

Intro_to_Email_Beyond_the_Basics_Lesson1

1. Learn how to use attach items to your e-mail and download attachments people e-mail you.

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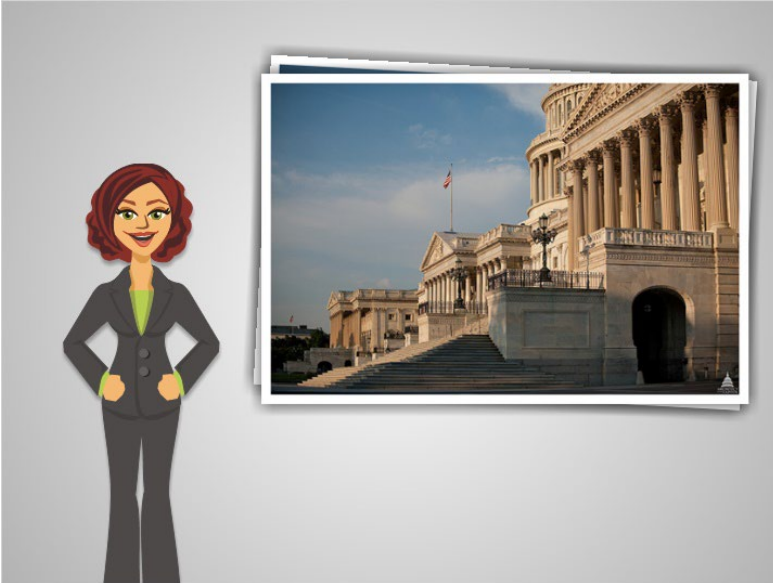


Notes:

Hi, I'm Kate. I'm going to show you how to view and download files that are attached to email messages. We'll also look at how to attach your own files to emails that you send to other people.

You can attach nearly all types of files to an email message, including pictures, videos, or documents like a resume. You can attach many files to a single message, but sometimes there is a limit on the maximum file size that can be sent. We'll follow along with Amy, who set up a new email account with Gmail in the Intro to Email class.

1.2 Viewing attachments



Notes:

First, Amy wants to view some photos that were sent by her friend Sandy, from her vacation to Washington DC.

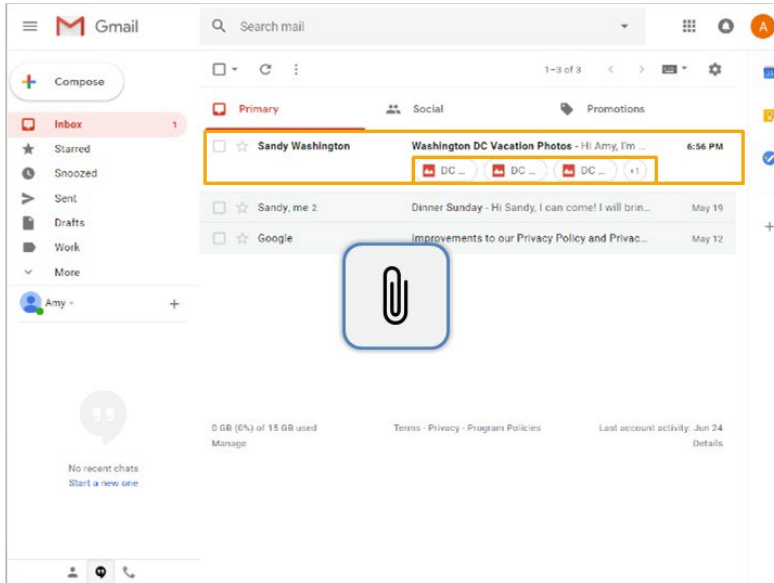
1.3 Sending a photo as an attachment



Notes:

Then, Amy would like to send Sandy some photos of her new flower garden.

