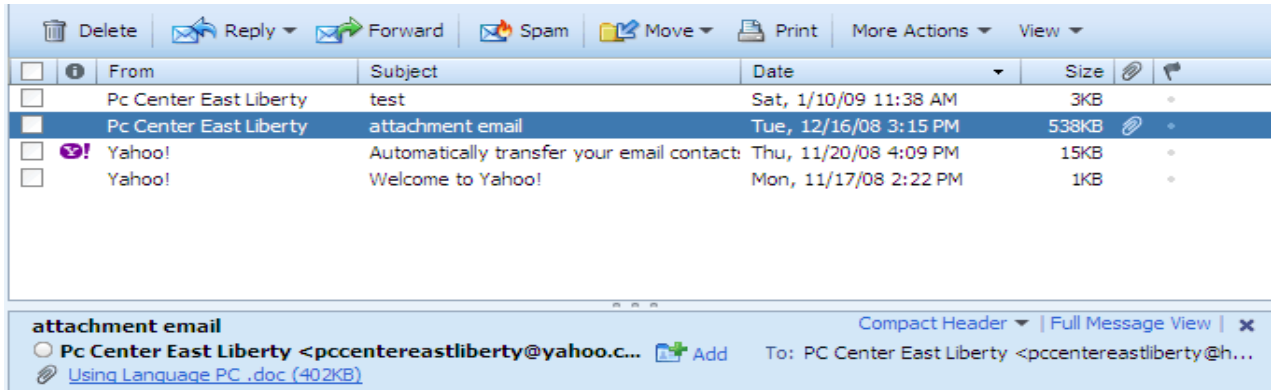


Working With Attachments in Yahoo!Mail

What is an Attachment?

An attachment is a file that accompanies an email message. The attachment is an exact copy of the original file. The recipient of the attachment must have a program that is capable of reading the attached file in order to open it.

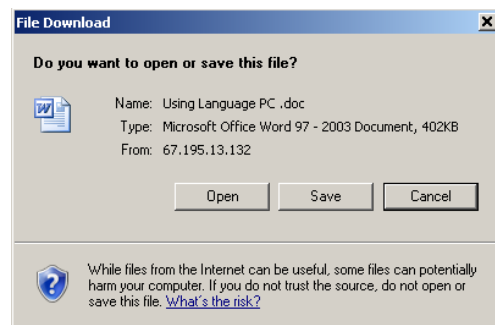
How do I know if I have an Attachment?



A notation in the heading of the message indicates that there is an attachment. It is usually indicated by a picture of a paper clip. The following information is given: the name of the file (in this case, *Using Language...doc*), the type of file (in this case, it is a *.doc* or a Word document), and the size of the file (in this case, *402K*).

To Read an Attachment

1. With the message open, click on the blue, underlined name of the attached file. Yahoo will now automatically scan the attachment for viruses.
NOTE: If the attached file is found to have a virus, the download file option will not be available. Downloading files that contain viruses is NOT a good idea under any circumstances.
2. If the file is virus-free, a dialog box will pop up that allows you to click either the *Download Attachment* button or the *Cancel* button. Click the *Download Attachment* button to continue downloading.
3. A new screen will come up like the one pictured to the right. It asks you what you would like to do with the file. If you choose *Open*, another window will open with the appropriate application (Word, Excel, etc.) to view the file. If you choose *Save*, a dialog box will open where you will indicate where you want to save the file. In either case, you will now be able to edit the document and save any changes to a new file.



Help I can't read my Attachment!

- Not all computers can read all attachments.
- Check the file extension: the file may have been created in software that is not compatible with any of your computer programs. The web site www.filext.com can be useful for researching file extensions and programs used to make them.
- Check the Task bar buttons, your attachment may be open in another window that was placed behind the one you are currently viewing.
- The attachment may be zipped or compressed. This will require that the file be unzipped with WinZip (PC's) or Stuffit (Macs) programs.
- Ask a library staff member for help!

Attaching Files to an Email Message

1. Begin by clicking on the *New* button, addressing, and writing out the message that will accompany the file. It is usually a good idea to provide a brief overview of the file for the recipient in the message, in case there are problems with the attachment.
2. Click on the *Attach* button located in the *New Email Message* toolbar.
3. The *Open* dialogue box will appear and in this box you must find and then select the file to be attached. From here, you can choose where you want to look for the file (on a CD, flash drive, the hard drive, etc.) and select the appropriate file. To do this, click on the down arrow (▼) at the end of the *Look in:* text box and click on the location where the file is stored. Click on the name of the file to select it. Once this is done, click on the *Open* button in the bottom right corner of this dialog box.
4. The name of your attached file should now appear in under the *Subject* line of your email.
5. If you would like to attach another file, click on the *Attach* button and repeat steps 2-4 above for any other files you wish to attach.
6. Yahoo will automatically return you to your message when your files have been attached.
7. The last step is to send the message by clicking on the *Send* button in the *New Email Message* toolbar!