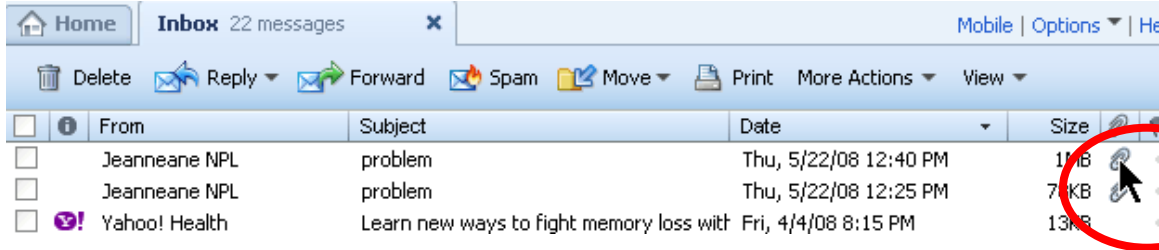


Email Attachments

Opening an Attachment

In the Yahoo! Inbox a paperclip indicates that an Email has an attachment.



Perform one of two actions to **view the Email**.

- One click to highlight the Email will show the Email in the lower half of a split screen.
- A double-click to highlight and open the Email will open up the Email in “Full message view.”

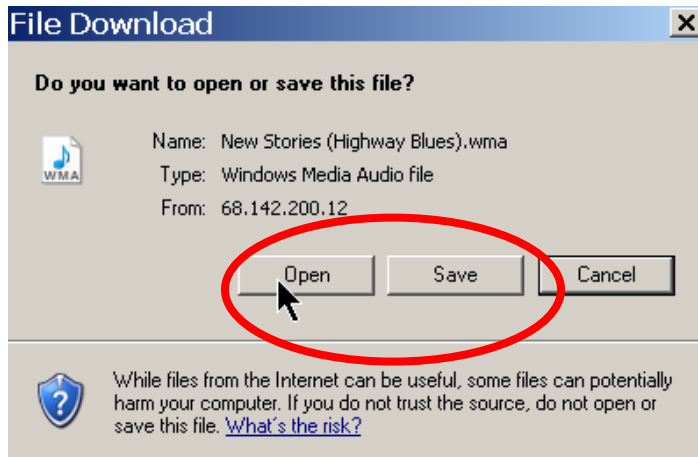
One click on the name of the attachment will **open the attachment**.



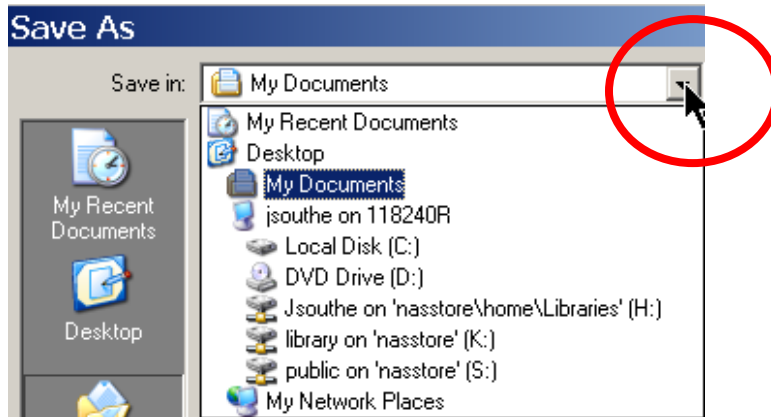
Yahoo! Will perform a virus scan after which you click the “Download Attachment” button.



You will then select if you want to open or save the file/attachment.