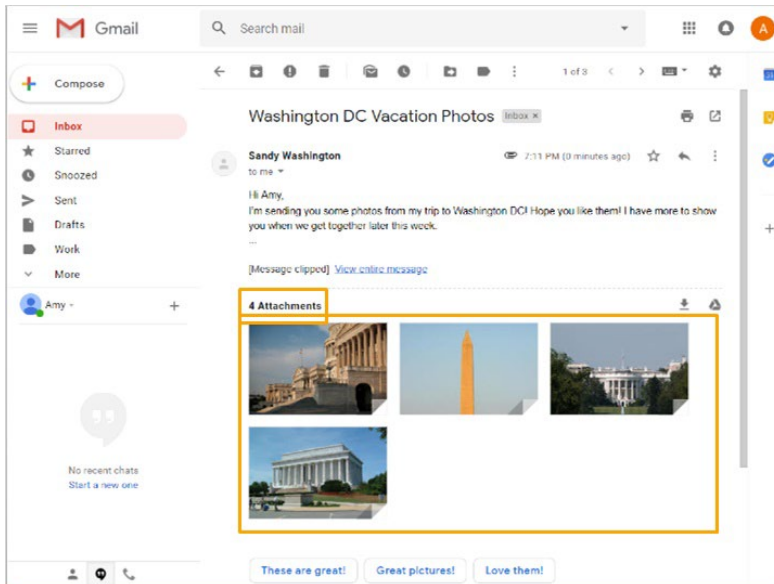
1.4 How to tell if an e-mail has an attachment



Notes:

Amy opens her email and sees she has a new message from Sandy in her Inbox. We can tell this message has some files attached to it, because of these buttons. Some email accounts will show attachments represented by a paperclip icon.

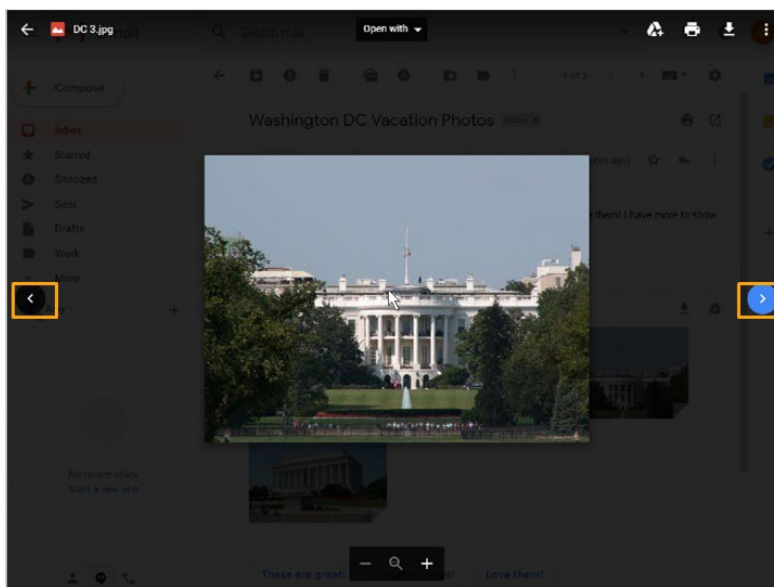
1.5 Preview attachments before downloading



Notes:

Now that Amy has opened Sandy's email, she can see that there are four attachments. In this case, the attachments are photos. Amy can see small previews of them at the bottom of the email.

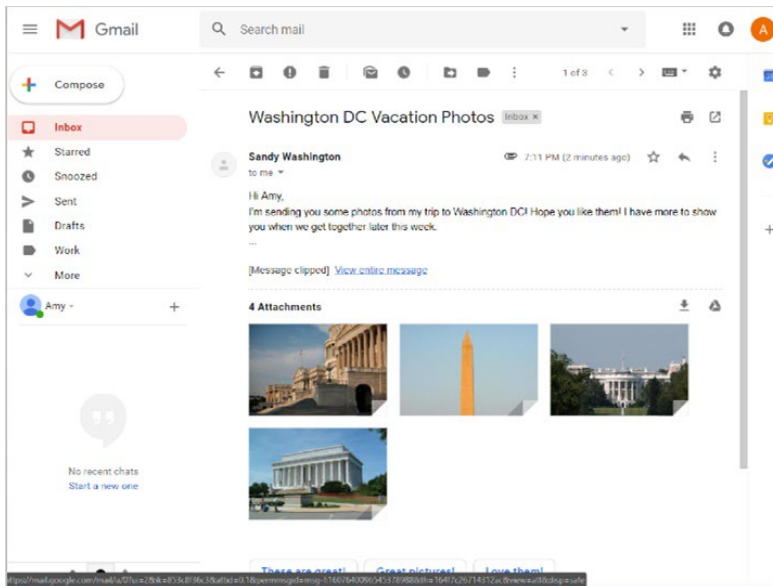
1.6 Preview attachments before downloading (alternative)



