

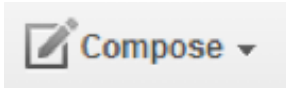


# Email Basics

## ATTACHING A DOCUMENT TO AN EMAIL

1. Open your email

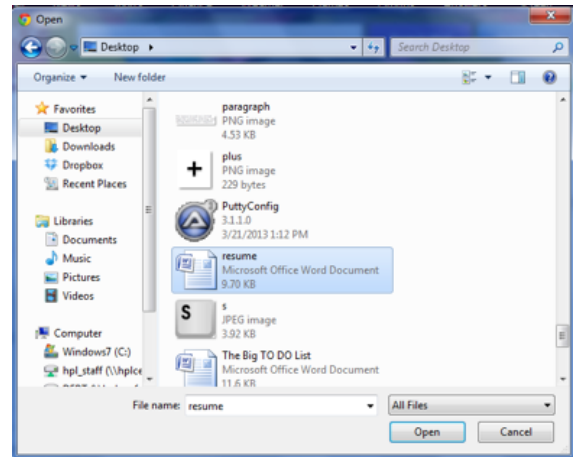
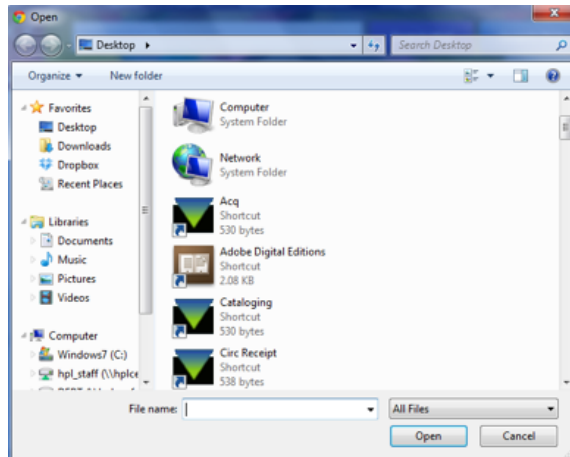
2. Select "Compose" or New



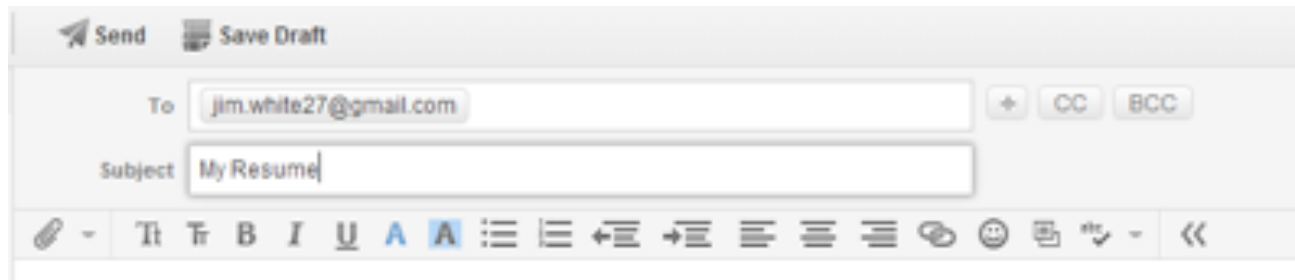
3. Click on "Attach" or the paperclip



4. It will open the menu of your computer. You need to click on your document. Also click on "open" if it doesn't do it automatically.



5. Make sure you have an address in the "to" box and a subject.



6. Write the rest of your message and be sure to remind your recipient that you have attached the document to the email.

7. Click "send"



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## **TUTORIALS AND VIDEOS:**

How to create an email account, send and receive messages. Includes information on file attachments, folders, spam, etc.

## **HPL/BTOP/WECAN RESOURCES:**

<http://txc2.org/wp-content/uploads/2013/01/Basic-Email-Yahoo-course.pdf>

## **WEB RESOURCES:**

<http://www.netliteracy.org/wp-content/uploads/2012/07/Basic-Email-Skills.pdf>

<http://www.gcflearnfree.org/gmail>

<http://thebeehive.org/digitalbasics/2010/12/22/intermediate-browsing-and-deleting-your-web-history/>

<http://thebeehive.org/digitalbasics/2010/12/22/beginner-setting-up-a-free-gmail-account/>

## **TUTORIALS AND VIDEOS:**

<http://www.youtube.com/watch?v=MXg6UGRyjKU&list=SPAE6B03CA849AD332>

[http://www.youtube.com/watch?v=DiHp0\\_UHz\\_g&list=SPAE6B03CA849AD332](http://www.youtube.com/watch?v=DiHp0_UHz_g&list=SPAE6B03CA849AD332)

<http://www.youtube.com/watch?v=gk-7ozPEuN0&feature=youtu.be>

<http://www.bbc.co.uk/webwise/topics/email-and-sharing/sending-and-receiving-email/>