
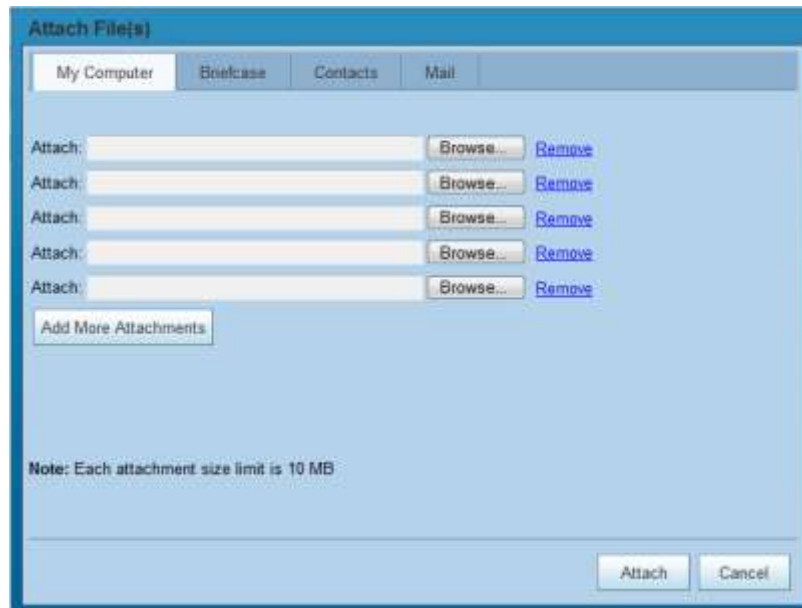


Attaching files to your message

Email messages can include attachments. You can attach documents, spreadsheets, pictures, slide shows and other types of files.



- Click . An Attach file(s) window appears.



- Click **Browse** to locate the file.
- Select the file and click **Open**. Repeat the steps above to attach additional files.
- Then click on **Attach** button.

Replying to messages

You can reply to the sender of a message or you can reply to the sender and all recipients of the message.

- With the message open, click  or . A new message window is displayed with the addresses in the header and the original message in the body.
- Type your reply.
- Click **Send**.