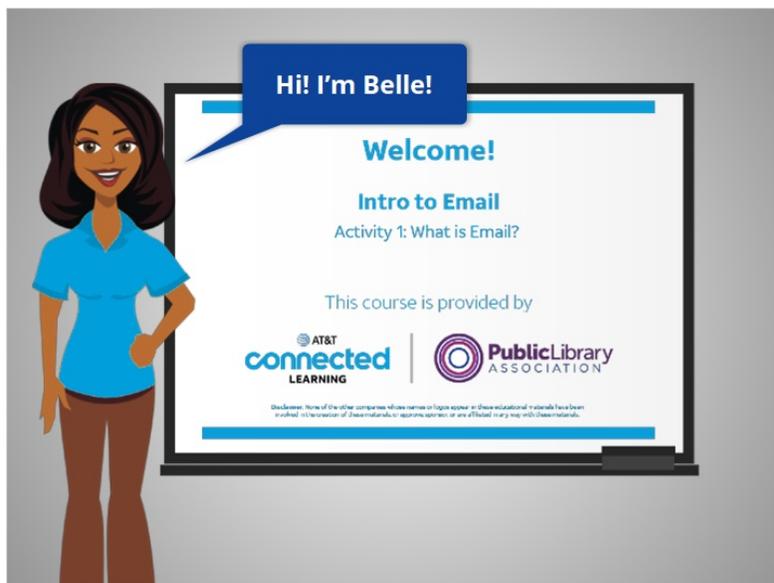
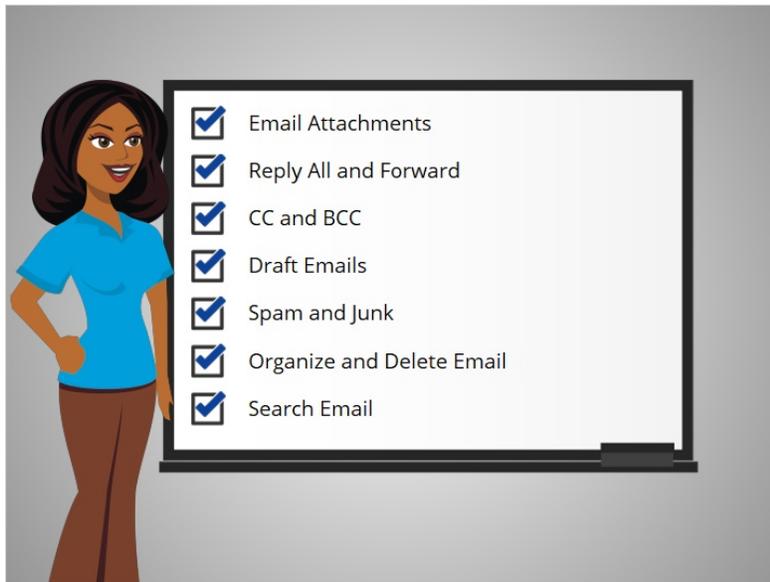


# Intro to Email 2: Beyond the Basics

## Working with Attachments

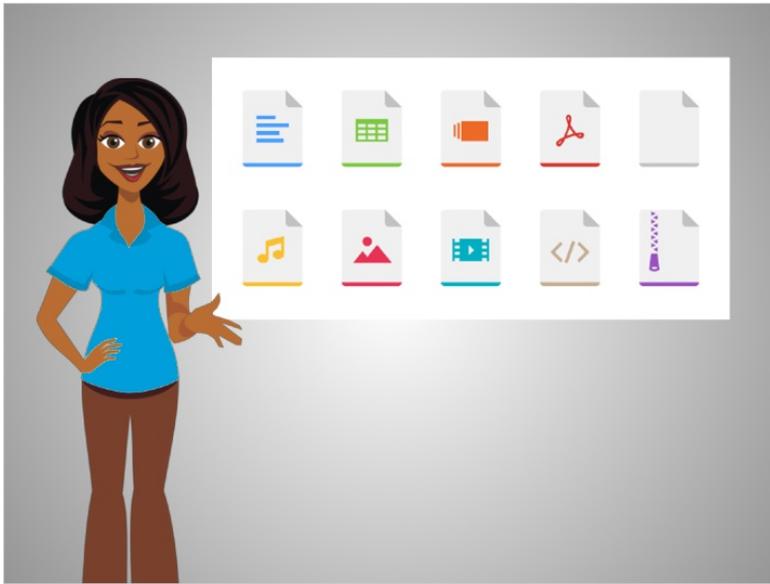


Hi, I'm Belle. In the Intro to Email course we learned how to create an email account, how to log into it, how to open and reply to messages you received, and how to send an email message.

