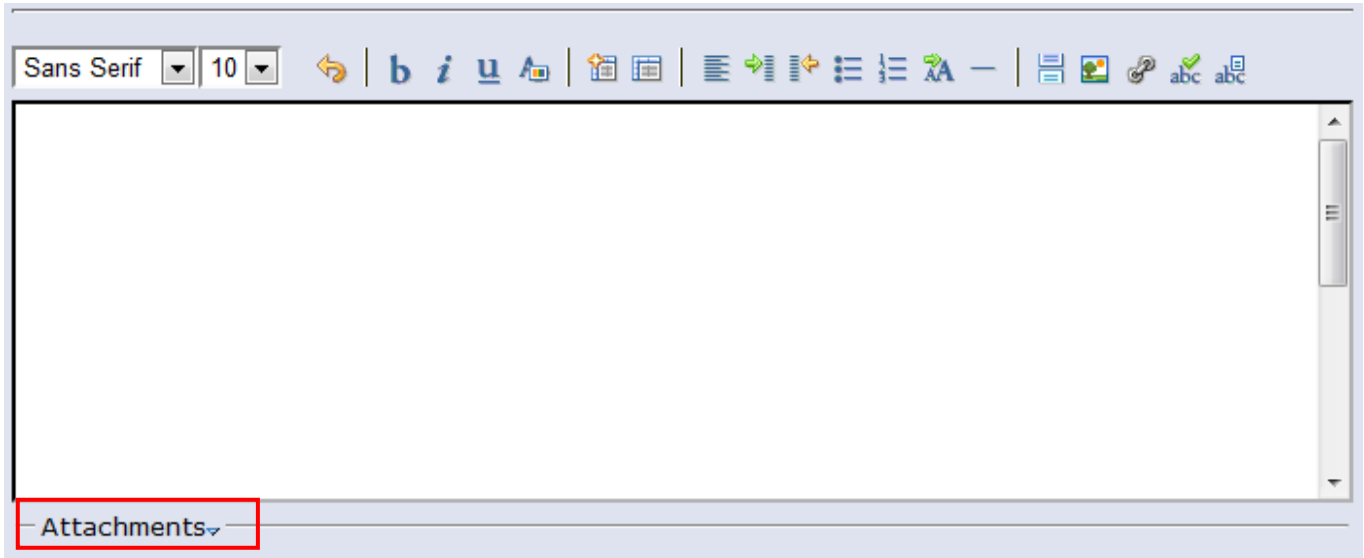
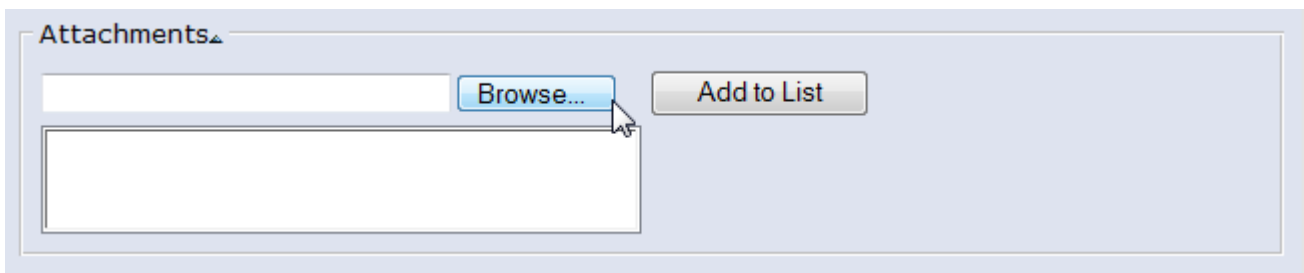


- 4. Type a subject for the email message in the **Subject** field.
- 5. Type the content of the email message in the **body text** field.

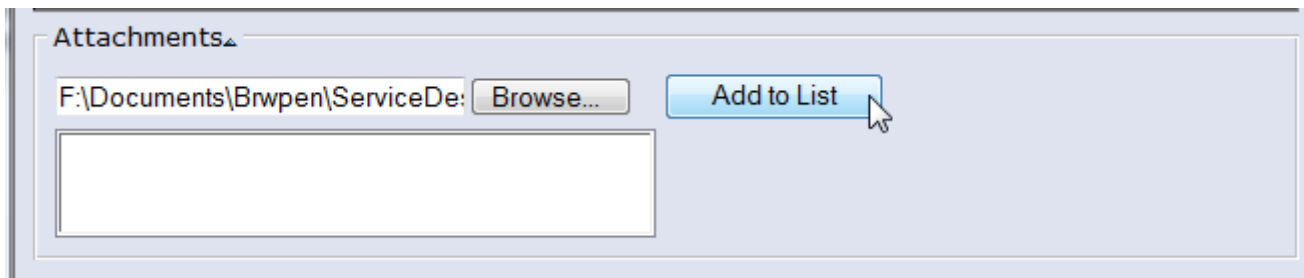
Note: If you do not need to add an attachment to your email, proceed to step 11.



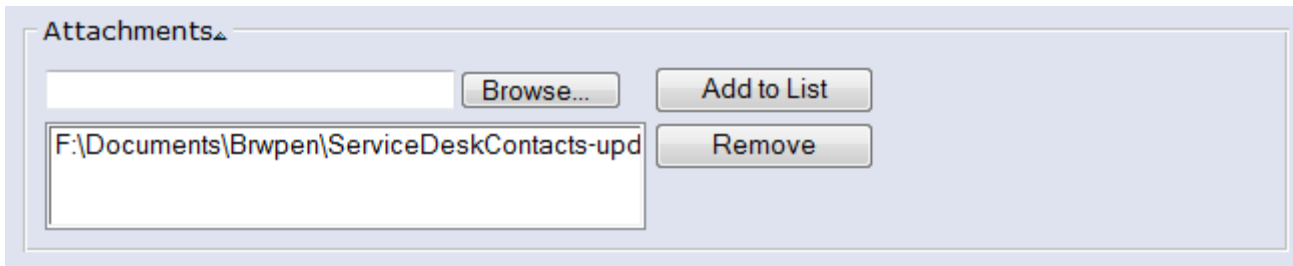
- 7. Click the **Browse** button to locate the attachment on your computer.



- 8. Once you have found the file you wish to attach, click **Open**.
- 9. The filename of the file will be displayed. Click the **Add to List** button to add the attachment to the mail message.



10. The filename of the attachment is displayed in the list field.



Tip: To remove an attachment, highlight it in the list and click the **Remove** button.

11. Once you have completed your email message, select **Send** or **Send & File**.

