

## Email Attachments

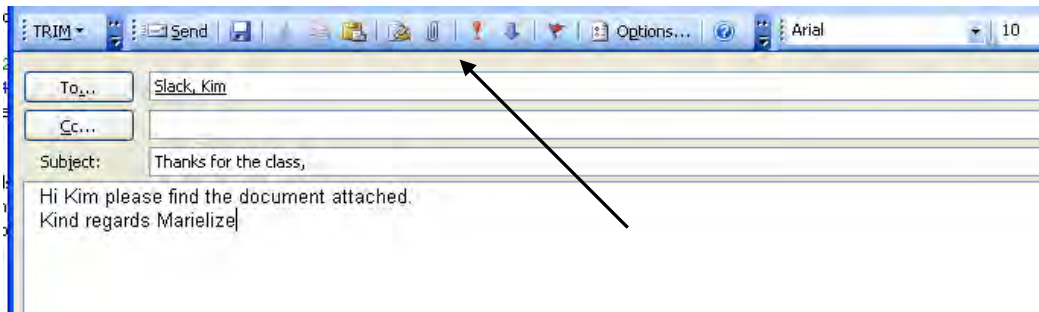


Email attachments provide the ability to send and receive typed messages. Email also allows users to include other types of computer files with their messages. Other files that are included with your message are called "attachments". Examples of files that may be attached are:

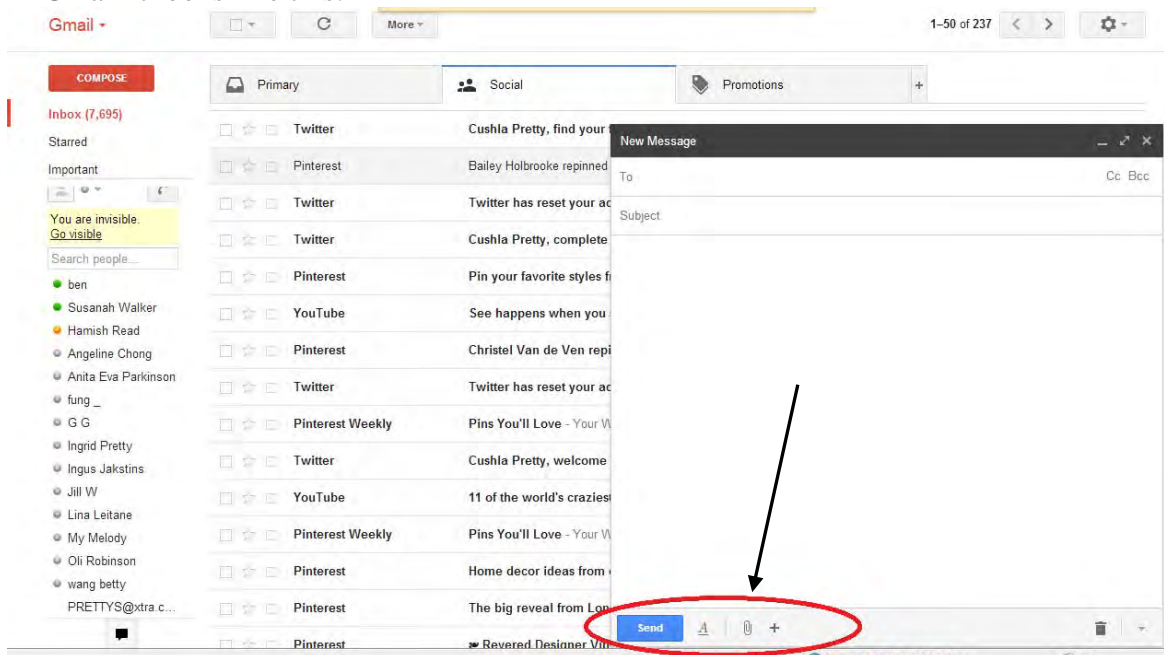
- scanned pictures or digital photographs
- sound or music files
- video clips
- spreadsheets, databases and in fact, any other data in a computer-readable format
- computer programs

You can attach any file accessible from your computer to your email message and send it with the message. Look for the "Attach" or the paper clip button (see below) on your email client's toolbar.

In Outlook it looks like this:



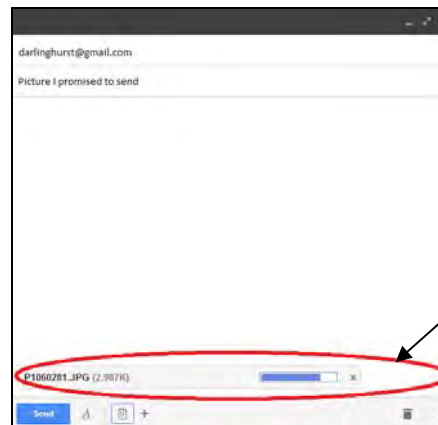
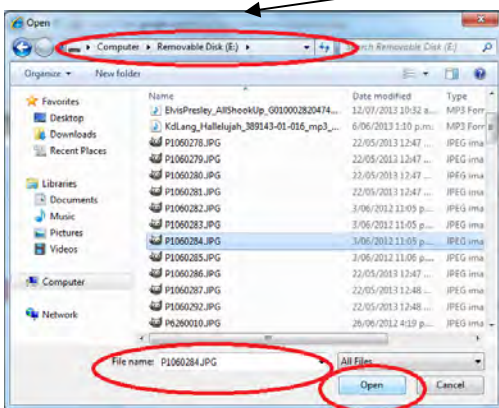
In Gmail it looks like this:



## Email Attachments

Pressing the "Attach" button opens the standard Windows Browse dialog box, permitting you to select the file(s) that you wish to send with the message. You may have to go up a few directories, perhaps to the My Documents directory on your Windows computer to locate the file.

