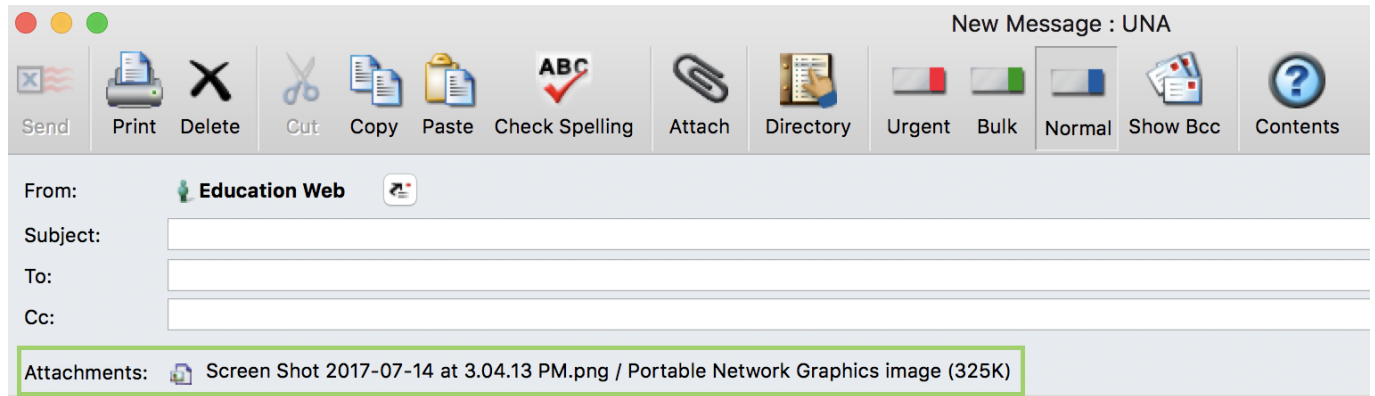


Attachments:

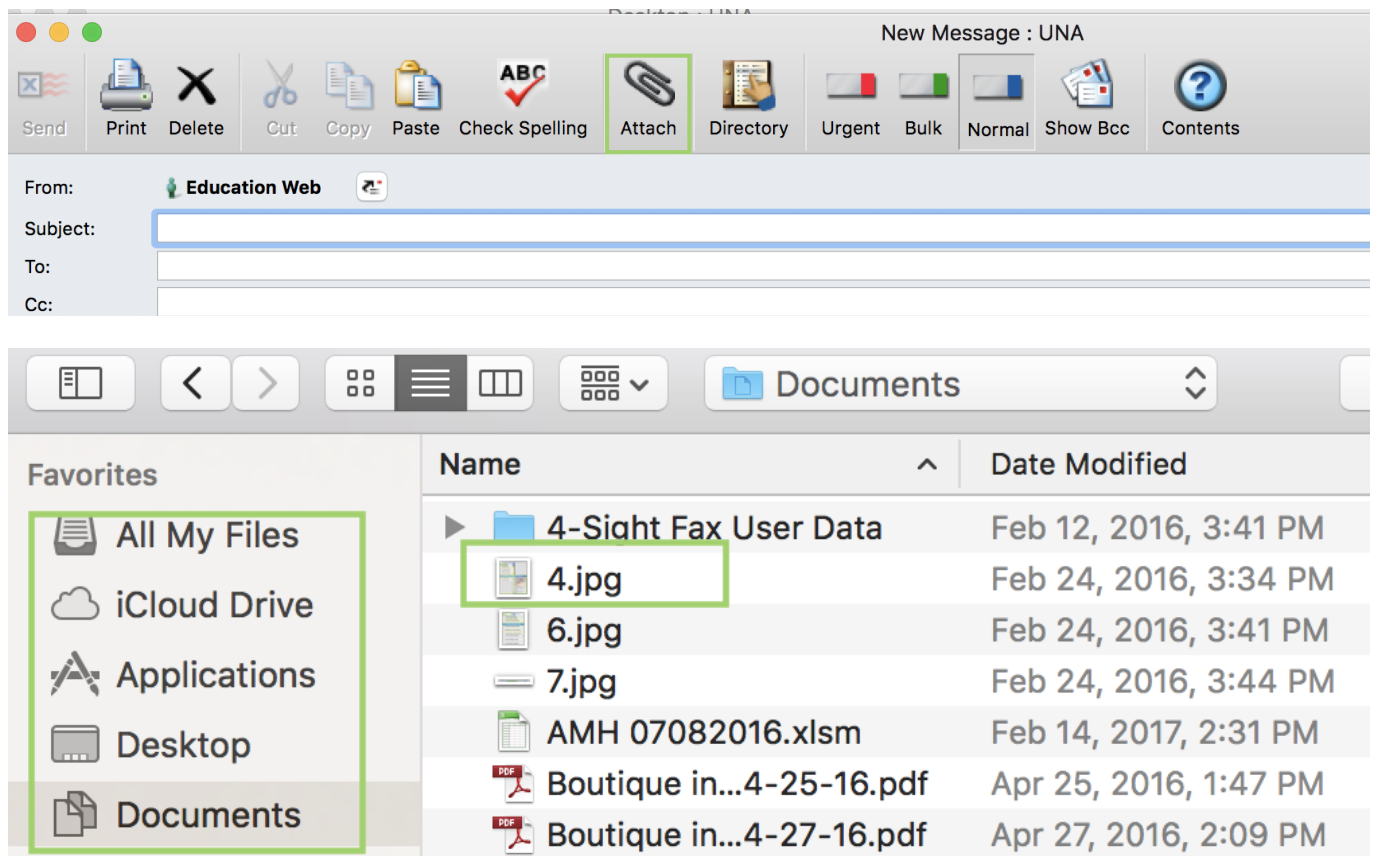
When sending an attached file, be clear on the purpose of sending it. If you wish to share information only send the file as a PDF so that any viewer will be able to easily open and read. If you want the file to be able to be edited, then you and the recipient need to have compatible software to open and edit the file.

