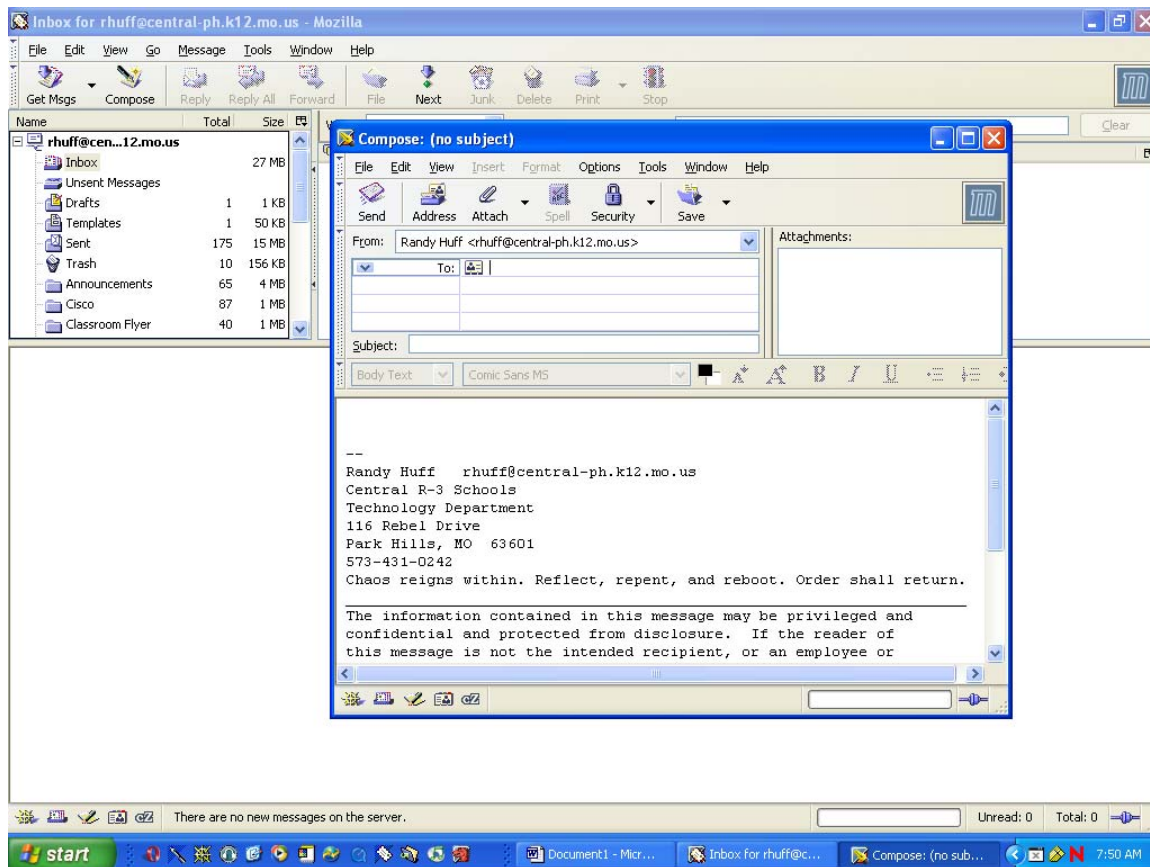
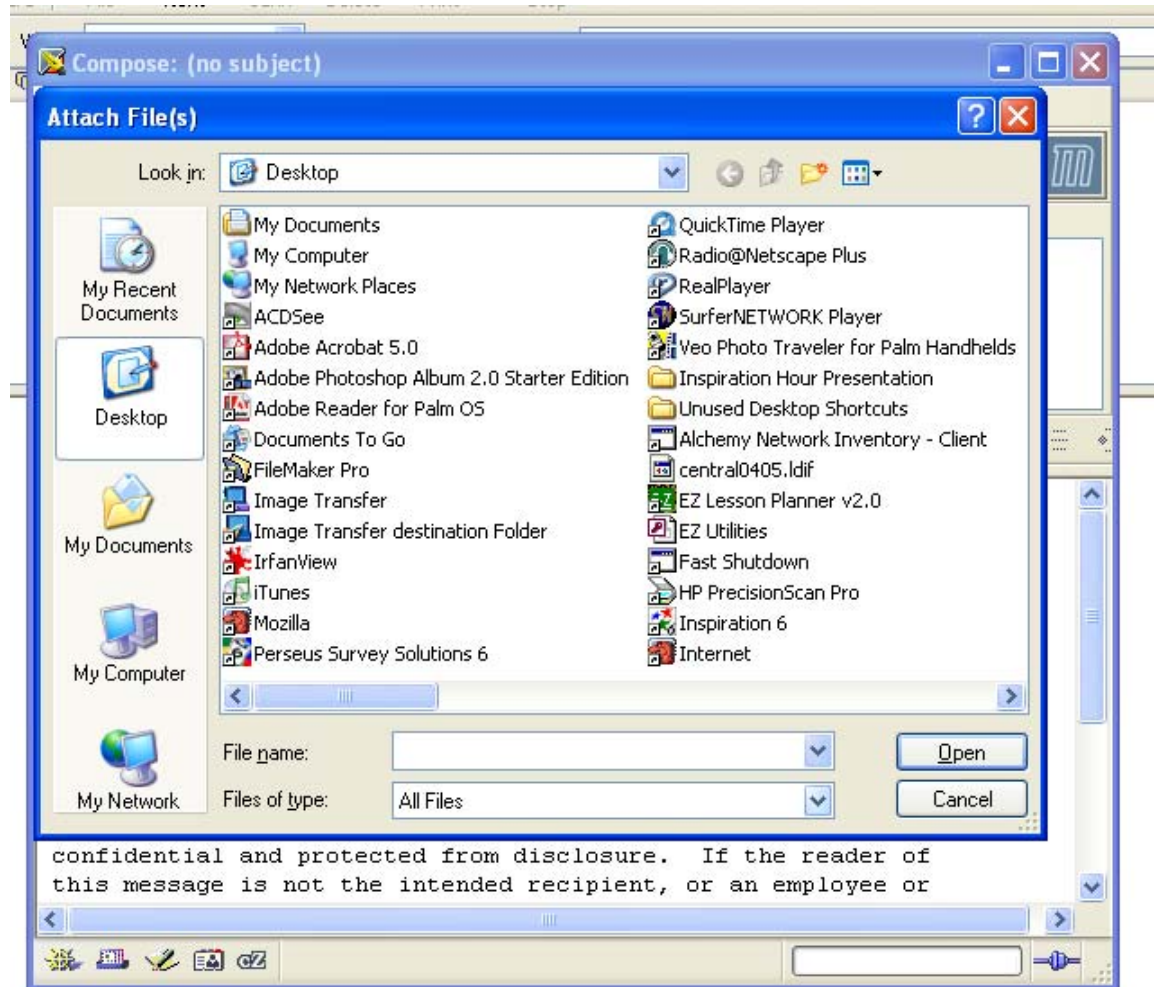