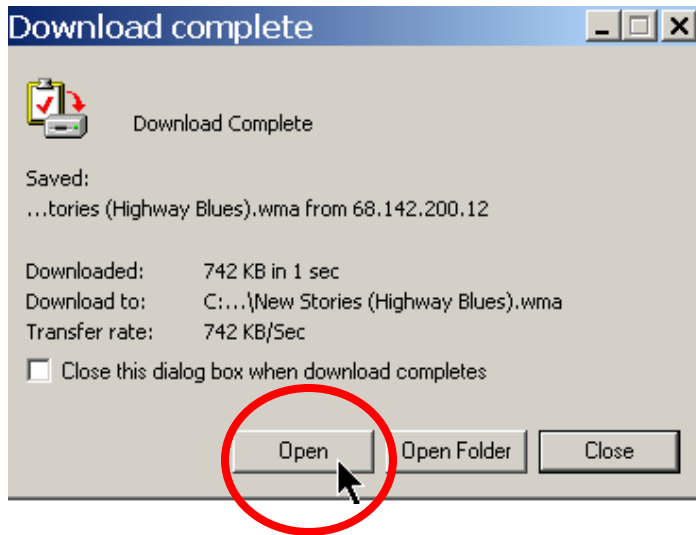
Opening the file will allow you to view the attachment and clicking the “Save” will open the “Save In” box, allowing you to select where you save the file/attachment.



After selecting where the file will be saved and checking the “File name,” click “Save” to save the file/attachment.

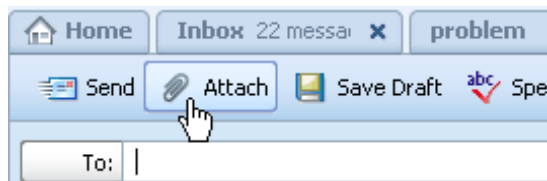


After saving the file/attachment you will receive the “Download complete” box allowing you to open/view the attachment.

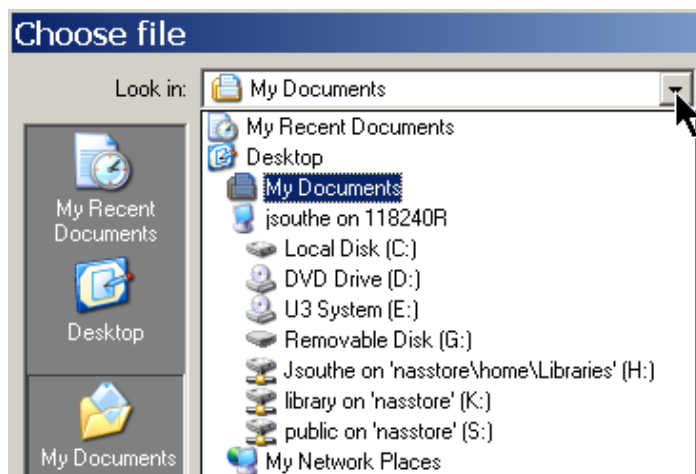


Attaching a file to your Email

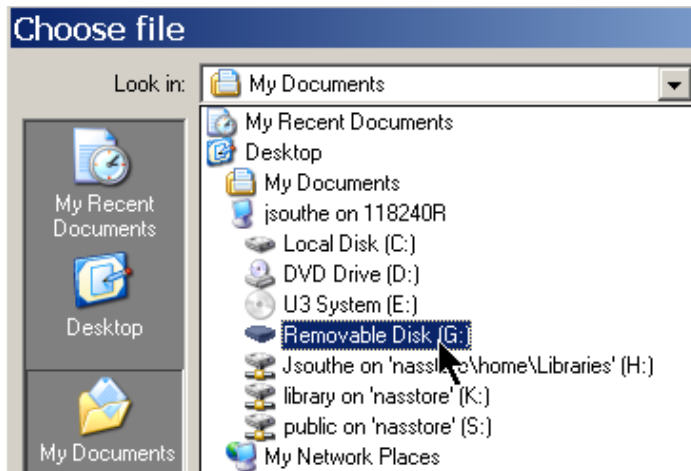
Open a new Email message and click the “Attach” button.



This will open up the “Choose file” box.



Select the drive or folder that contains your attachment.



After finding the file you want to attach, highlight it (click once) and click the “Open” button to attach your selected file/attachment to your Email.