There are two methods to **attach a file**.

Method One: Create a **New** message by clicking and dragging your attachment into the grey area at the top message. Your file that was attached will show by **Attachments**.



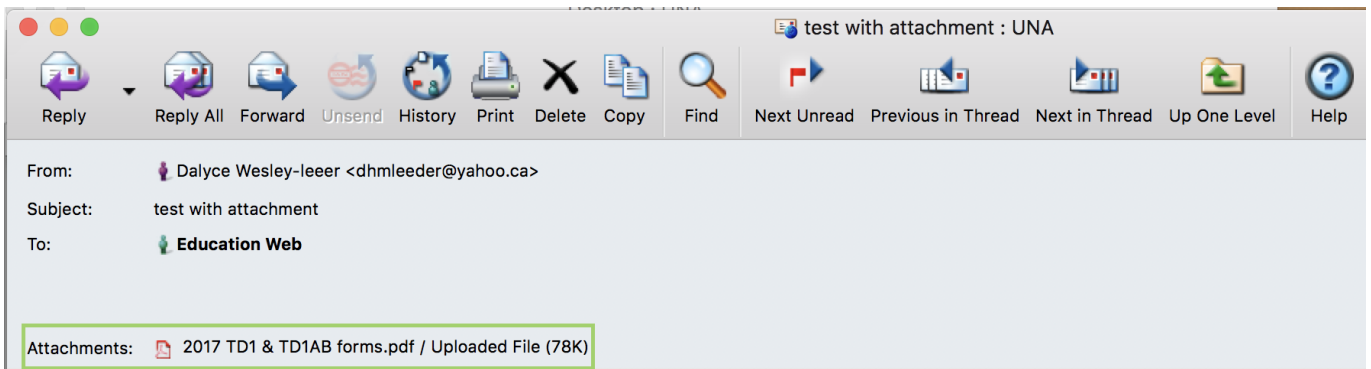
Method Two: Create a **New** message and click on **Attach** and the **Choose an Object** screen will appear. **Double click** on the **File** that needs attaching or highlight and click on **Choose**.



