

## **Sending an Attachment (or multiple attachments) on Outlook Express**

1. Open Outlook Express.
2. Click Create Mail (New 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 (i.e. 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. Either click on the toolbar icon at the top which looks like a paper clip (the button is labeled "Attach" in the toolbar across the top), or go to the Insert menu and choose File Attachment.
5. An Insert Attachment window opens.
6. Navigate to (find) the folder which contains the file you wish to attach (such as My Documents\My Pictures and click on the picture file...as an example to send a photo), (or My Documents\any named folder and click on the Word document file you want to attach).
7. Double-click on the file (the picture or the word file), and it's name and path will appear listed in a new line of the e-mail labeled "**Attach:**". 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 "Attach" button (to the right). They will all be listed in the Attach: 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.