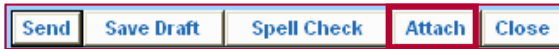


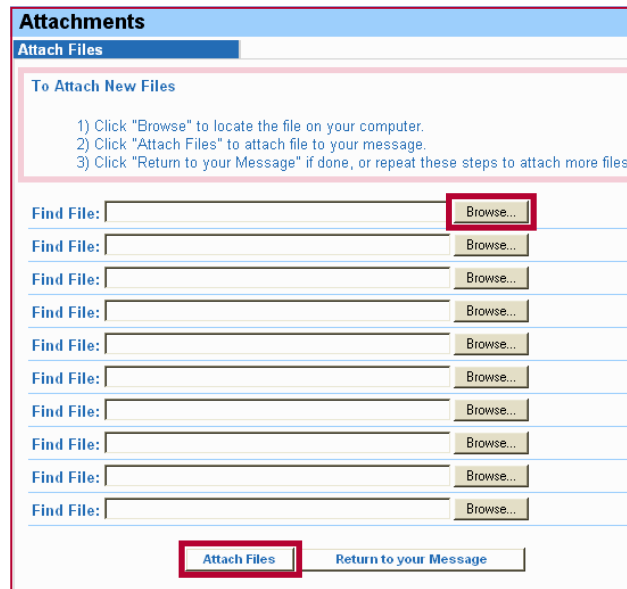
# Beginners: Attaching Files to an email

All types of files (for example, pictures and CVs) can be attached to an email message. **Do not send large attachments** (do not exceed 1MB) as the recipient may use a slower Internet connection. A standard dial up modem (56Kbps) will take about 5 minutes to transfer 1MB. **Mail boxes have a limit on how much data can be sent**, this box has a 10MB limit. So, be careful when sending pictures that have been scanned or downloaded from a digital camera as they can be very large.

1. Log into your email box, and create a new email message.
2. Click on the **Attach** button.



This will open the **Attachments** page.



Myway.com allows you to easily attach up to ten different files. Myway.com also gives you some simple instructions to help you attach the required file.

3. Click on the first **Browse...** button to locate the first file you want to attach.

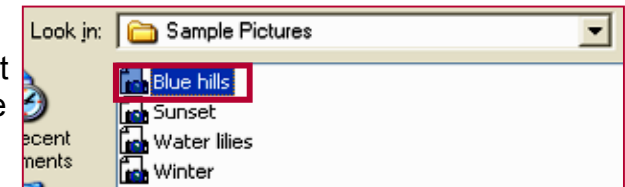
This will open the **Choose file** dialogue box.



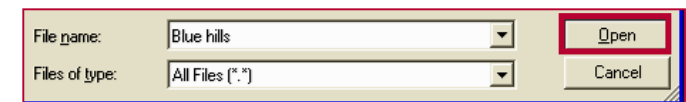
4. Click on the down arrow next to the **Look in:** box and select the location of the file you want to attach from the drop down list. For example:
  - i. click on the **My Documents** folder;
  - ii. Double click on the **My Pictures** sub-folder;
  - iii. on the **Sample Pictures** sub-folder.

All the files and folders available will be listed in the contents box.

5. Select the file you wish to attach by clicking on it (for example click on the top one).

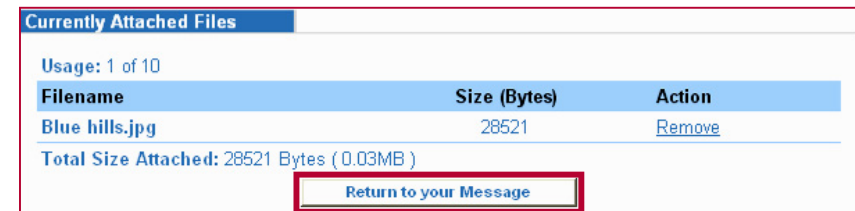


6. Click on the **Open** button.

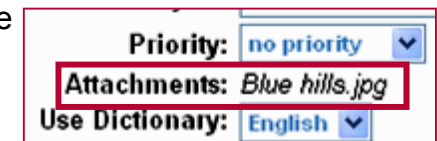


The **Attachments** page will be displayed again.

7. Click on the **Attach Files** button. You will receive confirmation of which files you have attached.



8. Click on the **Return to your Message** button. Now the **Attachments** field shows the name of all attached files.



9. Finish writing your message (for the purpose of this exercise address the message to yourself) and send it when you are ready.