

Attach a file to an e-mail message

You can attach any type of file that is accessible from your computer to an e-mail message. For this guide we will use Fairmont State e-mail system (Microsoft Outlook Web Access) as the example. The directions here will apply to most other e-mail systems like AOL, Yahoo, Hotmail, etc. but be sure to read all **HELP** screens for those e-mail systems first.

NOTE: Before you begin you should first **save the file**. Then you have to **close the file**. Most e-mail systems will not attach a file if the file is open.

1. Open and log-in with your UCA username and password to FS e-mail. The link to FS e-mail is located at <https://webmail.fairmontstate.edu/>
2. On the tool bar click **New**.
3. In the drop-down menu click **Message**.
4. Type in your UCA username or the e-mail address of the person you wish to receive the attachment.
5. Click the **Attachments** button. A dialog box should appear.
6. Either type the path to the file under **Choose a file to attach**, or click **Browse** to locate the file. The file you wish to send has to be saved and closed before it will attach.
7. Click **Attach**. The file will appear under **Current file attachments**. Repeat steps 1-3 for any additional files you want to attach. The files you selected are displayed in the heading, next to **Attachments** button.
8. When all files are attached click **Close** in the dialog box. On the message window you should see the file names listed next to the **Attachments** button . You now can type in a subject if you wish.
9. Click **Send**.

Open an attachment

When a message contains an attachment, FS e-mail system displays a paper clip icon  next to it in the folder listing. When the message is opened, the name of the attached file appears in the message heading information. Some attachments, such as .txt and .gif files, are opened directly by the Web browser.

To view an attachment:

1. Open and log-in to FS e-mail system.
2. Locate and open the message containing the file(s).
3. Double-click the attachment file name, located in the message heading information. The attachment will open in a new browser window.

Important: Before editing or printing attached files, you must download them to your computer. For help downloading files, see your Web browser documentation.

1. Save the file to your computer or to a disk.
2. Open the appropriate program such as Microsoft Word, PowerPoint, etc., find the file, and then open, edit and/or print as you wish.

Important: The attached file(s) will be stored in your e-mail system with their messages until you delete the message. Click **HELP** in any e-mail system for more detailed instructions regarding attachments.