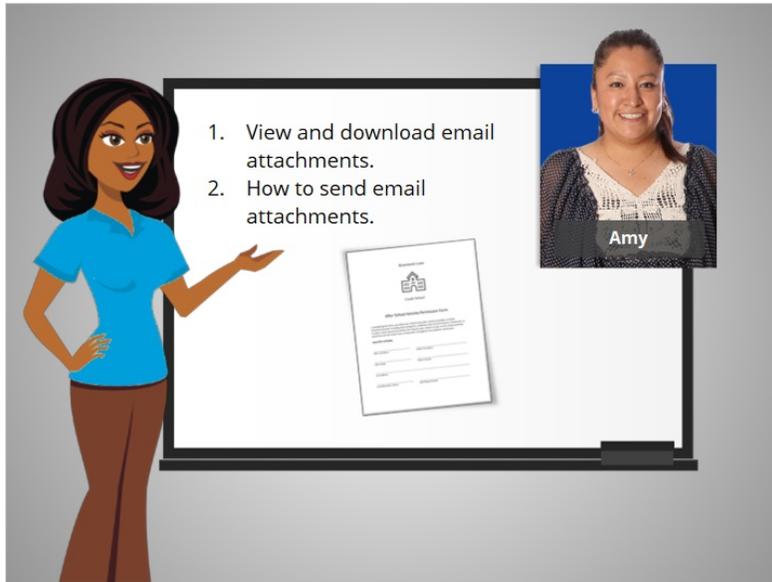


In this course, we'll learn about more email features. This includes how to work with email attachments, how to reply all and forward emails, how to use CC and BCC, saving draft emails, how to identify spam and junk email, how to organize and delete your email, and how to search for specific emails.

Let's get started with email attachments.



You can attach nearly all types of files to an email message, including pictures, videos, or documents. You can attach many files to a single message, but sometimes there is a limit on the size of files that can be sent.



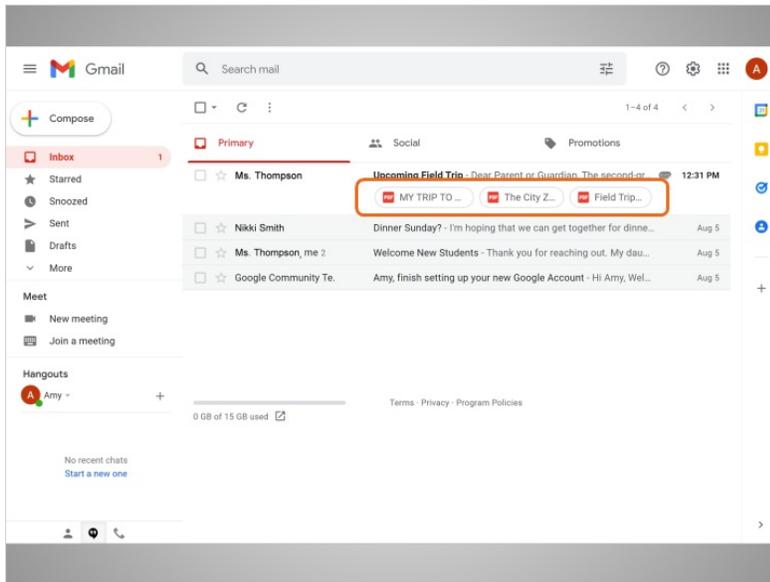
We'll follow along with Amy, who set up a new email account in the Intro to Email class. In this lesson, Amy views and downloads files that are attached to email messages she has received. We'll also see how she attaches files to emails that she sends to other people.

There are many different email providers. In today's example, Amy is using Gmail. If you use a different email provider, the features may be slightly different, but in general, the features we'll review in this course are included in all email applications.



