

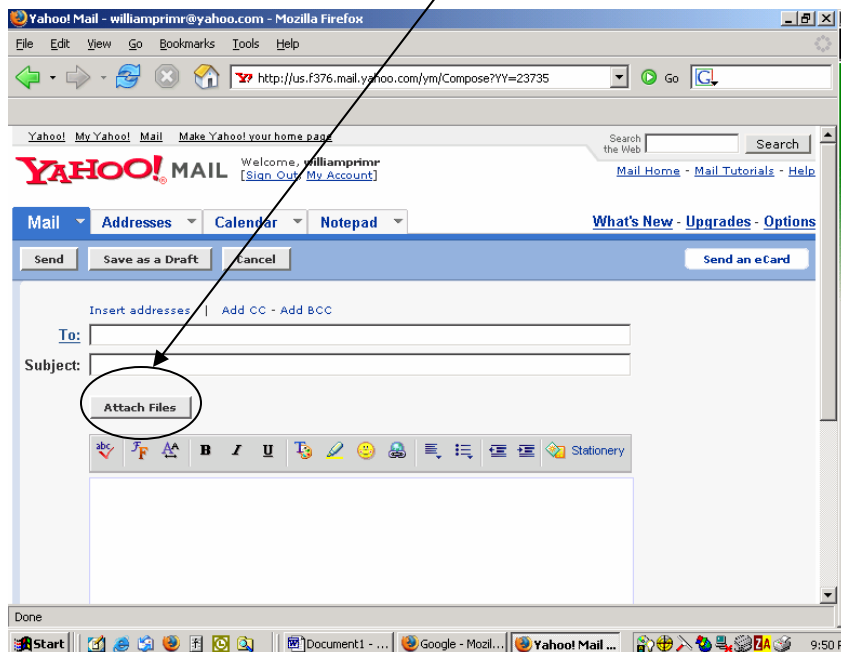


# San Diego County Library Introduction to the Internet

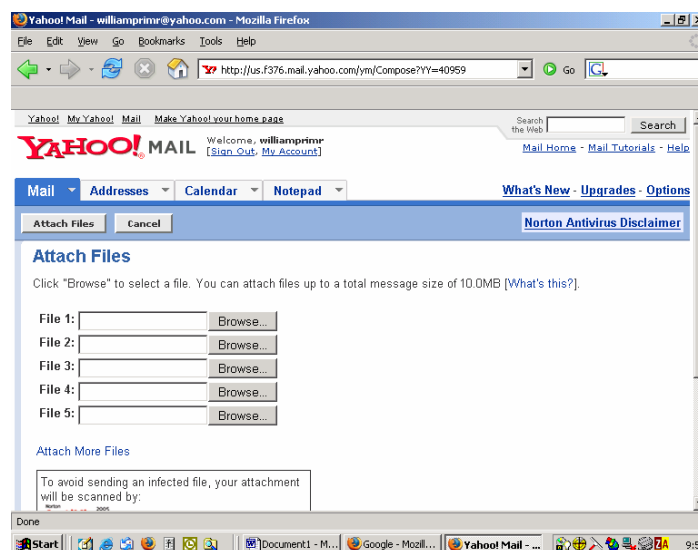
## Inserting an Attachment into Your Email

With your email message open,

- Click on the “Attach Files” button.



Once you have clicked on this button, the following screen appears:

