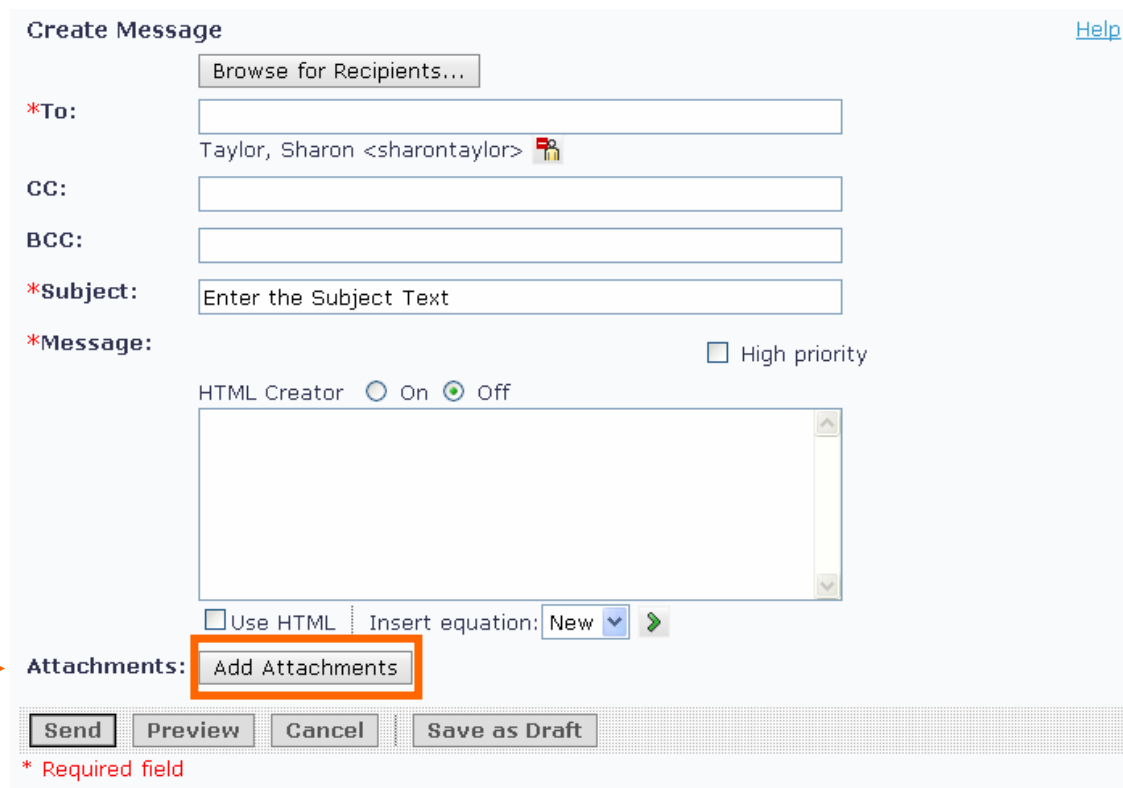


## Adding an Attachment

1. To add an attachment to the message, click **Add Attachments**.

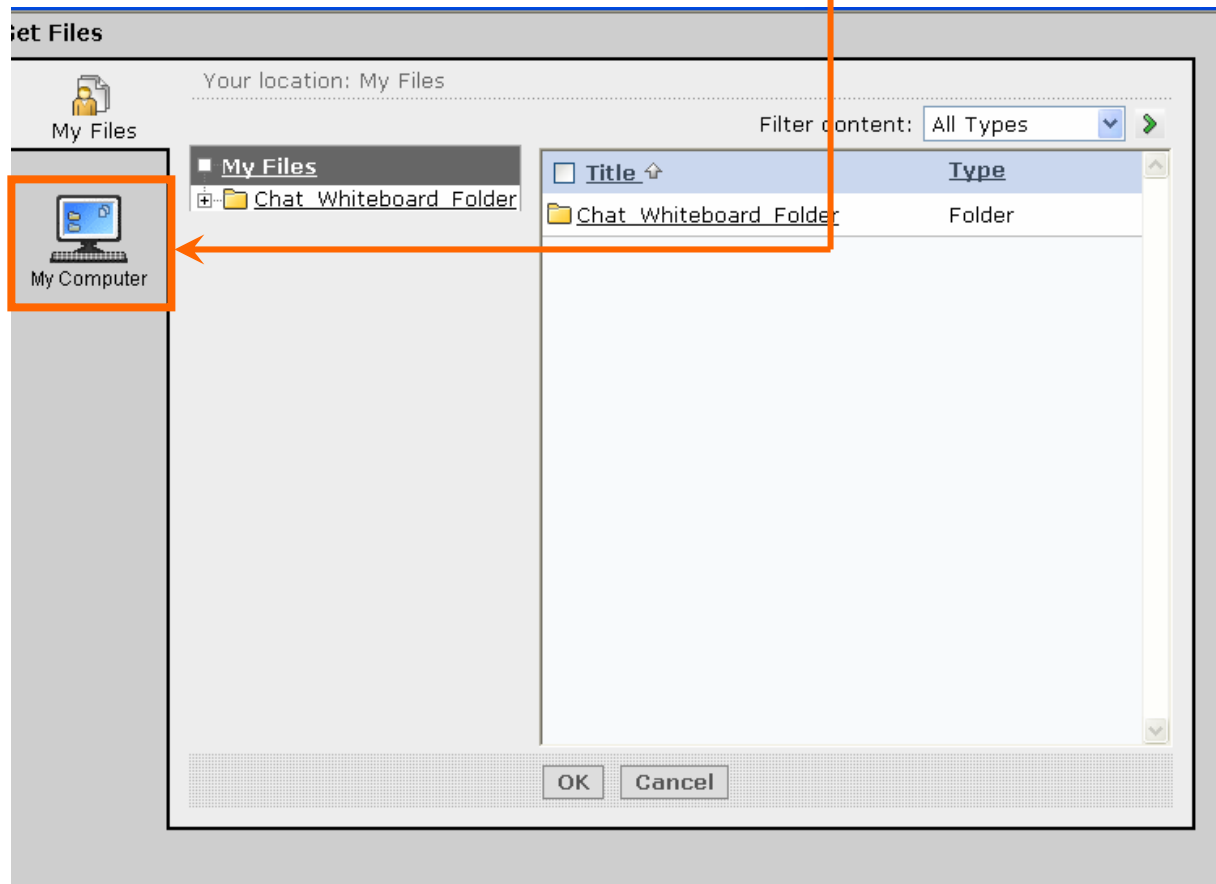


The screenshot shows the 'Create Message' interface. At the bottom, the 'Attachments:' section contains a button labeled 'Add Attachments', which is highlighted with an orange rectangular box. An orange arrow originates from the number '1' in the list above and points to this button. Other fields in the form include 'To:', 'CC:', 'BCC:', 'Subject:', and 'Message:'. The 'Message:' field has a 'High priority' checkbox and 'HTML Creator' options (On/Off). At the bottom, there are buttons for 'Send', 'Preview', 'Cancel', and 'Save as Draft', along with a '\* Required field' note.

2. The **Content Browser** window will be displayed. Files stored in the file manager can be attached, or files can be uploaded that are stored in your computer.

3.