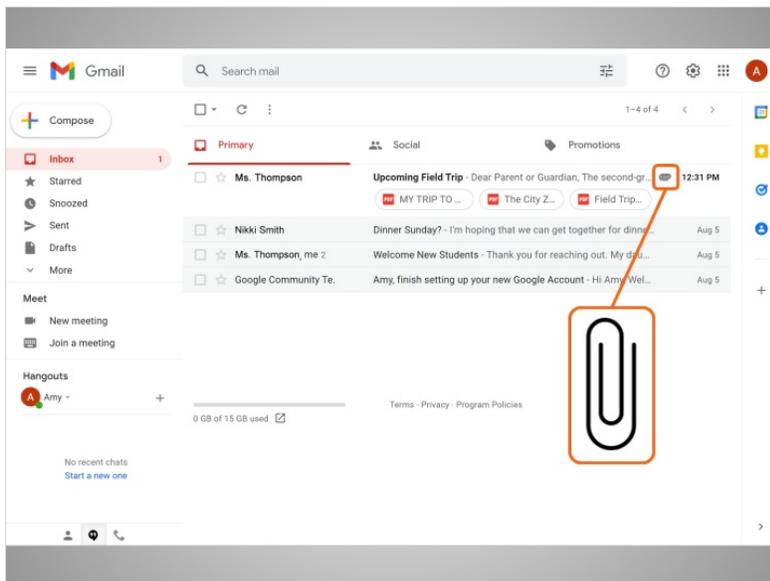
First, Amy wants to view after-school activity forms that were sent by her child's teacher, Ms. Thompson, for her children to attend an upcoming field trip.

Then, Amy would like to send Ms. Thompson permission slips and waivers for the trip.

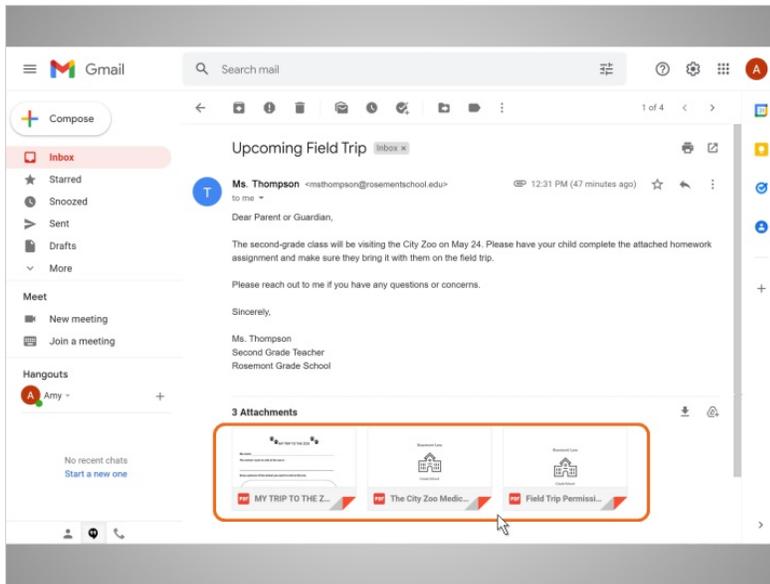


Amy opens her email and sees that she has a new message from Ms. Thompson in her inbox.

We can tell this message has some files attached to it because of these buttons.



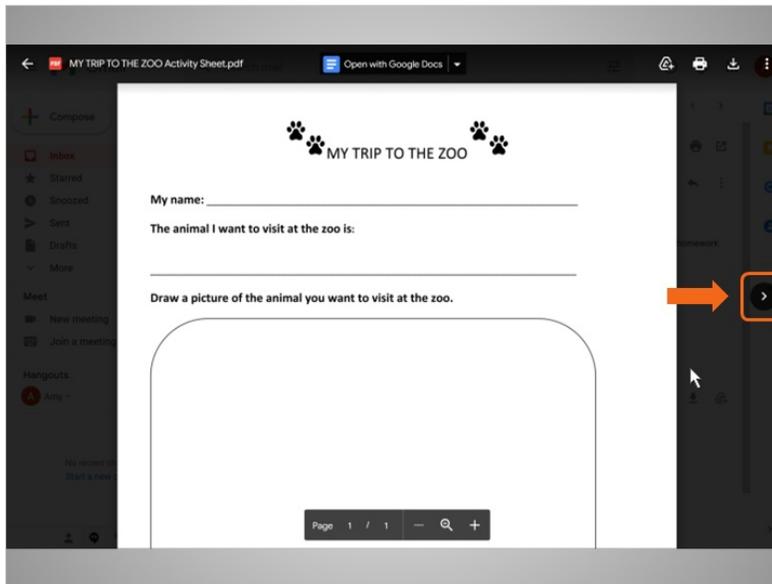
Some email accounts will show attachments represented by a paperclip icon.



