SUMMARY

To attach a file or document to a message:

1. Click on **MESSAGE** in the Menu Bar and select **NEW**.

   OR

   Click on the **NEW** button on the Tool Bar.

2. Complete the message header information (subject and recipients).

3. Type a cover note.

4. Click on the **ATTACHMENTS** button on the Tool Bar.

   OR

   Click on **MESSAGE** in the Menu Bar.
   Click on the **ATTACHMENTS** option.

5. Select the appropriate **DRIVE** using the drop down list arrow.

6. Select the **DIRECTORY** by double clicking on the appropriate folder icon.

7. Double-click on the document name.

   OR

   Click on the document name and click on the **ADD** command button.

8. Repeat steps 6 and 7 to attach other files or documents.

9. Click on the attachment filename within the **DESCRIPTION** section of the Add Attachments window.

10. Type in WPE in the **FORMAT** field if the attachment is WordPerfect or see the list below for the correct acronym.

11. Click on **MODIFY** in order to change the extension in the

DESCRIPTION section of the window.

12. Repeat steps 9-11 for all attachments.

13. Click on **OK**.

To browse an attachment in a message:

1. Double-click on the message which contains the attachment(s).

2. Double-click on the attachment filename.

   OR

   Click on the attachment to be browsed.
   Click on **ATTACHMENT** in the Menu Bar and select **BROWSE**

3. After reading the attachment in its own format, exit or minimize the application window.
   (Repeat steps 2 and 3 if there is multiple attachments.)

4. Click on the **EXIT** button to close the **BROWSE** window.

To export an attachment:

1. Select the appropriate folder and the message containing the attachment.

2. Double-click to browse the message.

3. Select the attachment(s) to be exported.

4. Click on **ATTACHMENT** in the Menu Bar.

5. Click on **EXPORT** to display the Export dialog box.

6. Select the appropriate **DRIVE** name and **DIRECTORY**.

7. Click in the **FILENAME** field and allocate the attachment a filename.