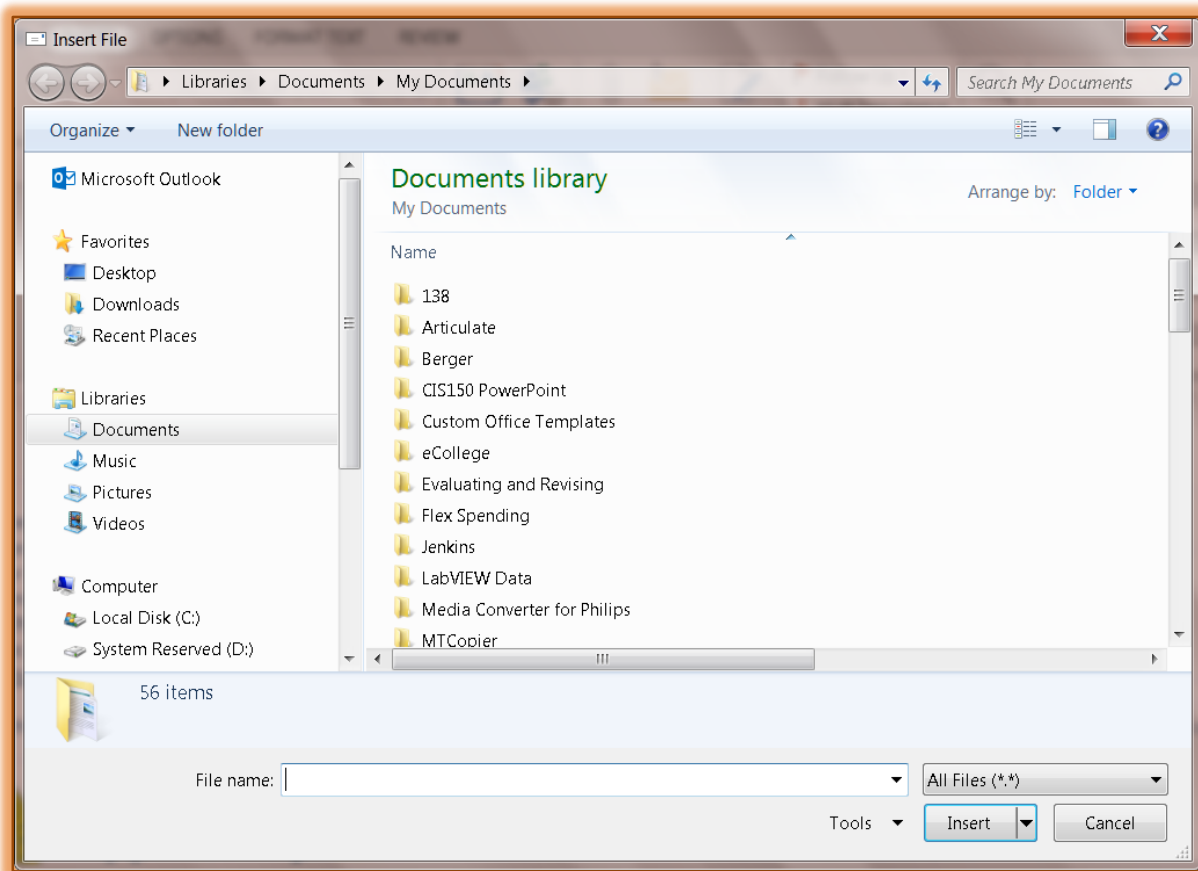
ADD ATTACHMENTS TO E-MAIL

An attachment can be added to any e-mail message. To add an attachment, follow the steps below:

- Click the **Home Tab** in the **Inbox** window.
- Click the **New E-mail** button in the **New Group** (see illustration below left) to open the **Untitled-Message** window.



- Click the **Message Tab**, if necessary.
- In the **Include Group**, click the **Attach File** button (see illustration above).
- The **Insert File** dialog box will appear (see illustration below).



- In the left frame, click the folder where the document is stored, if necessary.
- After the file has been located, do one of the following:
 - Click the **File Name** in the list and then click the **Insert** button.
 - Double-click the **File Name**.
- An **Attached** line will be added to the **E-mail Message** header area, under the **Subject** line.
- Complete the rest of the message and then click the **Send** button to distribute the message to those people listed in the **To** box.