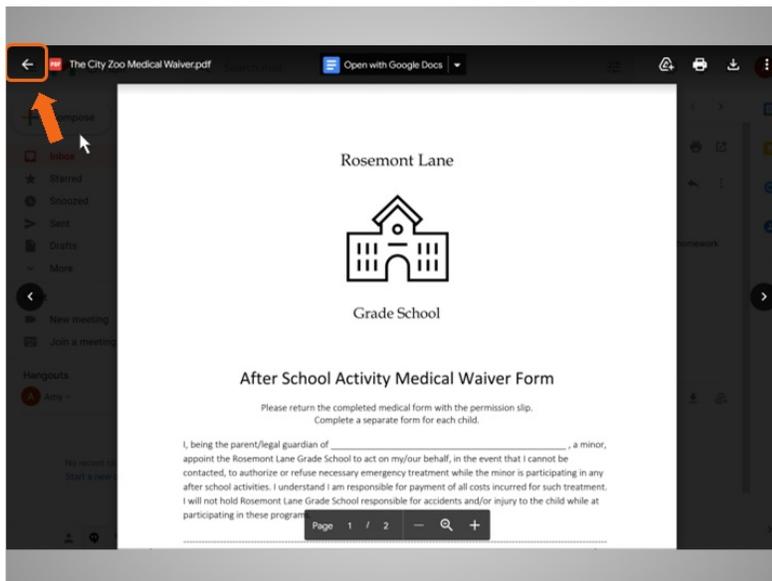
Now that Amy has opened Ms. Thompson’s email, she can see that there are three attachments.

In this case, the attachments are documents. Amy can see small previews of them at the bottom of the email.

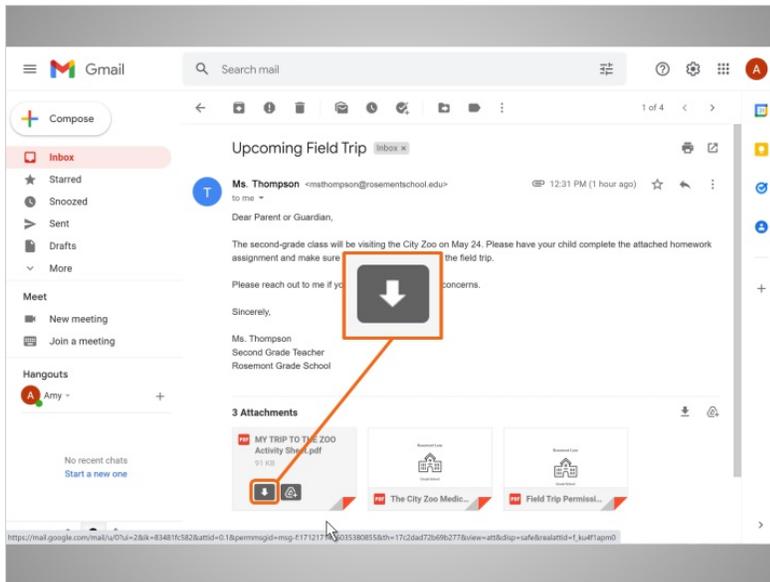
To view the full attachments, Amy single clicks on the first attachment to open it. Some email providers will require a double click to open attachments.



Amy can click on the arrows to view each document.

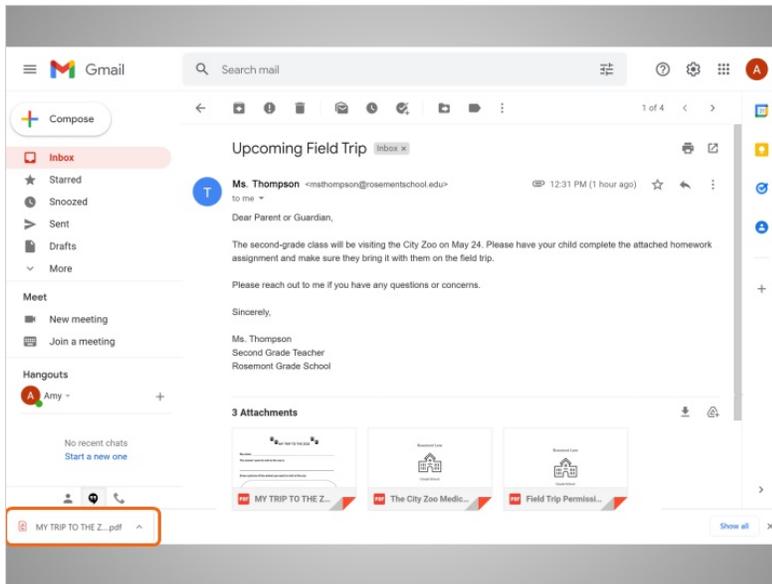


To close the attachments, Amy can click on the back button in the upper left corner of the screen.

