

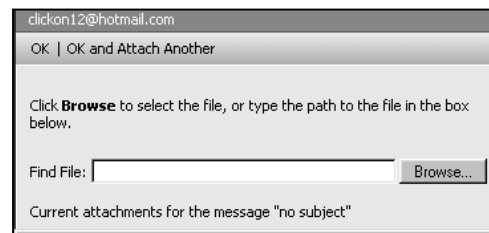
## Attaching Documents to an E-mail

An attachment is when you send a document along with an e-mail. It's very much like paper-clipping a newspaper article, photo or resume to a letter you just wrote. The letter is like the e-mail and the newspaper article, photo and resume are like the attached document.

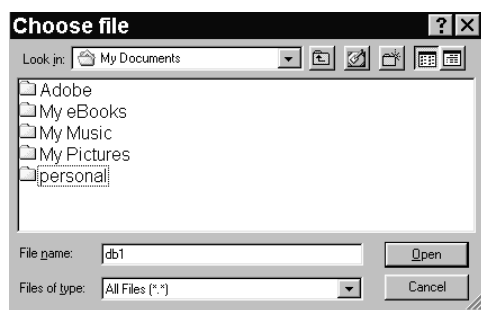
The document that is to be attached to the e-mail usually already exists and is likely saved somewhere on your hard drive, floppy disk, CD-ROM, Zip disk, or some other form of media.

To carry out an attachment, follow these steps:

1. begin by filling out the e-mail "form" except for the final step of left-clicking on SEND.
2. left-click on ATTACH (on the Command bar above the To: box) and select FILE.
3. when a new screen pops up, left-click on BROWSE (see Screen Shot #27) to locate the specific location of the document you want Hotmail to attach to your e-mail.
4. a new window appears (much like the one in Screen Shot #28).



**Screen Shot #27**



**Screen Shot #28**

5. find the document you wish to attach and left-click on its name.
6. left-click on OPEN.
7. the "Choose File" window disappears and then left-click on OK.
8. you are returned to the e-mail you were just writing. Notice that the name of the file that you just attached is now listed to the right of the word, "Attachments".
9. left-click on SEND as you normally would in order to send the e-mail.

Note: documents attached to e-mail can take up a lot of room. If you do a lot of attaching, you'll need to keep a close eye on the amount of space you've got left in your e-mail account.

### ***Receiving Attached Documents***

Now that you're able to send attached documents, let's review how to receive attached documents. Don't worry, receiving attachments is much easier than sending attachments.



**Screen Shot #29**

You can tell if an e-mail has a document attached by the paper clip symbol displayed to the left of the white box. In Screen Shot #29, there is a paper clip symbol present.

Now, carry out the following steps in order to receive the attachment:

1. left-click on the name of the sender, just like you normally would.
2. left-click on the name of the attached document.
3. when a new screen pops up, left-click on DOWNLOAD FILE.
4. a new window appears. Left-click on OPEN and left-click on OK.
5. the attached document should then appear in a new window.
6. when you are done reading, printing and/or saving the attached document, close it by left-clicking on the "X" symbol in the top right-hand corner of that window. If the attachment is something you want to keep, you could choose to save it onto your computer's hard drive. You could then open this file directly without going to your e-mail account. If you were able to do this successfully, you could delete the original e-mail with the attached file to save space in your e-mail account.
7. left-click on CANCEL and then INBOX to return to your regular Inbox view.

If nothing happens in step five then try repeating the process. If it still doesn't work, then ask yourself if the software program in which the attached document was created, is installed on your computer. If it isn't, then that could be the reason that the attached document does not appear.

Here's an example. Assume that a work colleague sent you a Microsoft Word document attached to an e-mail. Unfortunately, you don't have Microsoft Word

installed on your computer. While you are able to receive the e-mail, you are not able to access the attached document.

Imagine that someone from the Korean office of your company sent you a hand-written letter in the US. You are able to physically receive this letter, but you are not able to understand what the letter says. You don't have the Korean language software installed in your brain, just like the computer didn't have the Microsoft Word software installed on its hard drive in the previous example.

**WARNING:** be wary of receiving an attachment that you are not expecting. There are many mischievous folks out there who hide bad computer viruses within attached documents. *Smart Computing* magazine defines a virus as:

...a piece of programming code that is capable of attaching itself to disks or other computer files and then replicating itself repeatedly (typically without the user's knowledge or permission). Viruses usually spread through infected diskettes, CDs, **e-mail attachments**...