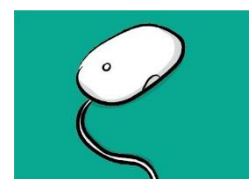


How to...

send an email with attachments

1. Once logged into your email account, create a new email by clicking on the icon labelled **“Compose”** or **“New”**, usually located in the left-hand corner of the top toolbar. This label varies slightly depending on whether you use Gmail, Hotmail, Microsoft Outlook Express or other email domain.
2. A new blank message window will open onscreen.
3. In the **“To” field** type the email address of the person you would like to email.
4. If you want to email more than one person:
 - Use the **“Cc” (carbon copy) field** for copying the message to someone you want to “keep in the loop” but isn’t the person who the email is primarily addressing.
 - Use the **“Bcc” (blind carbon copy) field** if you want to privately copy the email to someone, or when you are emailing the same email to many people. This is a useful way to protect the privacy of your mailing list and ensure their email addresses aren’t passed along to a spammer.
5. In the **subject field** fill in a brief subject that will give the recipient an idea of the email’s main idea.
6. Type your email in the message space, bearing in mind that because emails are not as formal as traditional letters, there’s no need to fill in a postal address or date.
7. If you’d like to attach a document, photograph or other file to your email, click on the icon labelled **“Attach”**.
 - A new window will pop onscreen allowing you to search for the file. Remember that the location of this file may be on your desktop, or in your downloads, pictures or another folder, so be sure to look for it in its relevant place.
 - Select the file to attach it.
 - It’s helpful to indicate to the recipient that you’ve attached something by mentioning something like “Please see attached” in the body of your email.
8. Double-check your email before sending it. Remember that once an email is sent, there’s no going back – it’s sent forever.
9. Once you’re happy with the contents and subject of your email, and you’ve checked that you’re addressing, cc-ing or bcc-ing the email to the right addresses, press ‘Send’. Check the sent or outbox folder to ensure your email has sent.



Notes on email safety

- Be sure to never share your password with anyone and be sure to change it regularly.
- Don’t open attachments from anyone you don’t know.
- Ensure you always sign out of your account when using a computer that isn’t your own.
- Do not reply or forward spam. Better yet don’t open it at all.