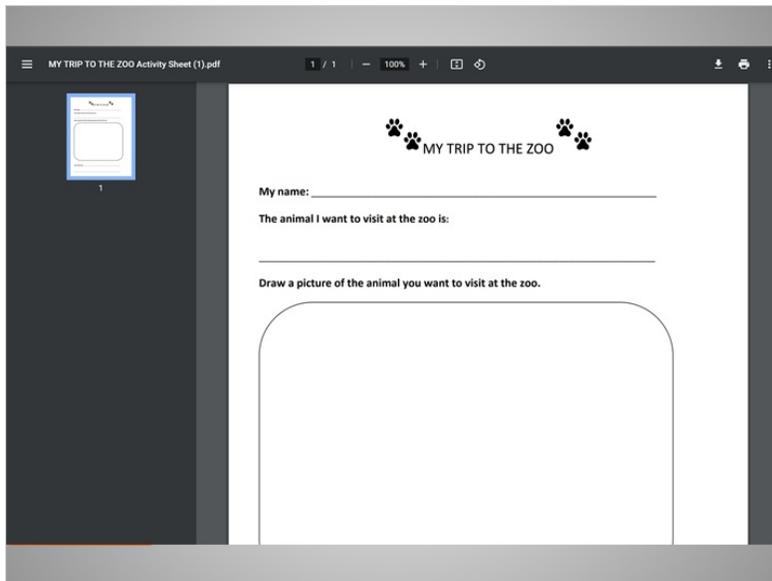


Amy wants to download the first attachment, so she can have it saved on her computer.

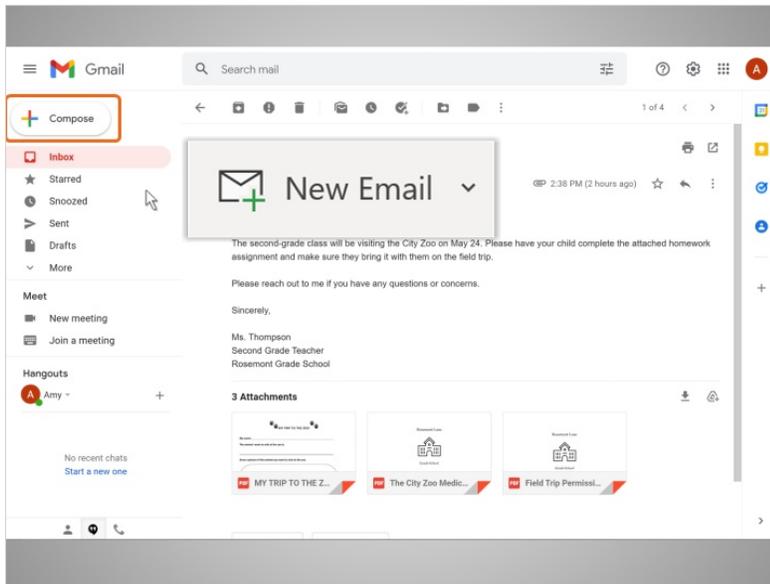
First, she uses the mouse to roll her cursor over the file, and several icons appear. The download icon is the icon with an arrow pointing down. Then she clicks the download icon. Right away, the attachment is saved into her downloads folder on the computer.



As a shortcut, Amy can click on the file at the bottom of her browser screen to open it. Depending on which web browser you are using, you may be asked to choose where you would like to save the file before downloading it.