Notes:

To view full images, Amy clicks on the first picture. From here, Amy can click on the arrows to view each image.

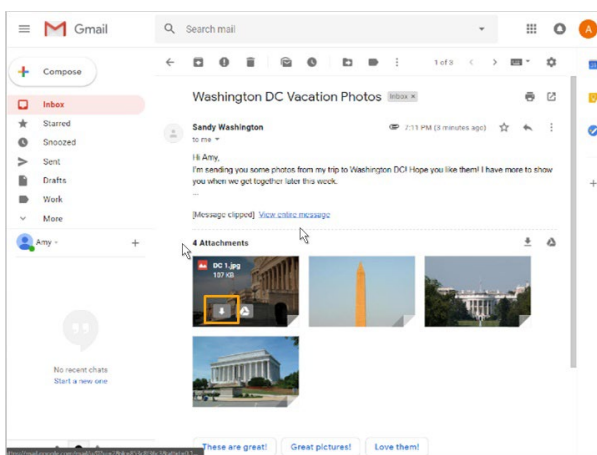
1.7 Exit out of attachment preview mode



Notes:

To close the images, Amy can click on the back button in the upper left corner of the screen, or she can click on the empty space around the image.

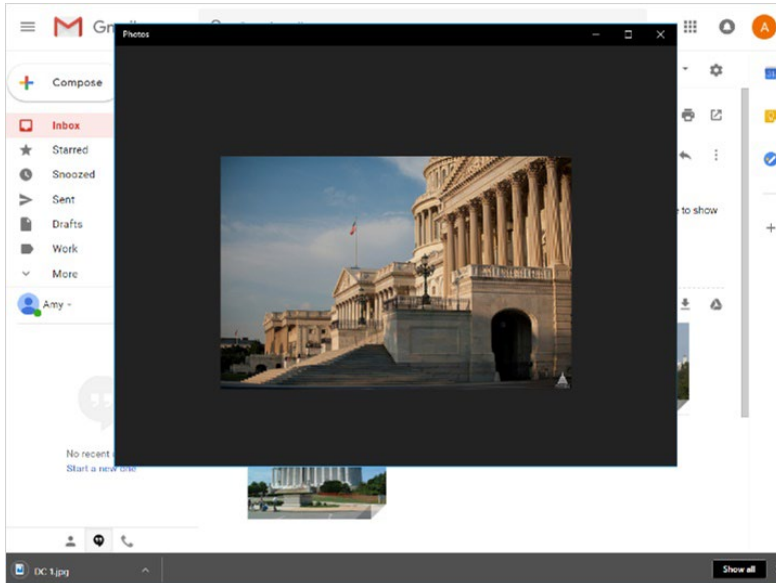
1.8 Choosing an attachment to download



Notes:

Amy wants to download the first photo, so she can have it saved on her computer. First, she points at the photo to see several icons appear. Then she clicks the download icon.

