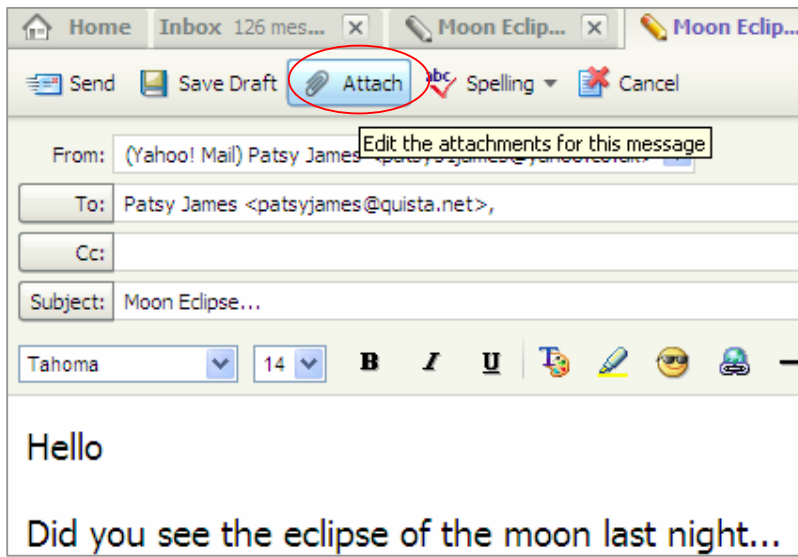


Working with Attachments in Yahoo Beta

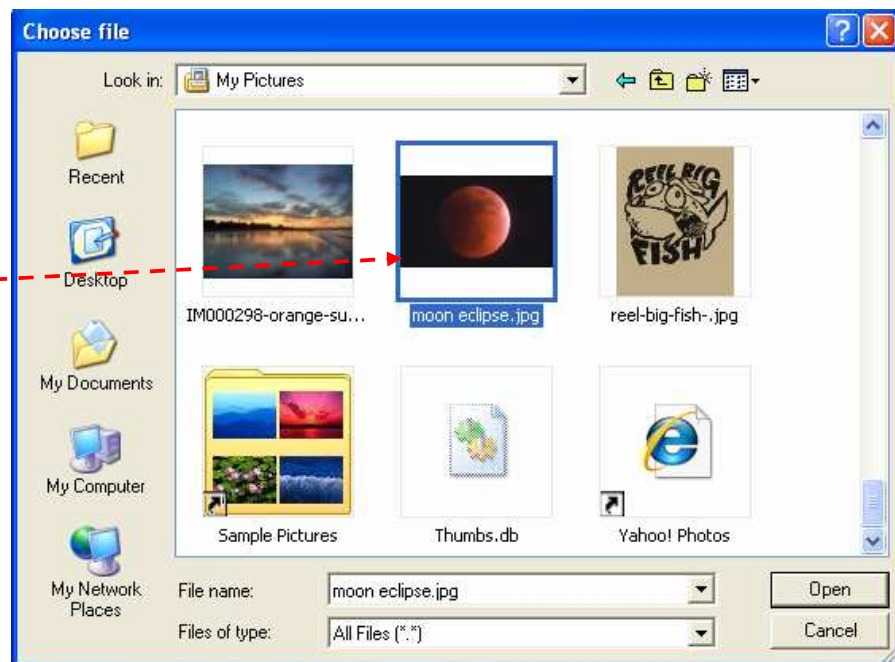
How to attach a picture or a document to your email

- Often email programmes use a **paperclip** as an icon to represent an attachment