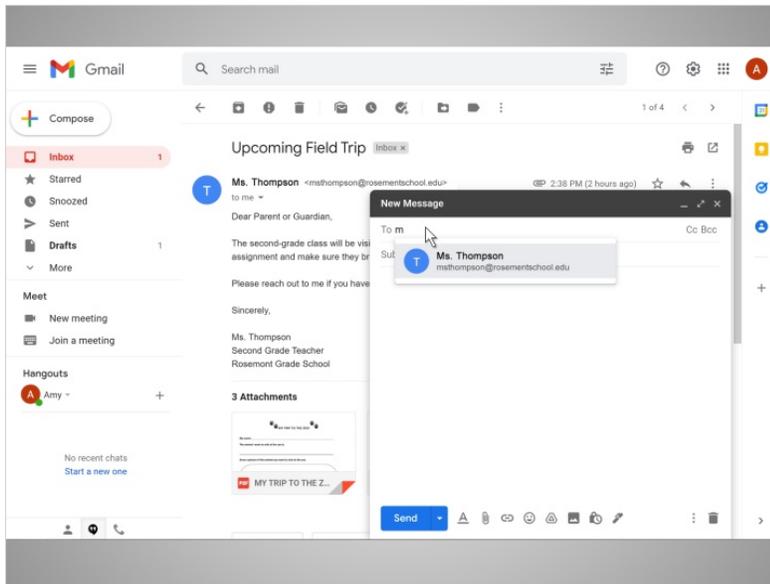


Amy has successfully downloaded an attachment to her computer!

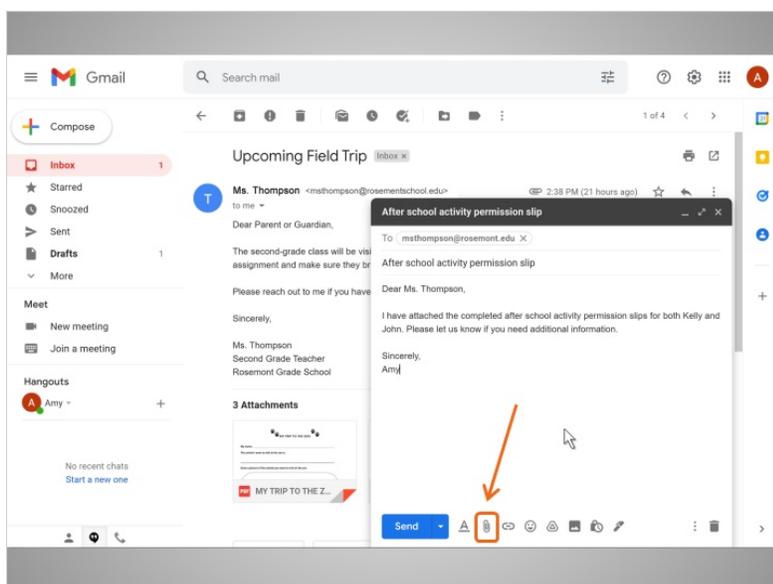


Now Amy wants to send Ms. Thompson permission slips and waivers for her children to participate in the after-school activity. To do this, she'll attach a file to the message.

First, Amy needs to start a new email message. She clicks on the Compose button. Other email providers may have an option that says "New Email."

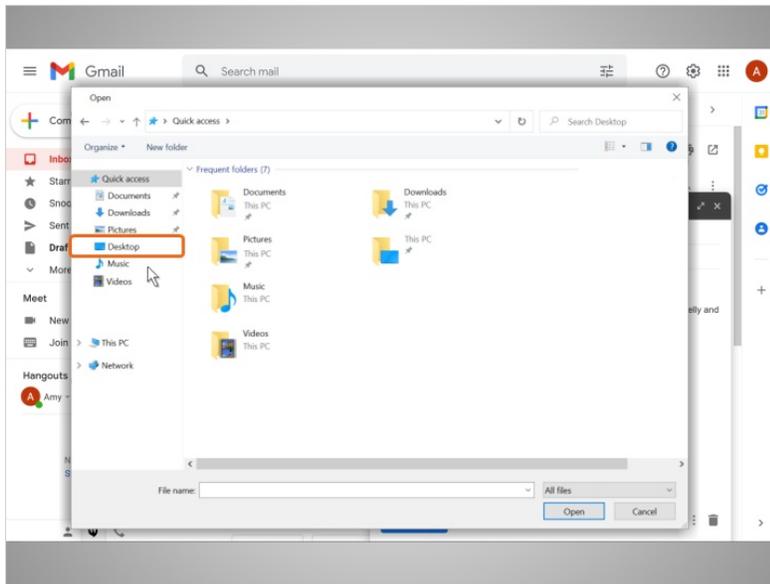


In the new message, Amy types Ms. Thompson’s email address in the To field. Since Ms. Thompson is in Amy’s address book, her email pops up right away, and Amy can click to add it.



