

Attachments



Attachments enable one person to email a file or program to another person.



First Class

To send an attachment (attachment size limit 2 M):

1. **Create** a new message in First Class.
3. Click **File**—Select **Attach...**
5. A window will appear. Navigate to the **file** on the computer.
Click on the file when you find it.
6. Click **Open**.
7. A File Transfer Completed Window will appear. Click **Close**.
The file is now attached and will be sent with the email.

To open an attachment (*only if you know what it is!*):

1. **Double-click** on the **attachment**. The file should open in the correct program.
2. Click **File**. Choose **Save As** to save the document in the proper location.