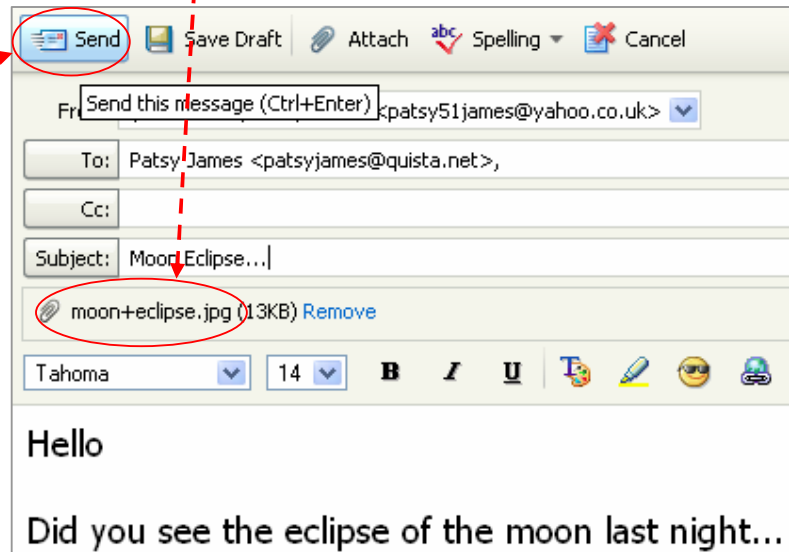
- After writing your message, click on **Attach**
- This will open the **Choose File** box

- Double click on the document or picture to attach it to your email.



Hot Tip! ~ You will probably have to go to '**My Documents**' to find documents, or to '**My Pictures**' to find pictures.

- You can now see that your document or picture has been attached to your message.
- Complete your message & then click **Send**



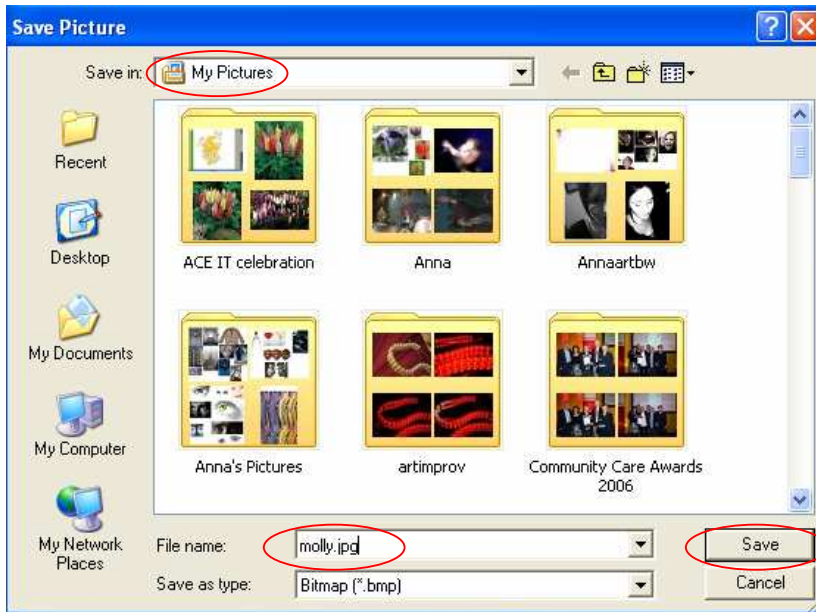
To open an email attachment

- To open a picture: If you can see the picture you want to access underneath the email message:



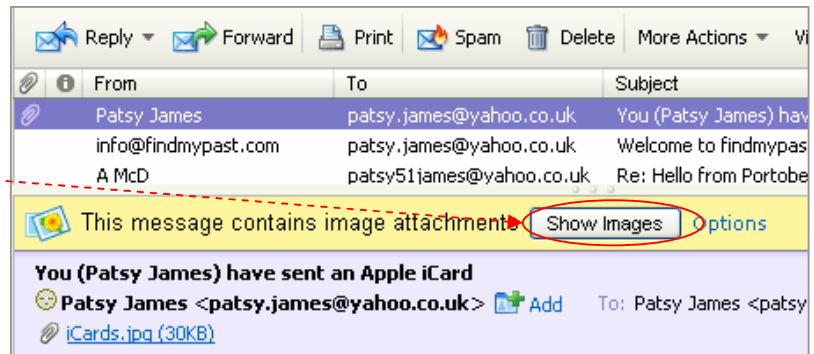
- Click on the picture once with the right mouse button.

