

## Email & Attachments

### Email Basics – Email Addresses:

The format for all email addresses is [username@domain.general](#) and breaks down as follows:



"**Username**" is the ID of the person who has the address, whether real or an alias.

The "@" symbol attaches the user to their email box location.

*Note: If an address doesn't have the @ sign attached, it's not an email address!*

The "**domain**" refers to the provider of the email box.

"**General**" refers to a three-letter extension signifying the type of email provider.

*Note: ".com" refers to a commercial entity, ".org" to an organization, ".net" to a network provider, and ".edu" to an educational institution. These are the most common extensions.*

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## **Sending Attachments**

Most email clients enable you to send files within your mail messages as attachments. It's sometimes not as easy as just clicking the Attachment button, however.

To open an attachment, for example, you need to have a program on your computer that is capable of reading it. But, even if you have the right software, the translation between your email client and the sender's client may not be compatible. If you have this problem with an attached text document, ask the sender to simply copy and paste the document into the body of the message, and thereby avoid problems.

Unfortunately, that doesn't work for most other file types.

That said, here's how you send attachments:

**1. Click Compose Message command or button.**

It should be a command or button on your menu or toolbar.

**2. Click Attach File or Insert File.**

The command is often represented by a "paper clip" icon. Click it to display the Attach or Insert File dialogue box. Here you can search through the directory of drives and folders to find the file you want to attach.



**Attachment button**

**3. Find My Computer.**

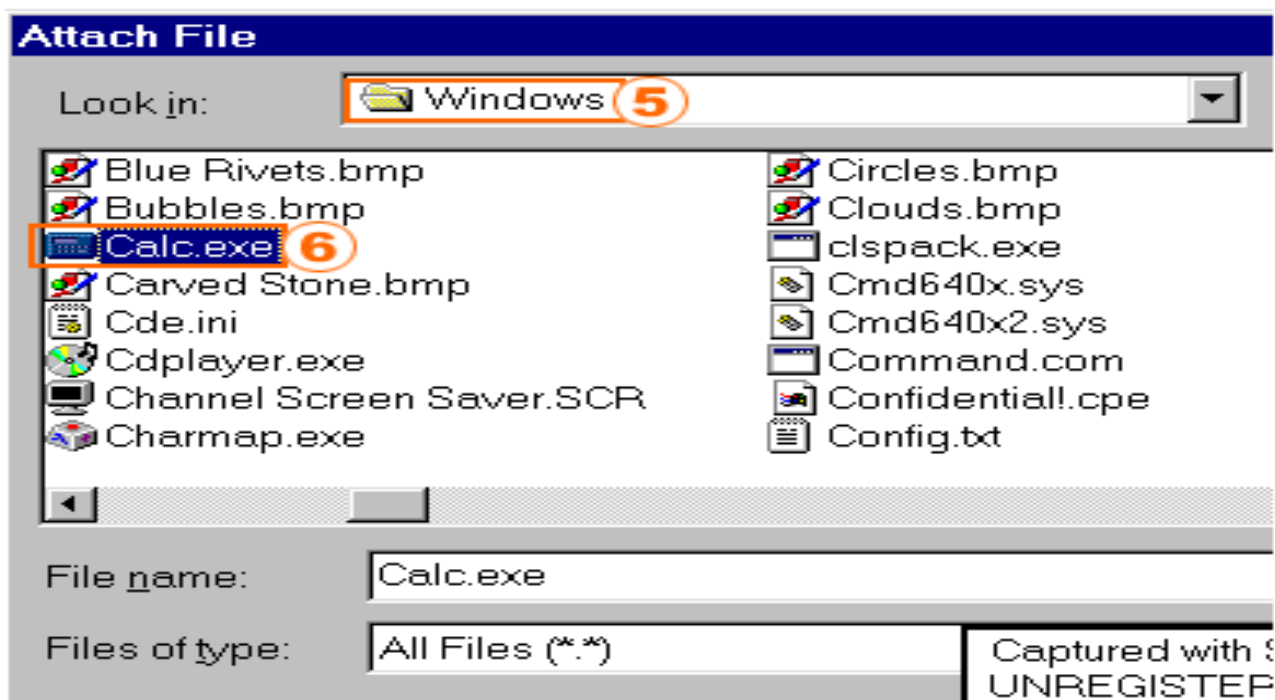
Click the Up One Level button until the "Look in" text box says My Computer.

**4. Double-click the C: drive.**

In the larger display window, click C: to display the files and folders found on your hard drive.

**5. Double-click the Windows folder.**

This contents of the folder will be displayed.



**6. Find the Calc.exe file.**

Use the scroll bar or arrows to locate it.

**7. Double-click the Calc.exe file.**

This will attach it to your mail message.

If you were really sending this message, you'd put your recipient's email address in the To line, add your message and signature, then hit Send.

**8. Close the window.**

Since this is practice, let's exit the window. When you're asked if you want to save changes, click No.



You did it! You've accomplished the easy part: you've attached a file to a mail message. The next step would be to cross your fingers and hope your recipient can open it on the other end.