Location where attachment is stored



Gmail:  
Attachment is  
attached to  
email, Blue bar  
shows progress  
loading

Press to attach

## Large attachments

Do not send large attachments to people (e.g. a computer program you have downloaded from the Internet, or a digital photo that is 2 or 3MBs in size) without first asking them if they want the file.

If you send a large attachment it may take a very long time to download the file, so it is courteous to ask first. It may also take up that person's mail box quota, and the mail box will start "bouncing" (rejecting) other messages.

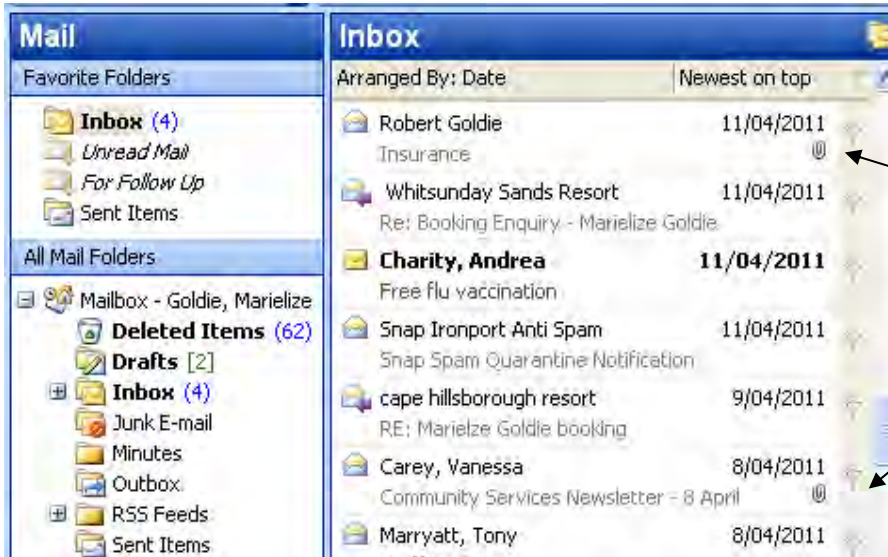
## Attachment compatibility

Be careful exchanging word-processed documents. You must send your correspondent a file they are able to open. If you created the file in MS Word 7.0 and they only have MS Word 6.0 they may not be able to open your file. How can you work around this problem?

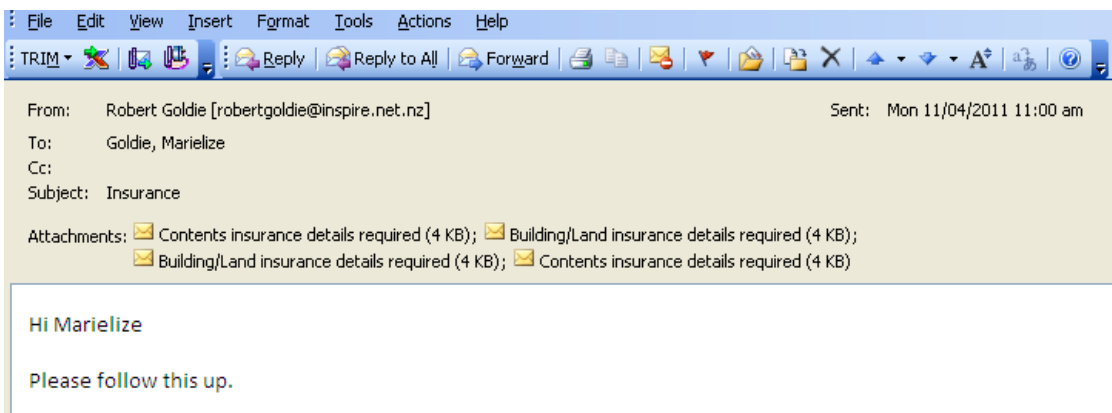
Try saving your file in the same file format as their software. If they use Windows95, 98, ME or XP, 2000 try saving the file as an \*.rtf or Rich Text Format file. This file type can be opened in Wordpad (go START, PROGRAMS, ACCESSORIES, choose WORDPAD). All Windows95, 98, ME and XP, 2000 users have Wordpad. If all else fails save the file as a text (\*.txt) file. This strips out all text formatting and tab stops and just saves the text.

## Opening attachments

When you receive an attachment with a message, your Inbox summary line usually indicates this with the Paper Clip icon on the left.



To open an attachment that has been sent to you, first open the message by double clicking on the message summary line. The message opens and displays the appropriate icon for every attachment that is included (example on the next page).



To open an attachment, double click the attachment's icon. Your computer should automatically recognise the file type, and launch the correct application for the file it is opening. **However, beware! The main way a virus can enter you computer is by emailed attachments. If the file ends in .exe, .pif, .scr, .zip DON'T OPEN IT. It might be a virus.**

## What should I do if I can't open an attachment?

Not all file types are recognised by your computer. Sometimes you may be sent a file that your computer does not recognise because it does not have the attachment's file type associated with a program. In other words you do not have any software installed that recognises the type of file you have been sent. In this case your email program asks you to specify the application that you wish to open the file with. Usually you need to install some software that will understand and open the file type that you have been sent, or perhaps ask the sender to send the file in a different format.