

Attaching Files Through Outlook Express

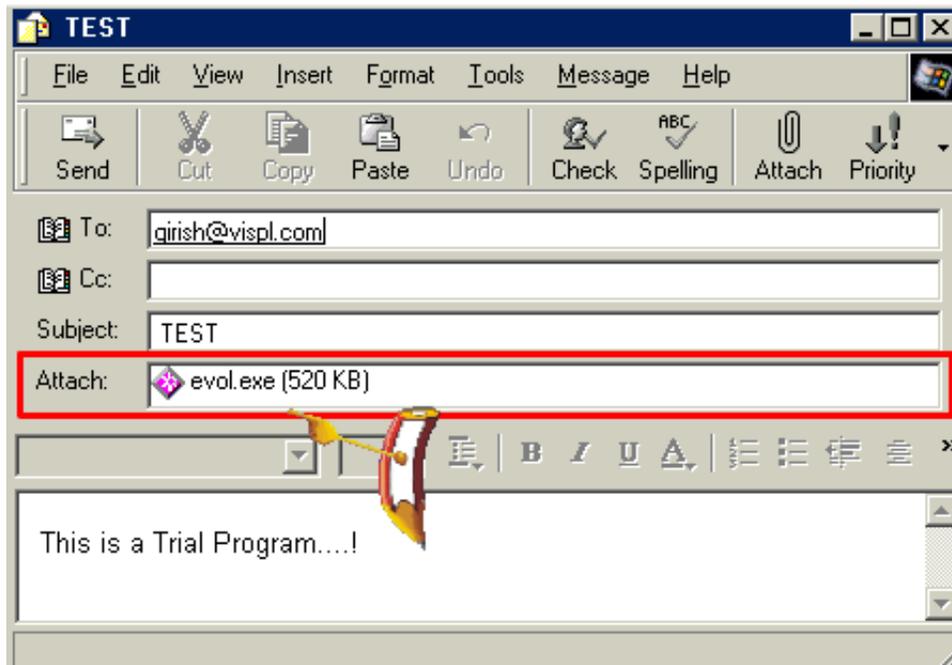
To Attach a File in a Message:

- 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.

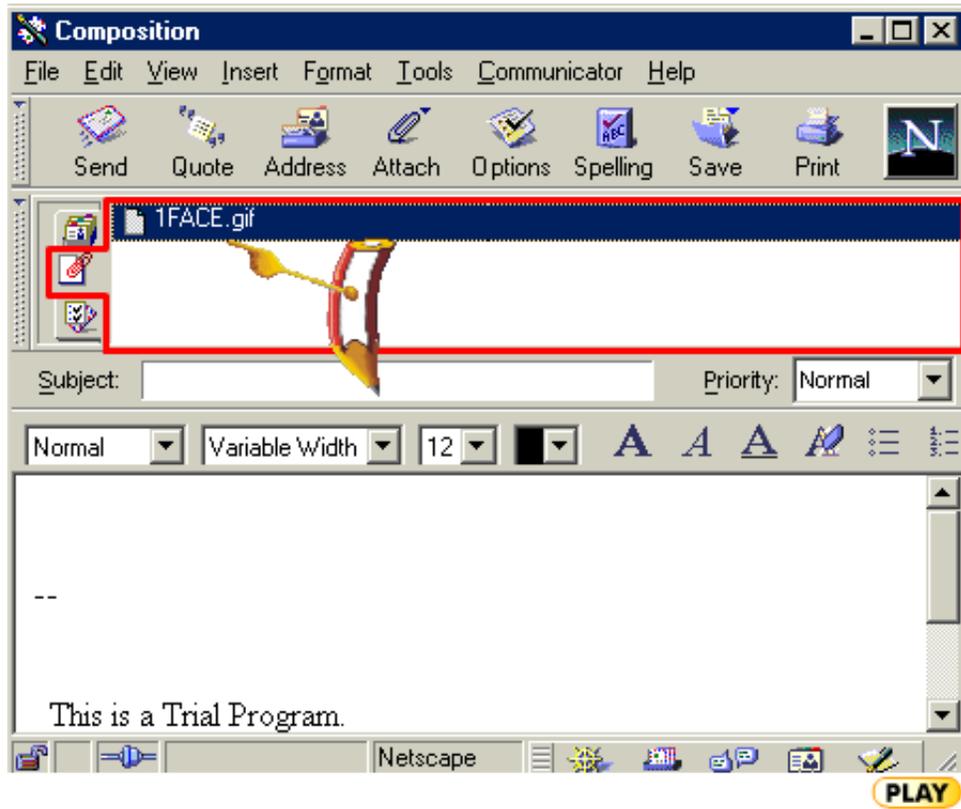
- The file is listed in the **Attach** box in the message header.



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.



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