- From the menu that appears click on '**Save Picture As...**' with the left mouse button.

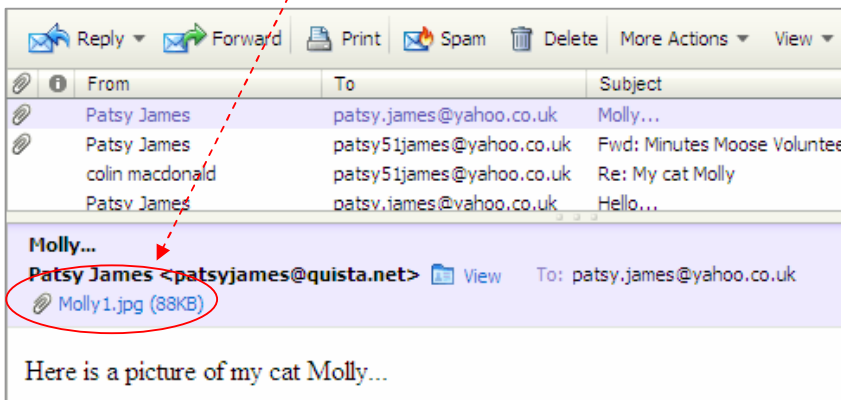


- In the **Save Picture** dialogue box, make sure to:
 - Give your picture a meaningful name
 - Save it to a folder where you will be able to find it again, such as '**My Pictures**'
- Click on '**Save**'

- Sometimes a yellow bar appears at the top of the message; Click on the '**Show Images**' button & your picture will show underneath the message.



- If the attachment is a document, Click on the link.

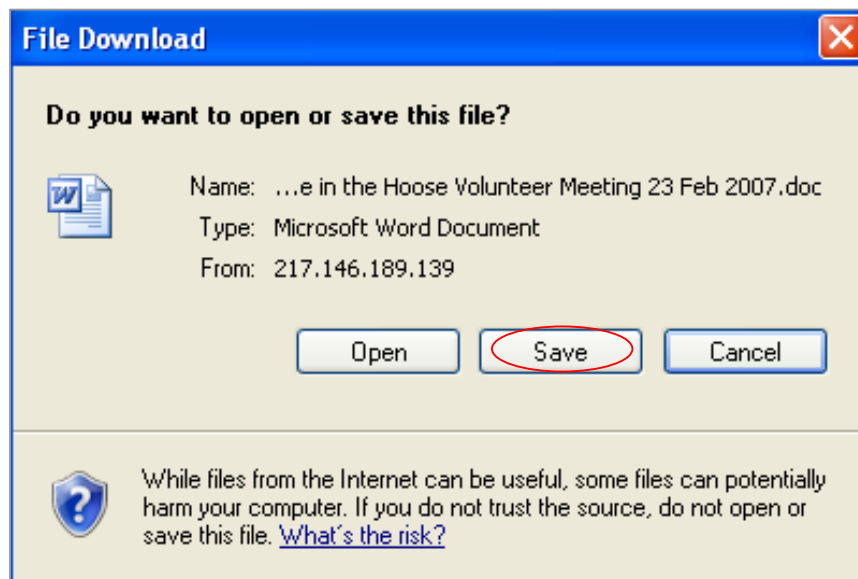


- This will open a box which shows that the attachment has been checked for viruses.

- If it displays a note which says 'No virus threat detected' click on **Download Attachment**.
- If a virus is detected, click **Cancel**.



- You will then be asked if you want to **Save** or **Open** the file.
- Often you will want to **Save** the file first, so that you can open it when you wish.



- In the '**Save As**' dialogue box, remember to:
 - i) Give your document a meaningful name &
 - ii) Save it to a folder where you will be able to find it again, such as '**My Documents**'
- Click on **Save**
- You can now go to this folder anytime you want to open the attachment.