1.9 Downloading an attachment

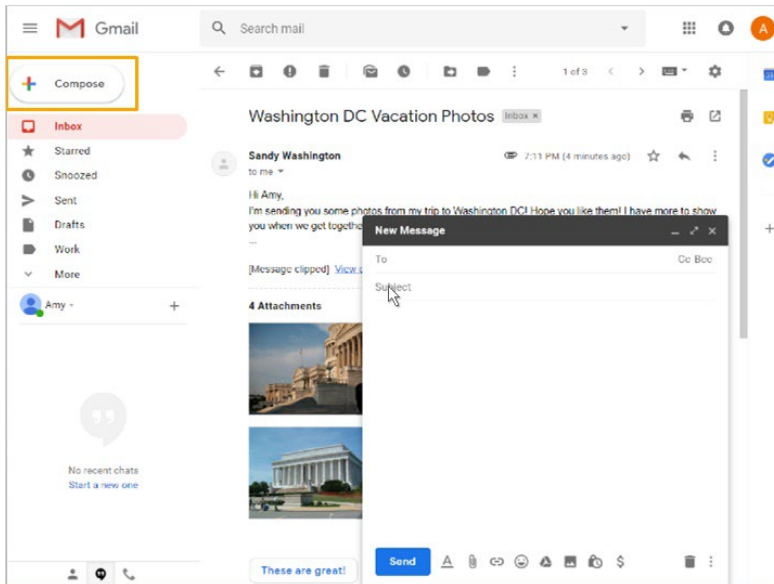


Notes:

Right away, the photo is saved into her downloads folder on the computer. As a shortcut, she can click here to open it. Depending on which web browser you are using, you may be asked to choose where you would like to save the file before downloading it.

Now Amy has successfully downloaded an attachment to her computer!

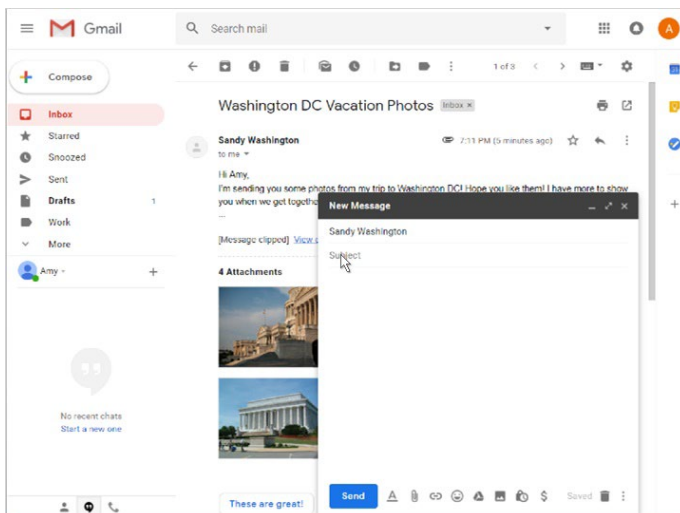
1.10 Preparing to send an attachment



Notes:

Now Amy wants to send some photos of her garden to Sandy. First, Amy needs to start a new email message. She clicks on the Compose button.

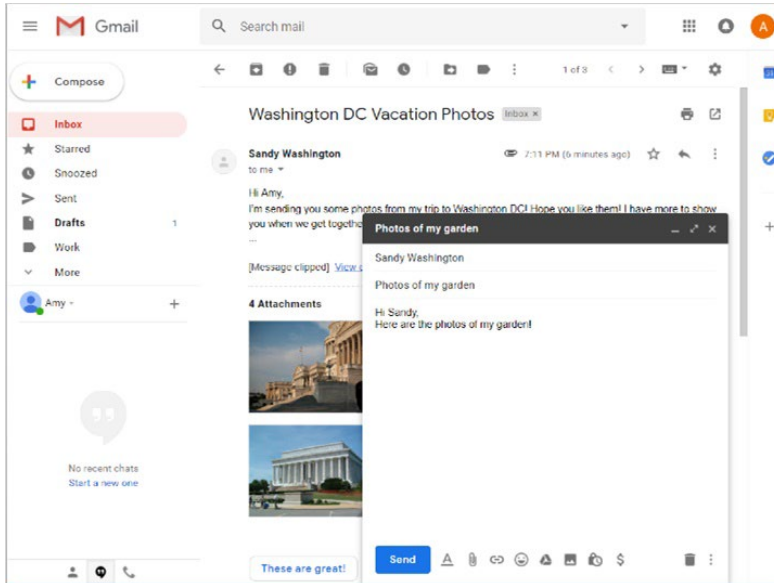
1.11 Preparing to send an attachment (continued)



Notes:

In the New Message, Amy types Sandy's email address in the To: field. Since Sandy is in Amy's address book, her email pops up right away, and Amy can click on it, to add it.