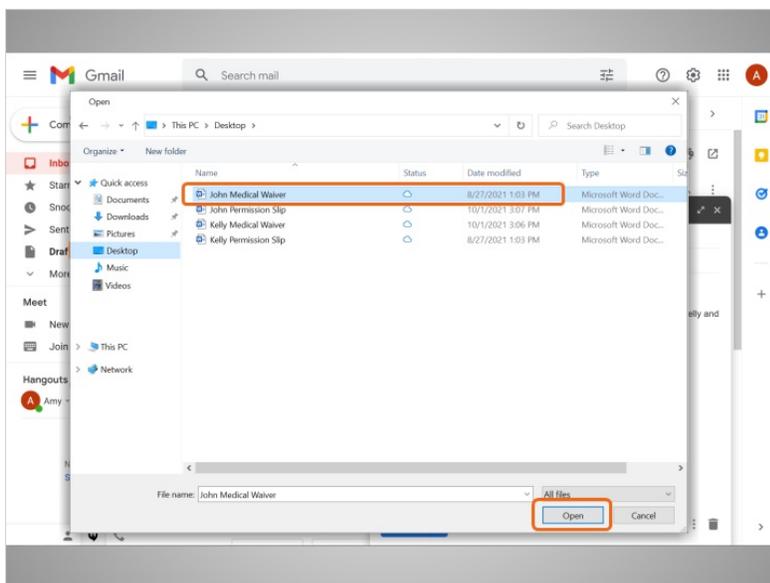
Then Amy types in a subject for the email, and types in a quick message that explains what she is attaching to the email.

Now it's time to attach the permission slip to the email. To add an attachment, Amy clicks on the paperclip icon at the bottom of the message box.

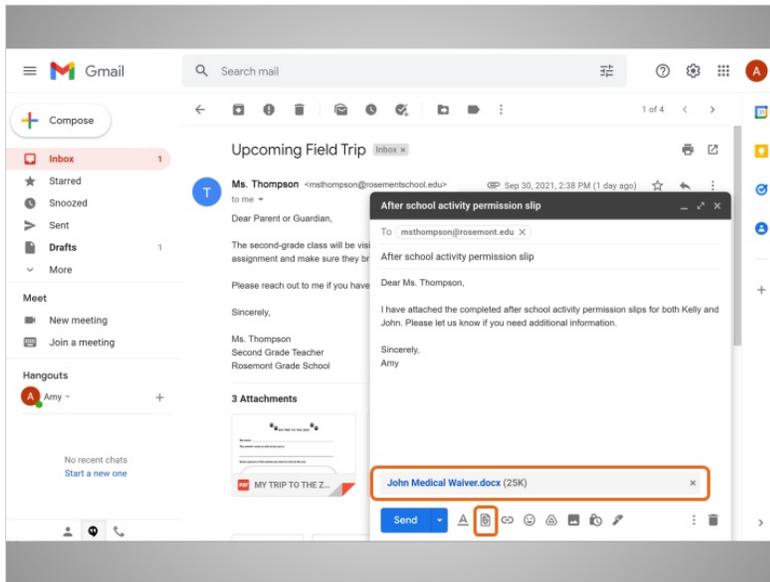


This opens a window that will let Amy select the files that she wants to attach. First, Amy needs to find where they are located on the computer.

In today's example, the permission slip is saved to Amy's desktop, so she clicks there.

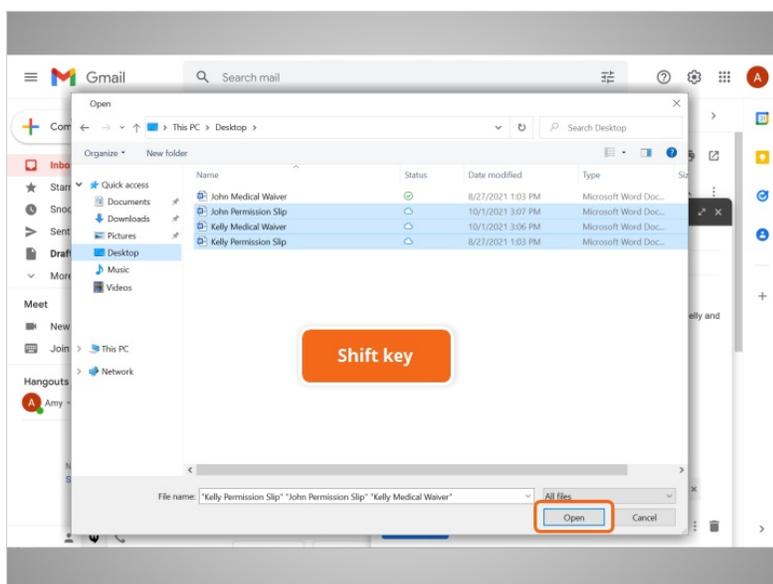


Amy clicks on the file named "John Medical Waiver" to select it. Then she clicks on the Open button.



