

Viewing Attachments in AOL

VIEWING AN E-MAIL ATTACHMENT:

1. Start AOL and connect to the Internet.
2. In the **Mail** menu select "**Read Mail**" to view the message list.
3. Click open the e-mail with the attachment.
4. Click on "**Download Attachment.**" (Downloads to Filing Cabinet)
5. Under the File menu select "**Filing Cabinet.**"
6. Locate the attachment and double-click on the icon near the name of the file. (The file should open—so long as there is an application on your computer that knows how to open the file.)

Sending Attachments in AOL

SENDING AN E-MAIL ATTACHMENT:

1. Start AOL and connect to the Internet.
2. In the **Mail** menu select "**Write Mail**" to start a message.
3. Click on "**Attachments**". (A new box will open.)
4. Click on "**Attach.**"
5. Find the file you want, click on it once and then click "**Open.**"
6. Click on "**OK.**" (The attachment name should appear in the letter.)
7. Complete the details of the letter. (*e-mail address, subject, body*)
8. Click "**Send Now**" to send the letter. (The attachment should upload to the AOL server and the e-mail should send.)
9. Click "**OK**" to finish.