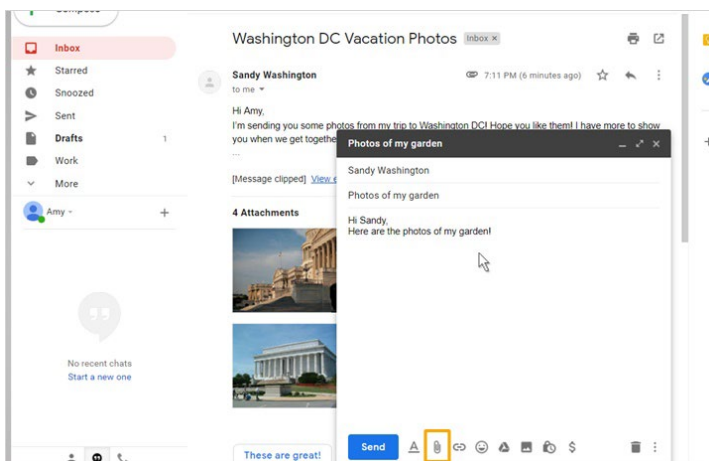
1.12 Preparing to send an attachment (continued)



Notes:

Then Amy adds a subject to the email...
And she types a quick message.

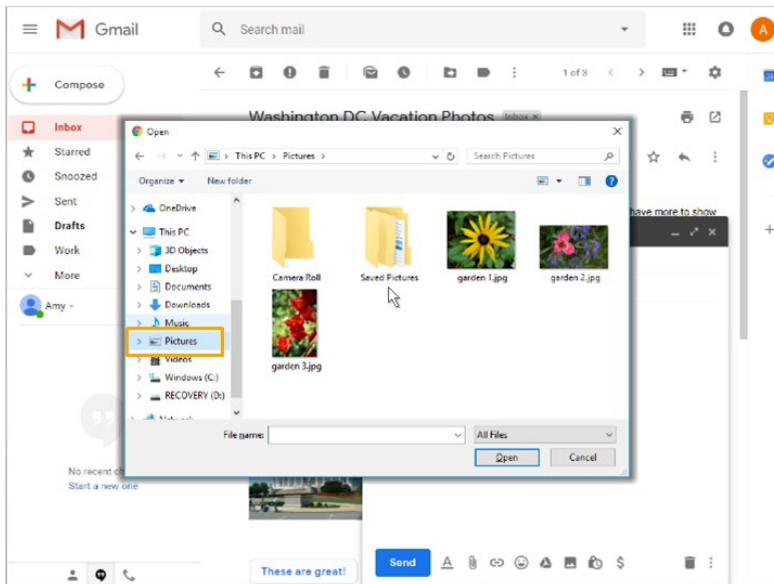
1.13 Click the paperclip icon to add an attachment



Notes:

Now it's time to attach the photos of her garden. To add an attachment, Amy clicks on the paperclip icon at the bottom of the message box.

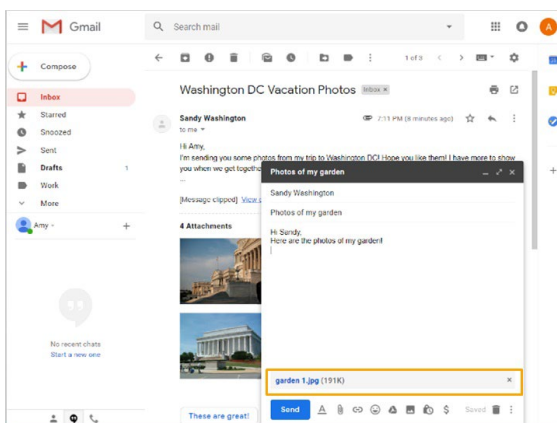
1.14 Locating attachments on the computer before sending



Notes:

This opens a box that will let Amy select the files that she wants to attach. First, Amy needs to find where they are located on the computer. These are saved in the Pictures folder, so Amy clicks there.