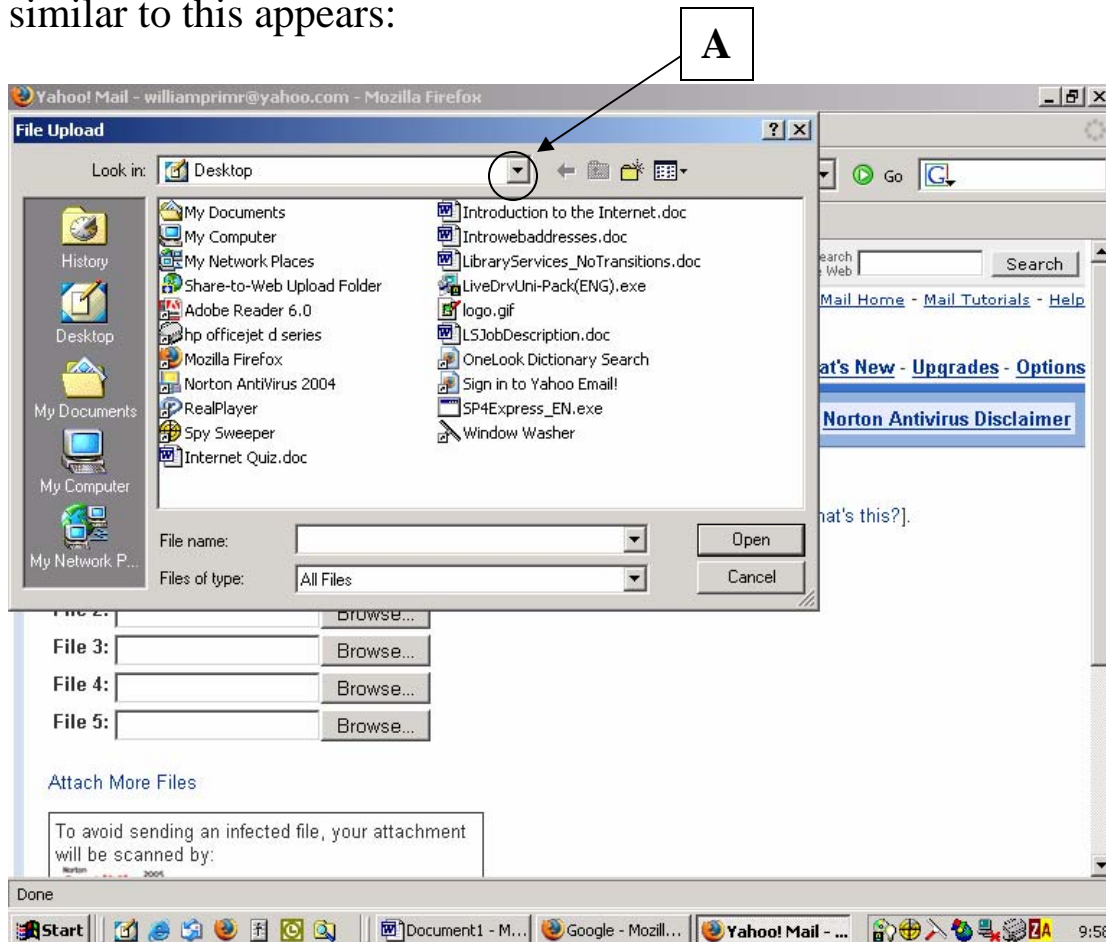




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- Click on one of the “Browse” buttons, so that you can locate the file you would like to attach to your email (e.g. photo, picture, Microsoft Word document, etc.)

Notice that once you click on the “Browse” button, a dialog box similar to this appears:

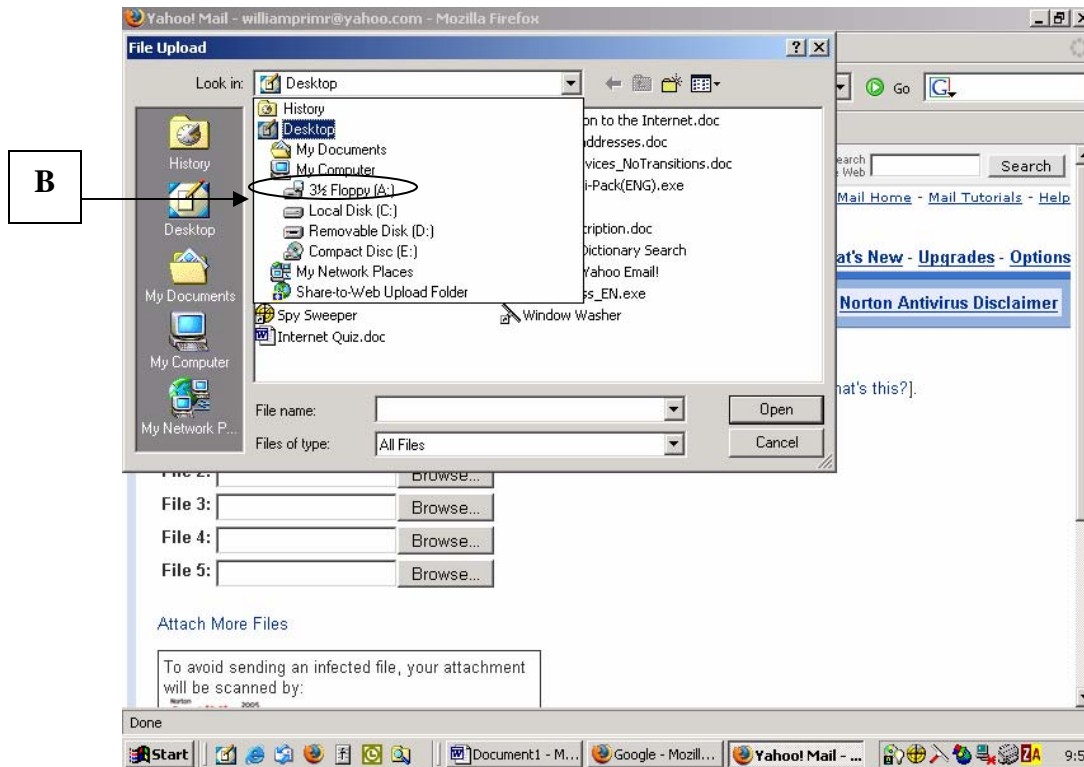


You may see the file you would like to attach listed in this first pop-up screen. Or, you may need to click on the down arrow to the right of the “Look In” field in order to locate your file. (See “A” above.)



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For example, if you have something saved onto a floppy disk, after clicking on the down arrow (as shown in “A” above), you would:



- Select the choice “3 ½ Floppy [A:]”. (This is where your files go if you have them saved on a floppy disk.) NOTE: if you have files saved on your computer, you would instead choose “Local Disk [C:]”, which is where your files are saved onto your computer.