



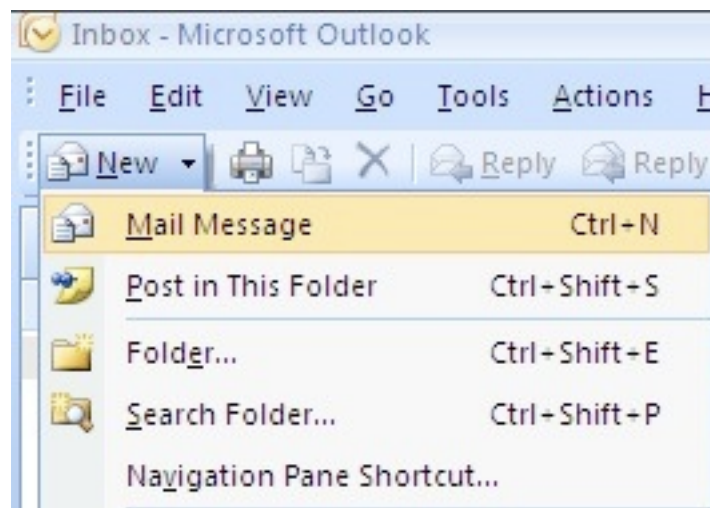
Adding an attachment to email

This tutorial is for Windows or Macintosh. In this example we will be using Windows and Microsoft Outlook 2007.

- First click on 'Start' and go to Microsoft Outlook Email.



- Click on 'New' and scroll to 'Mail Message'.

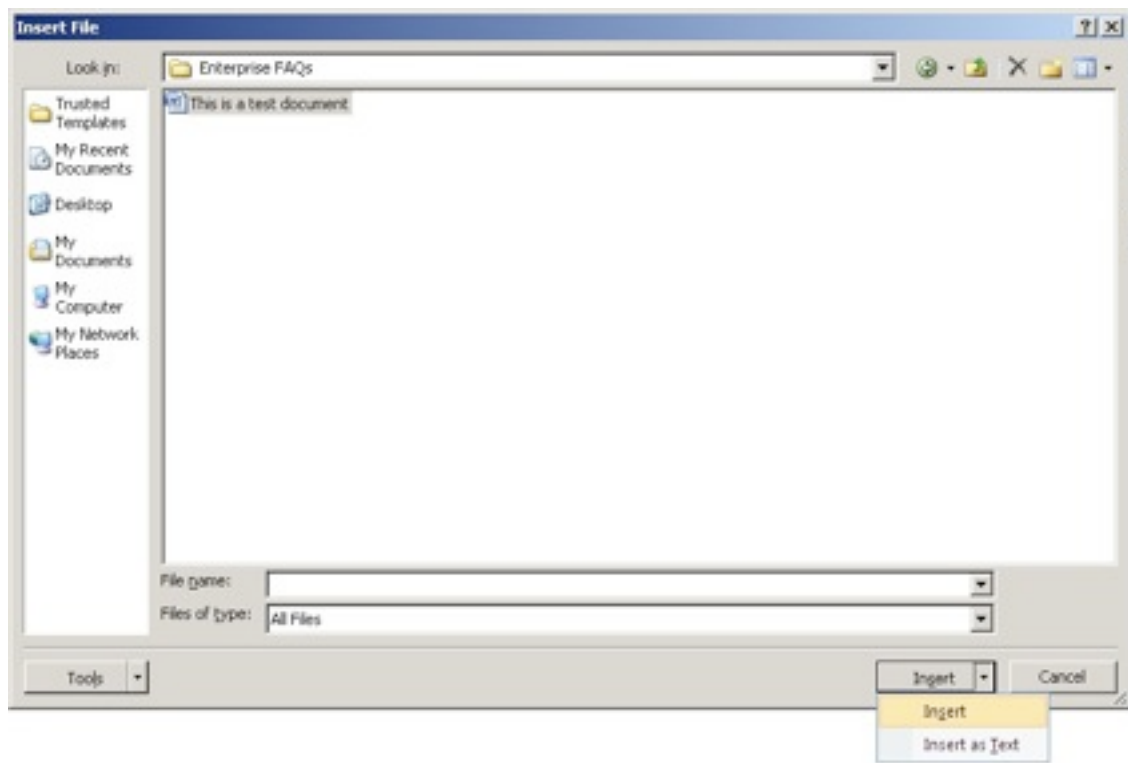


- Fill in the email address, subject of your email and the message in the email body.

- **Locate the paper clip icon.**



- **Browse to where the file is you want to attache to your email and click 'Attach'**



That is it.... Click on the 'Send' button and your attachment has been sent.

Additional Information

- **Email us at info@enterprisect.com**