

Computer Skills: E-mail Attachments Tutorial

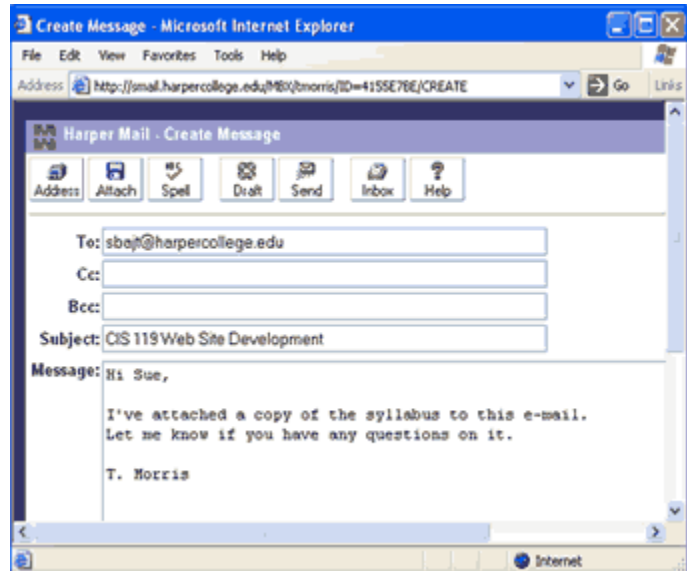
Sending an E-mail with an Attachment

1. Visit <http://smail.harpercollege.edu>.
2. Log-in to your Harper Web Mail account.
3. Click on the **Create** button to create a new e-mail message.

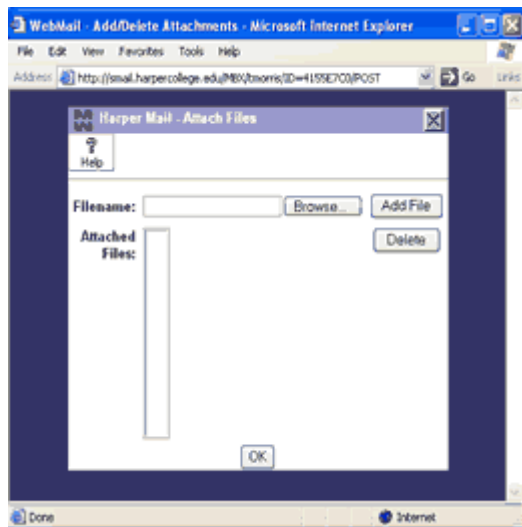
Type the information for your message as usual. Be sure to follow instructions provided by your instructor for the subject of the e-mail.

Usually it is a good idea to include the course number in the subject.

Also, include your name in the body of the e-mail message.



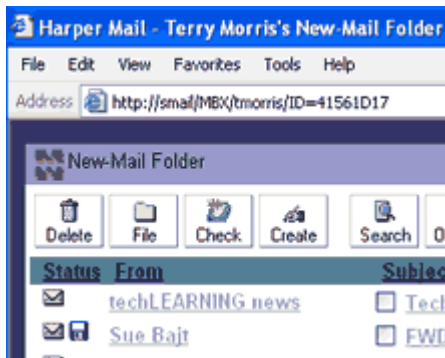
4. Next, click the **Attach** button to display the **Attach Files** page.



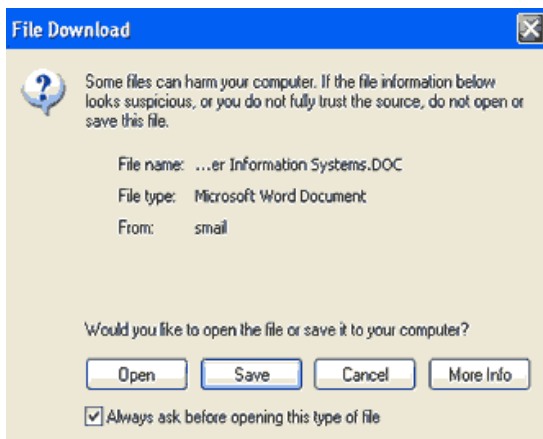
5. Click the **Browse** button. Navigate through your drives to locate the file to attach.
6. Click the **Add File** button. The name of your file will display in the **Attached Files** area. (Note: If you need to attach another file, click the **Browse** button, navigate to the file, and click the **Add File** button.)
7. Click the **OK** button.
8. Your e-mail message will redisplay. Click the **Send** button.

Viewing an E-mail Attachment:

1. Visit <http://smail.harpercollege.edu>.
2. Log-in to your Harper Web Mail account.
3. Your New-Mail folder will display. A small disk icon in the Status column indicates an attachment.



4. Open the e-mail message as usual by clicking on either the Sender or the Subject.
5. Scroll down to the bottom of the e-mail. You will see a link with the file name. Click on the link to open the attachment. The **File Download** dialog box displays, as shown below.



Do one of the following:

- If you do not trust the sender or are not expecting the attachment, think carefully before opening or saving the attachment. (Click the **Cancel** button to stop the download.)
- To open and view the attachment, click the **Open** button.
- To save the attachment, click the **Save** button to save the file to your computer.