

## Sending an Attachment (or multiple attachments) on AOL

1. Open America Online.
2. Click Write (create a new e-mail).
3. Fill out the e-mail address, subject, etc. as with any e-mail. But the order is not important. You may fill out the e-mail address, etc. first, then follow steps 4-7, or add the attachment first (follow steps 4-7), and **then** fill out the e-mail information (step 3). It does not make a difference. **Hint:** If you wait to add the To: address, you cannot accidentally send the e-mail before you have completed adding the attachment.

Specifically to add the attachment:

4. Click on the button labeled "Attach Files" in AOL 9.x.
5. An Attach files window opens.
6. On the Attach (or Attach files) window, navigate to (find) the folder which contains the file you wish to attach (such as downloads, or My Pictures folder under My Documents folder).
7. Double-click on the file (or the picture), and it's name and path will appear listed at the bottom, next to the word attachment.. If you wanted to choose several files **in the same folder**, click on the first, then hold down the CTRL key, and click on each of the others you wish to include. Then click on "Open" button (to the right). They will all be listed in the Attachments: line. If you wanted to attach files from **separate (or different) folders**, you must repeat steps 4 through 7 for each additional folder containing files. Remember, multiple files chosen with AOL will be combined into a single .zip file which must be unzipped by the receiver (using Windows XP, or Winzip).