Attaching Files Through Outlook Express

To Attach a File in a Message:

- Click anywhere in the message window.
- On the **Insert** menu, click **File Attachment**, and then find the file you want to attach.
- Select the file, and then click **Attach button** in the Insert Attachment box.

- Or -

Click on **Attach** button on the Toolbar.

• The file is listed in the **Attach** box in the message header.

🏚 TEST	ſ							_ 🗆 >	
<u> </u>	<u>E</u> dit <u>V</u> iew	<u>I</u> nsert	F <u>o</u> rmal	t <u>T</u> ools	<u>M</u> essaj	ge <u>H</u> elp		2	
Send	Cut	Гр Сору	Paste	⊯⊃) Undo	£ √ Check	ABC Spelling) Attach	↓ Priority	
🛐 To:	<u>girish@vis</u>	pl.com							
🛐 Co:									
Subject:	TEST								
Attach: 📀 evol.exe (520 KB)									
This is	a Trial Pro	gram	🥄						
,									

PLAY

To Attach a Web Page To An Outgoing E-mail Message:

- In the **New Message** window, type in the address, subject and the message.
- Go to Insert menu, then select File Attachment
- Now locate for the File and click on Attach Button.

💸 C	ompo	sition									_ 🗆	X
<u>F</u> ile	<u>E</u> dit	⊻iew	Insert	F <u>o</u> rma	at <u>T</u> ools	<u>C</u> ommur	nicator _	<u>H</u> elp				
•	Send	No. Que	4. i ote Ad	S Idress	Ø Attach	🧭 O ptions	🚺 Spelling) Save	: :	ा हिंग]	N
	¶ ∕ 2	1FAC	E.gif	ł	[
Sub	oject:							Pric	ority:	Norm	al	•
Nor	mal		Variable	: Width	• 12		A	. A	A	R	ŝ≡	4.11
												^
T.	his is	a Tria	d Prog	ram.								•
e 🖌	-0				Netscap	e 🗏	₩ -	iii 🕹	P		Ł	1
											PL	AY

• Finally, click on **Send** button on the Toolbar.