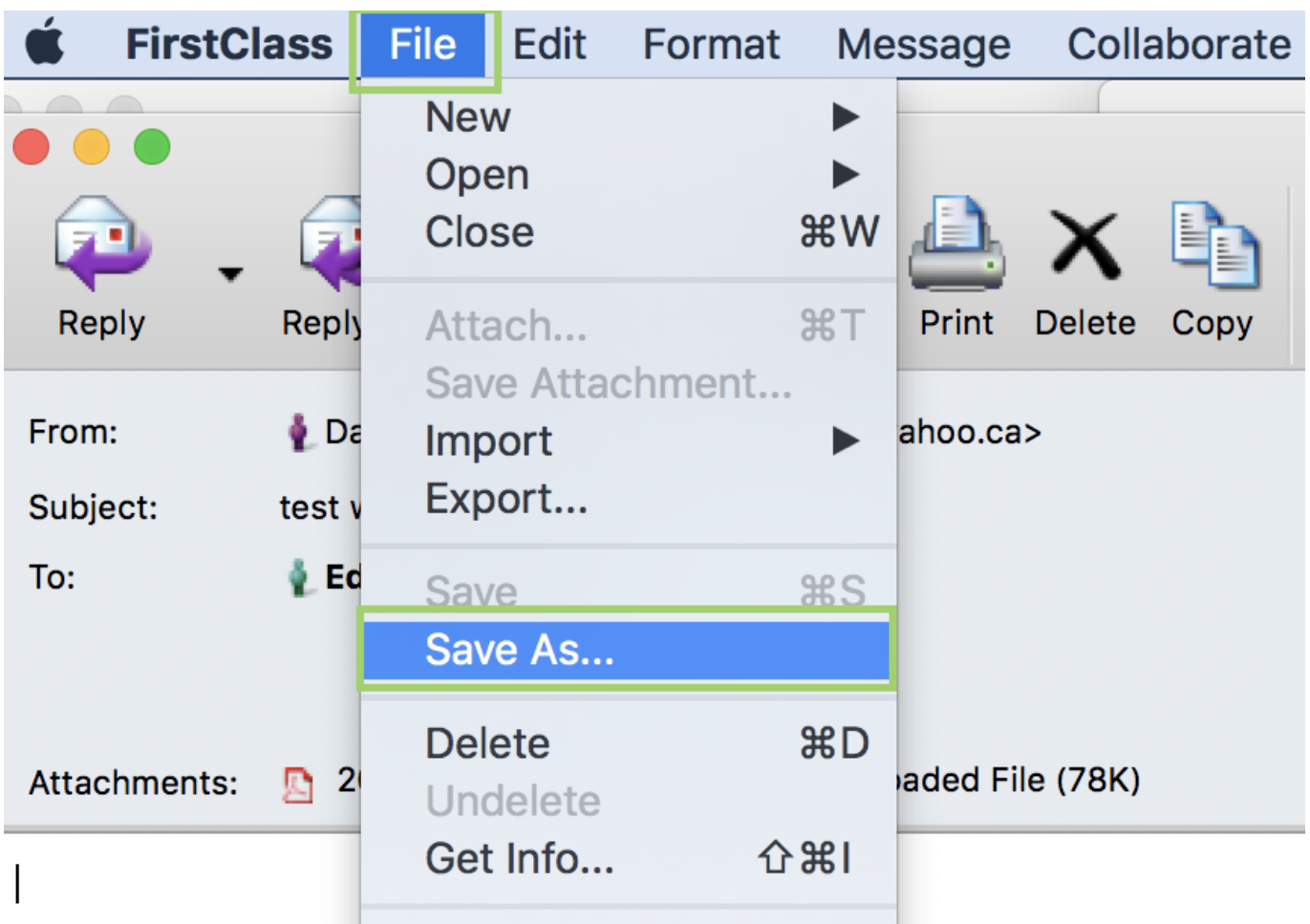
Downloading an attachment to your Computer:

Method One: Open the message containing attached file.

1. The attachment will be by the wording **Attachments** in the grey section of email.
2. Click and drag the attachment to desktop of your computer.
3. FirstClass will download it to your computer.

