

Outlook Express

SEND AN ATTACHMENT

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Click on the blue, underlined text to go to its linked reference.



1. Create message.
2. Left-click on “Attach” button (Figure 1).
3. Maneuver to a file you want to attach.



Figure 1

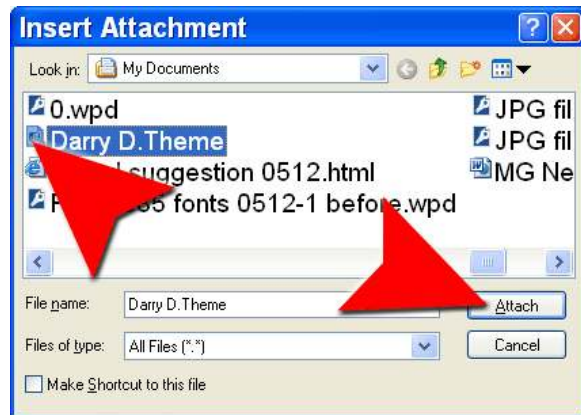


Figure 2

4. Left-click on the file’s icon (Figure 2).
5. Left-click on “Attach” button (Figure 3).

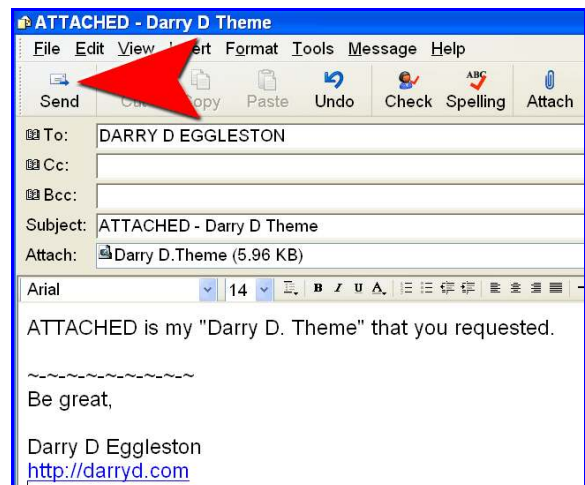


Figure 3

6. A new line “Attach:” appears under the Subject line, listing the name of the attachment *and* the size of the attachment (Figure 3). Click on “Send” button.

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IF sending an attachment to someone using dial-up access to the Web, do ***not*** send an attachment larger than 1 megabyte without prior email warning that it is going to be sent. Dial-up downloads at a rate of 1-megabyte-every-5-minutes.



IF sending an attachment to someone using cable or Digital Subscriber Line (DSL), you can send a file up to **8.5 Mb** without a problem — in most cases. Cable & DSL download at a rate of 10-Mb-per-minute.