

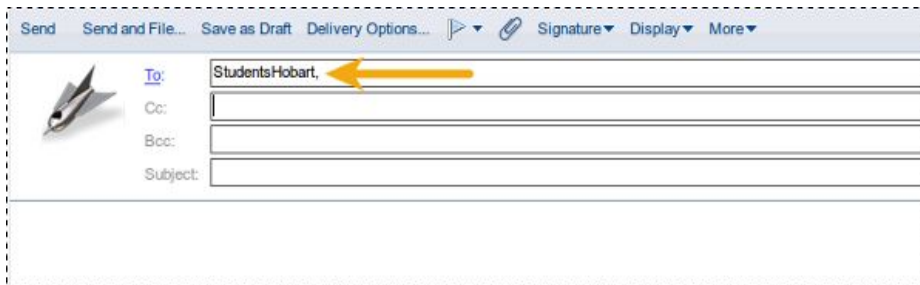
Using Email With Ease.

Volume 1

Attaching files and photos to an email.

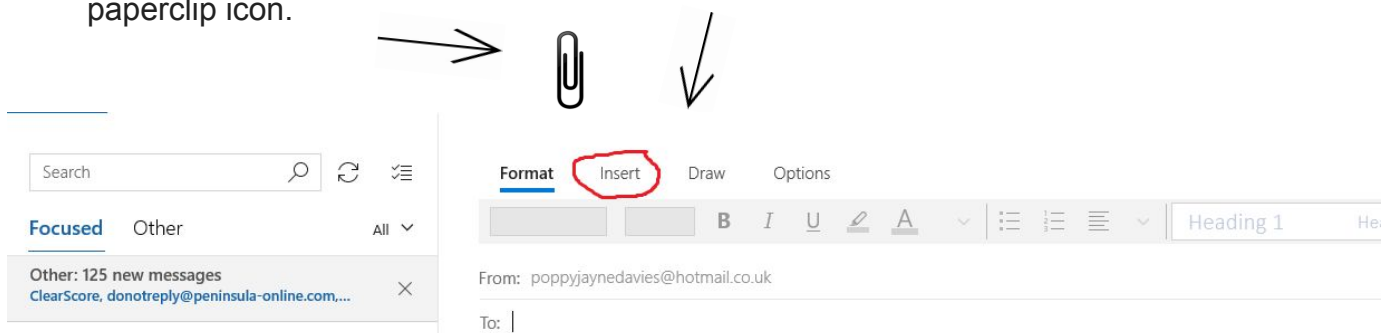
Attaching files and photos to an email is easy once you get the hang of it!

1. Go to your emails, draft a new blank message and choose who you want to send the email to aka MrPeter@gmail.com, write this in to the 'To' field.



This is an example of where you would write someone's email address. You can put in multiple email addresses if you want to send the same thing to more than one person.

2. Then click on the menu item with a paperclip icon that says "Attach a file" or something similar (e.g. "Attach Files"). Some emails may say 'Insert'. Some email providers may just use the paperclip icon.



3. Your documents folder should then appear- find the file or photo you wish to send (sometimes finding the item in your documents before you write an email is useful to know where it is located in your documents). Click on the file/photo/documents and select 'open' at the bottom of the screen, this will attach what you have selected to the email you are sending. Add any messages you wish to write and then select 'Send'. Some Email providers may use the paperplane sign as the send button.

And that's it!