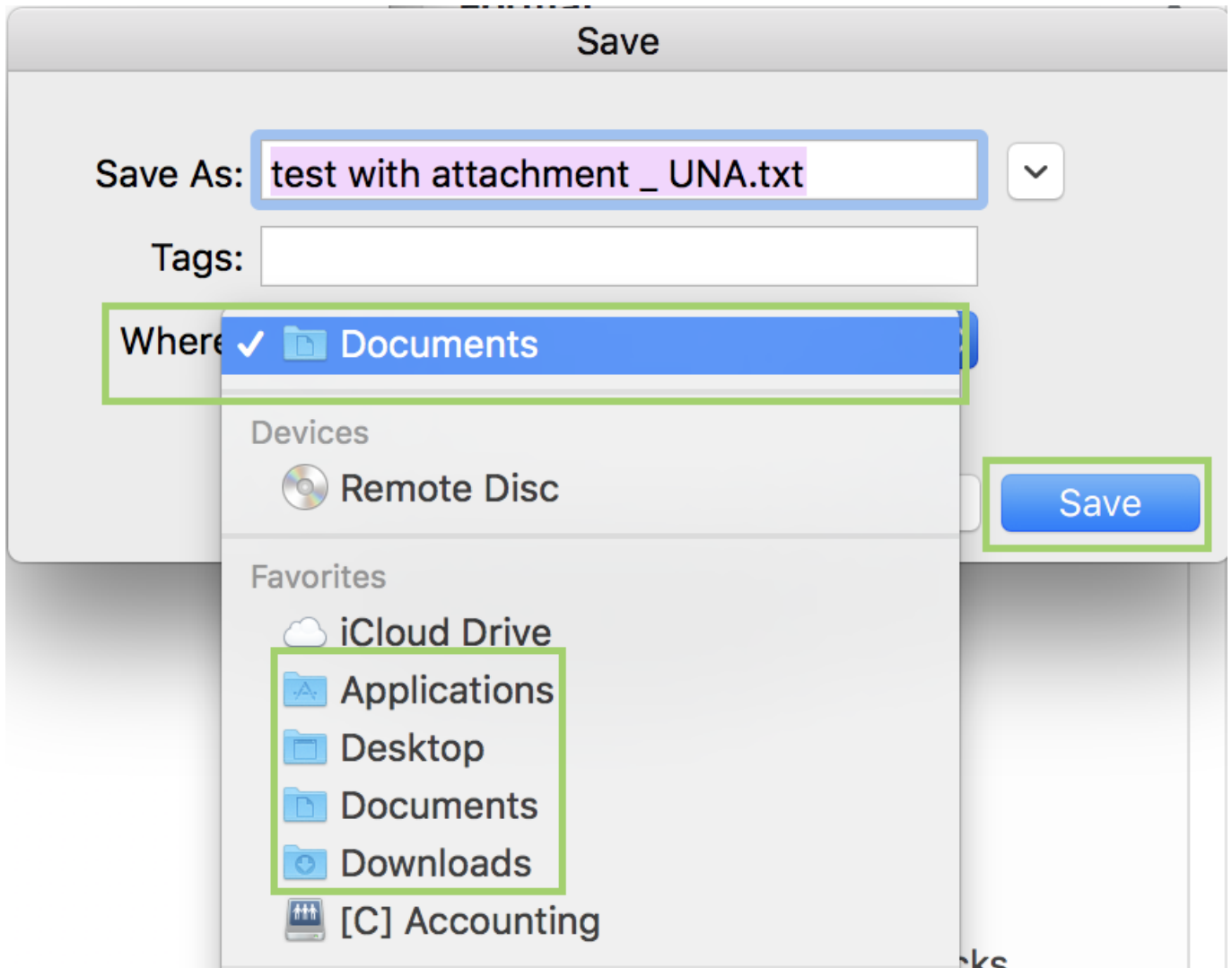


Method Two: Go to FirstClass menu bar click, on **File**, then click **Save As**.



The **Save** screen will pop up.

1. **Save As:** Enter File name to be saved.
2. **Where:** Use drop down to choose where file is to be saved.
3. Click on **SAVE**.



Knowing what application was used to make the attached file:

File sharing is a two-way responsibility. Sender and Receiver need to work together to ensure files will open. The sender should indicate the file type in the body of the message.

| | |
|---|---|
| <p>Minutes.doc or Minutes.docx</p> <p>Open with Word by double-clicking icon of file; the .docx is from the most recent version of the software</p> | <p>Created from Microsoft Office Word</p> <p>Open with Pages by launching Pages; select File menu; select Open; locate file and select; click Open</p> |
| <p>Dogs.jpeg</p> <p>Open with Preview by double-clicking file icon</p> | <p>Photo document; created from various applications</p> |
| <p>AgendaFeb06.pages</p> <p>Open with Pages by double-clicking file icon</p> | <p>Created using iWorks/Pages</p> |
| <p>WorkingPolicy.pdf</p> <p>Open with Preview by double-clicking file icon</p> | <p>Printed from any application to become PDF</p> <p>Open with Adobe Reader if necessary</p> |
| <p>Budget details.xls</p> <p>Open in Excel by double-clicking file icon</p> | <p>Created from Microsoft Office Excel</p> <p>Open with Numbers by launching Numbers; File menu; Open; locate file and select; click Open</p> |

Opening an attachment that is now on your computer desktop:

1. Download file to desktop.
2. **Double click** on file icon. File will open with the correct program.