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Attachments

If you want to send attachments with an email do this.

- Open Outlook Express
- Click the Create New button to start a new message.
- Either before or after typing your message, click the paper clip icon near the top of the window.
- A browser window will be displayed.
- Navigate to the folder where the file you want to attach is stored.
- Find the filename in the window and click on it. (or just double click on it and skip the next step)
- Click on the Open button.
- The filename will appear in the attachment window just above the right corner of the message window.
- Click the Send button to send the message.

If you want to open an attachment on an email you received, do this. Beware! Opening attachments can be risky business. This is how most viruses travel. Never open an attachment unless BOTH the following are true. You know and trust the sender. You are expecting the message with an attachment. Remember, many viruses infect other peoples computers and use their address book to send themselves (the virus) to everyone in the address book. Your friend may not have knowingly sent the message.

- Assuming you are viewing the email with the attachment, just double click on the attached file name in the upper right corner (Outlook Express) or the link to the attachment in the bar separating the email header from the body.(Outlook)
- Windows will respond by opening the attachment with whatever is appropriate for the file type. You may not have the right program to do this. For example, if someone sent you an Excel spreadsheet document, and you don't have Excel, you may not be able to open it.