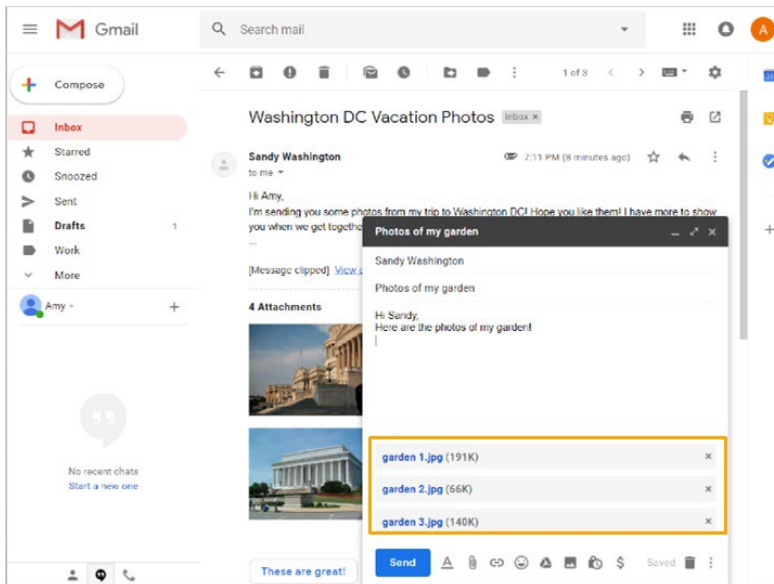
1.15 Making sure the photo is attached



Notes:

Now that Amy can see the files, she needs to select them. Amy clicks on the first photo to select it. Then she clicks on the Open button. In a few seconds, the photo will be attached to the email.

1.16 How to add additional attachments



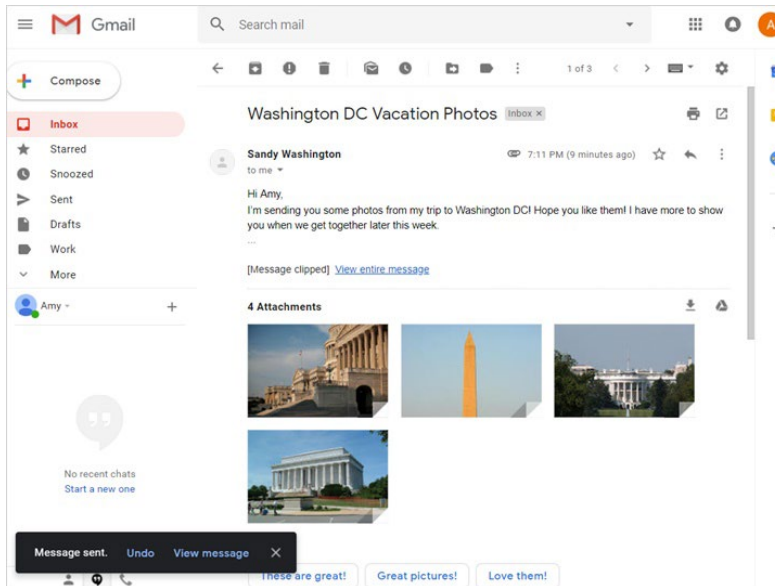
Notes:

To add the other photos, Amy clicks on the Attachments icon again.

This time she will select multiple photos at once, using the Shift key on the keyboard. She clicks on the first photo she wants to select, holds down Shift, then clicks on the last photo to select both of them at the same time.

Now, when Amy clicks the Open button, all the photos are attached to the email.

1.17 Sending an e-mail with an attachment



Notes:

Amy's message is complete, now that it includes the recipient, subject, message body, and the attachments. Once Amy clicks on send, her email, including the photos, will be on its way to Sandy's inbox!