

Emailing A File Using Most Email Programs

1. Open your email program such as *Outlook Express*.
2. Click on *Create Mail* or *New Mail*, etc.
3. Put in the email address to whom you are sending the file, for example ccaaswim@ccaaswim.org
4. Put in a title such as Wharton roster file
5. Now to attach the file click on the paper clip or button titled *Attach*
6. When you have done step 5. a window will appear for you to locate the file. If you have file a on a floppy then click the "A" drive, otherwise go to the folder where the file is stored.
7. Click on the file you want to attach
8. Click on *Attach*
9. Now you can send the email with the file attached.