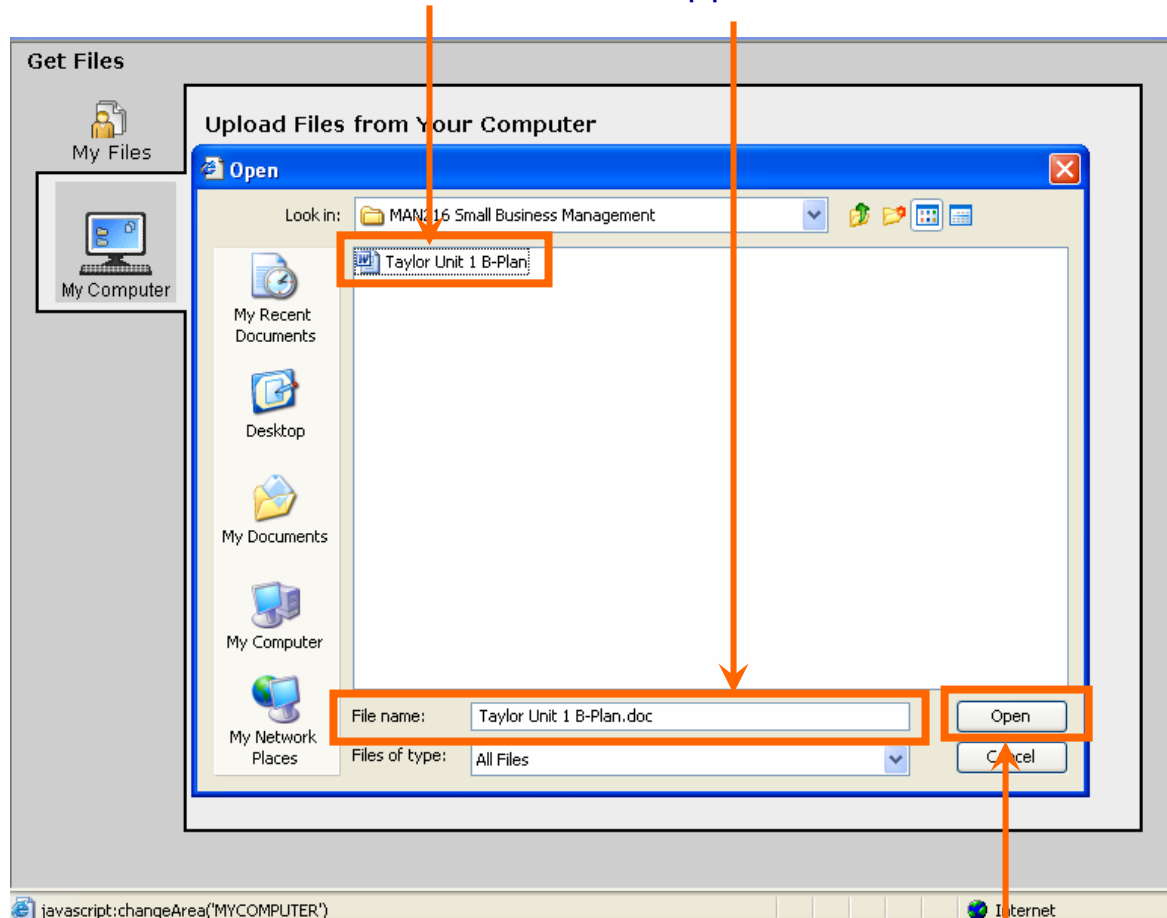
Click the desired **Get Files** location. Click the **My Computer** icon to get externally stored files.



4.

Navigate from your computer to get the desire file.

5. Click on the name of the file to select it, and it will appear in the **File name** field.



6. Click the **Open** button from your computer, then wait for the file to attach.

7. Attached files are listed in the **Add Attachments** area on the **Create Message** screen.



The screenshot shows the 'Create Message' interface. It includes fields for 'To:', 'CC:', 'BCC:', and '\*Subject:'. Below these is a large text area for the message body, with 'HTML Creator' options set to 'Off'. A checkbox for 'High priority' is present. At the bottom, there is a 'Use HTML' checkbox, an 'Insert equation' dropdown set to 'New', and a green arrow button. The 'Attachments' section is highlighted with an orange box and contains an 'Add Attachments' button and a file named 'Taylor Unit 1 B-Plan.doc' with a document icon. At the very bottom are buttons for 'Send', 'Preview', 'Cancel', and 'Save as Draft'. A red asterisk note indicates '\* Required field'.