

This handout is designed to assist you in sending e-mail attachments and pictures. I have documented instructions on the three most popular e-mail clients, Gmail, Yahoo and AOL.

G-Mail Users

Click on **Compose** on the left hand side.

Enter the e-mail address of the recipient in the **To** box.

Summarize the e-mail in the **Subject** box.

Click on Attach A File just below the Subject box.

This will bring up a window that will allow you access to the pictures and documents you have on your computer.

Click on Libraries.

Click on Pictures.

Double click on the folder that contains the picture you want to attach.

Double click on the picture you want to attach to your e-mail.

Enter a note to your e-mail buddy. Click on send.

You will receive a confirmation when your e-mail has been sent

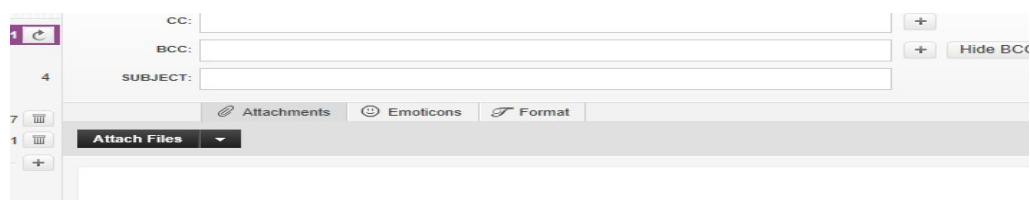
Yahoo Users – Old Version

Click on **Compose Message** in the black box on the left hand side.

Enter the e-mail address of the recipient in the **To** box.

Summarize the e-mail in the **Subject** box.

You have three tabs below the subject line as in the picture below.



Click on the Attachments tab.

Click on Attach Files.

This will bring up a window that will allow you access to the pictures and documents you have on your computer.

Click on Libraries.

Click on Pictures.

Double click the folder that contains the picture you want to attach.

Double click on the picture you want to attach to your e-mail.

Enter a note to your e-mail buddy. Click on send.

You will receive a confirmation when your e-mail has been sent

Yahoo Users – New Version

Click on **New** on the left hand side.

Enter the e-mail address of the recipient in the **To** box.

Summarize the e-mail in the **Subject** box.

Click on Attach Files.

This will bring up a window that will allow you access to the pictures and documents you have on your computer.

Click on Libraries.

Click on Pictures.

Double click the folder that contains the picture you want to attach.

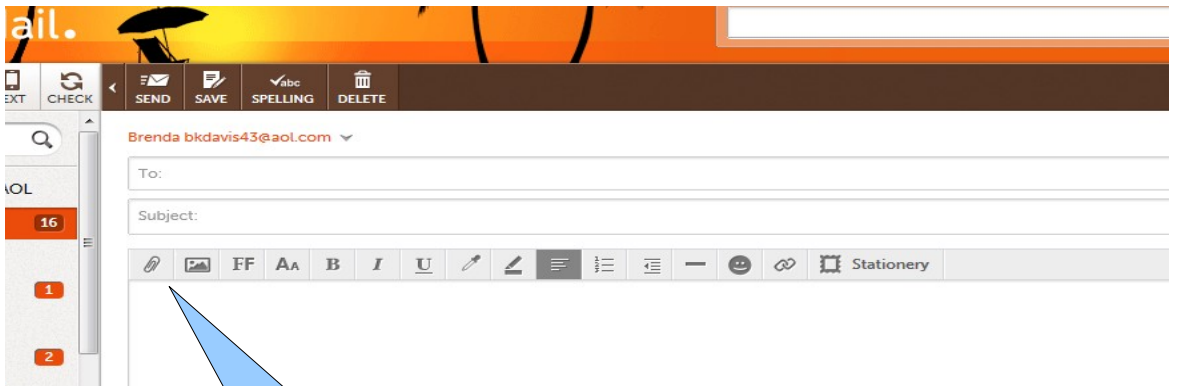
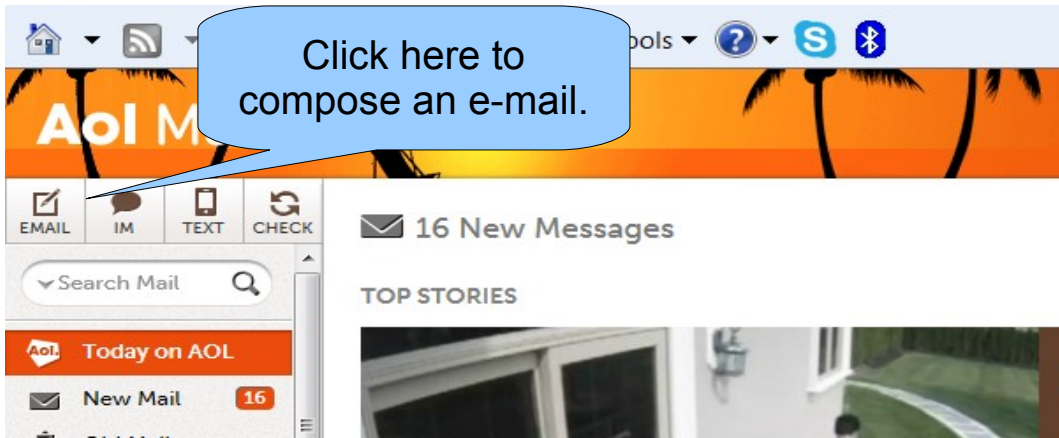
Double click on the picture you want to attach to your e-mail.

Enter a note to your e-mail buddy. Click on send.

You will receive a confirmation when your e-mail has been sent

AOL Users

Click on EMAIL on the far left corner of the screen



AOL continued

This will bring up a window that will allow you access to the pictures and documents you have on your computer.

Click on Libraries.

Click on Pictures.

Double click the folder that contains the picture you want to attach.

Double click on the picture you want to attach to your e-mail.

Enter a note to your e-mail buddy. Click on send.

You will receive a confirmation when your e-mail has been sent