

Working towards ECDL

Information and Communication Module

Task 7

Adding an attachment onto your e-mail.

Now that you have mastered the task of sending and receiving e-mails. You can also send attachments with your emails.

E-mails are generally short text messages. But suppose you want to send a family photograph to your uncle, a spreadsheet to your accountant, a PowerPoint presentation to head office, or a word-processed document to your tutor? Easy. You send it as an attachment to your e-mail message.

Task 7a Open up your email and check for recently send messages.

Task 7b Compose another e-mail and then add an attachment.

Methodology

Task 7a Opening and checking emails

Open up Yahoo! Mail and carry out your task in dealing with your messages. Look at task 5 for guidance.

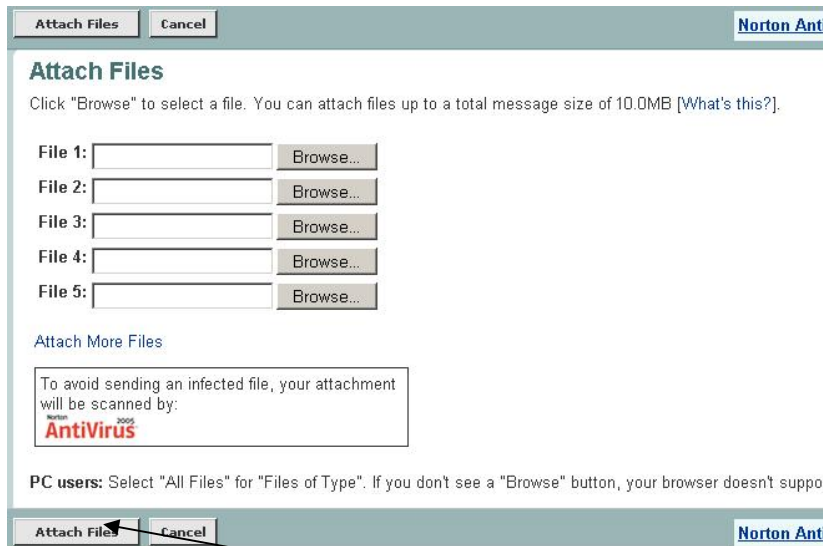
Task 7b Adding an attachment

To attach a file to an e-mail. Compose another e-mail in the normal way. Then look further down the page and click Add/Delete Attachments.



Attach Files

Follow the steps in the attachment box.



Once all the files have been attached, click the **Attached file** button. Then wait while the email provider attaches the file. Once this is successful, click the **Continue to Message** button. Add or make any other amendments necessary.

Finally click **Send** to send the e-mail with its attachment.

Hint: If you have not got any documents to attach, go to **My Pictures** and select a file.

Remember that the person who receives your attachment file can work with it only if they have the appropriate software application.

For evidence in your portfolio, do a screen dump of your sent file. See previous task for information.

Practice this task again and send someone else in the group a message.