In a few seconds, the file will be attached to the email.

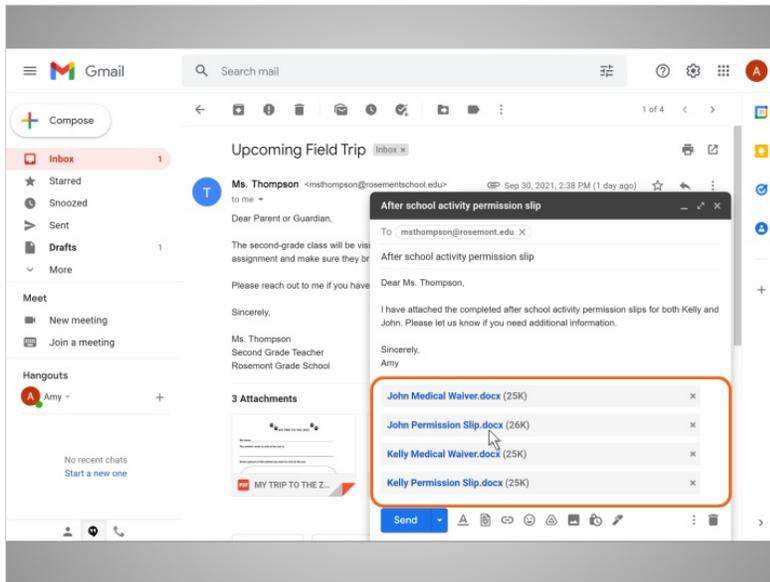
If Amy wants to attach more than one file to an email, she simply clicks on the Attachments icon again.



The File Explorer window opens and files on the computer display.

If Amy wants to select multiple files at once, she can use the Shift key on the keyboard. She clicks on the first file she wants to select, holds down the Shift key, then clicks on the last file to select all of them at the same time.

Now, when Amy clicks the Open button, ...

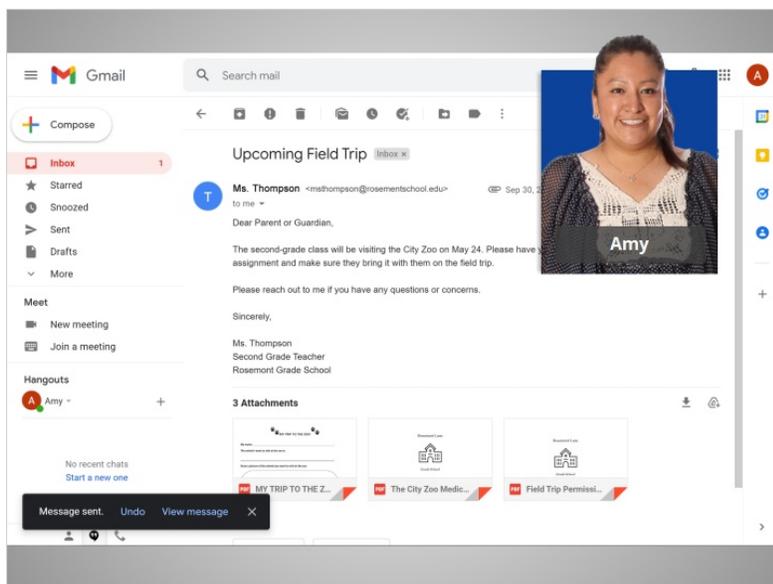


...all the files are attached to the email.

If Amy wants to attach more files to the email, she simply clicks on the Attachments icon again and uses the same steps again.

Amy's message is complete, now that it includes the person that she's sending the email to, subject, message body, and the attachments.

Once Amy clicks on Send, her email, including the attachments, will be on its way to Ms. Thompson's inbox!



In this lesson, Amy learned how to download an attachment and add attachments to an email. In the next lesson, Amy will learn how to reply to multiple people who received a message, and how to forward messages to others.