Sending an Attachment using Mozilla Mail



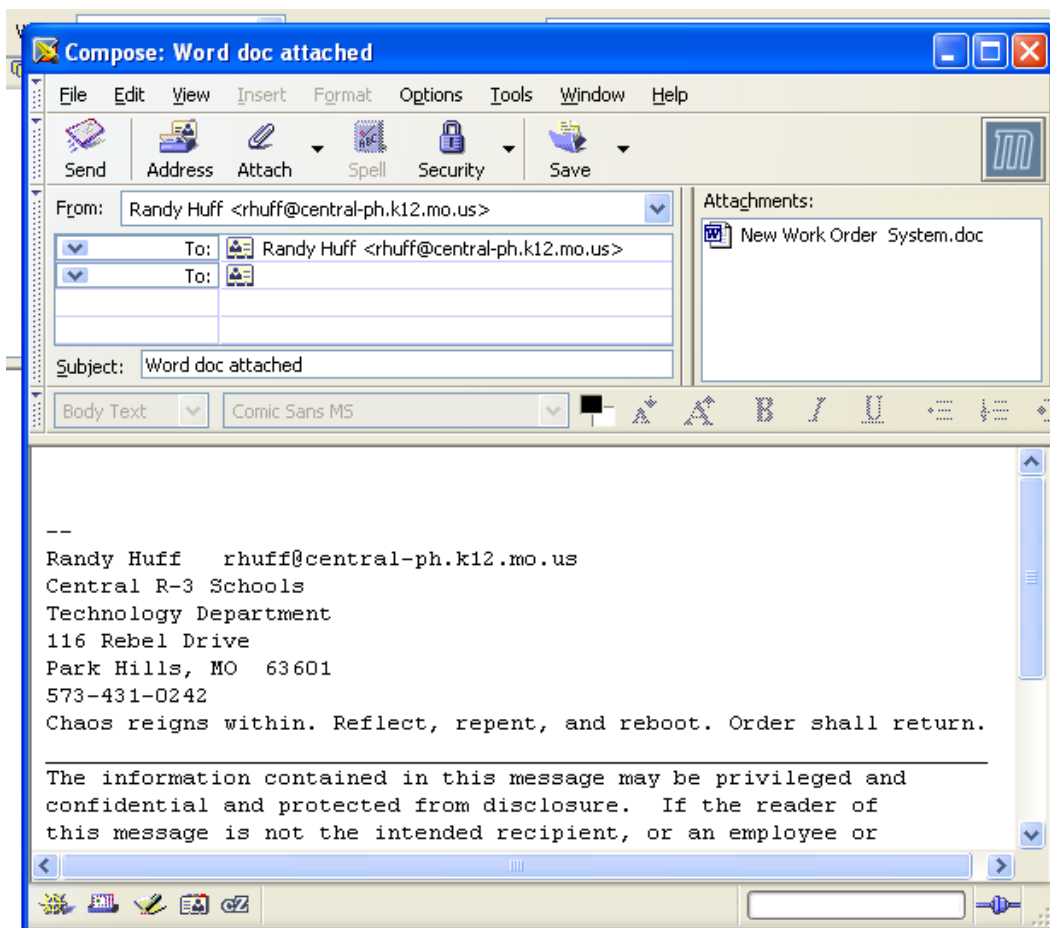
In your Mail and Newsgroups window you first would click on Compose to create a message. First you would put the email of the person(s) you are sending to, then fill in subject. You probably should state in either the subject or in the text entry box that you are sending an attachment.

Click on Attach at top of Compose message located after the Send and Address buttons.



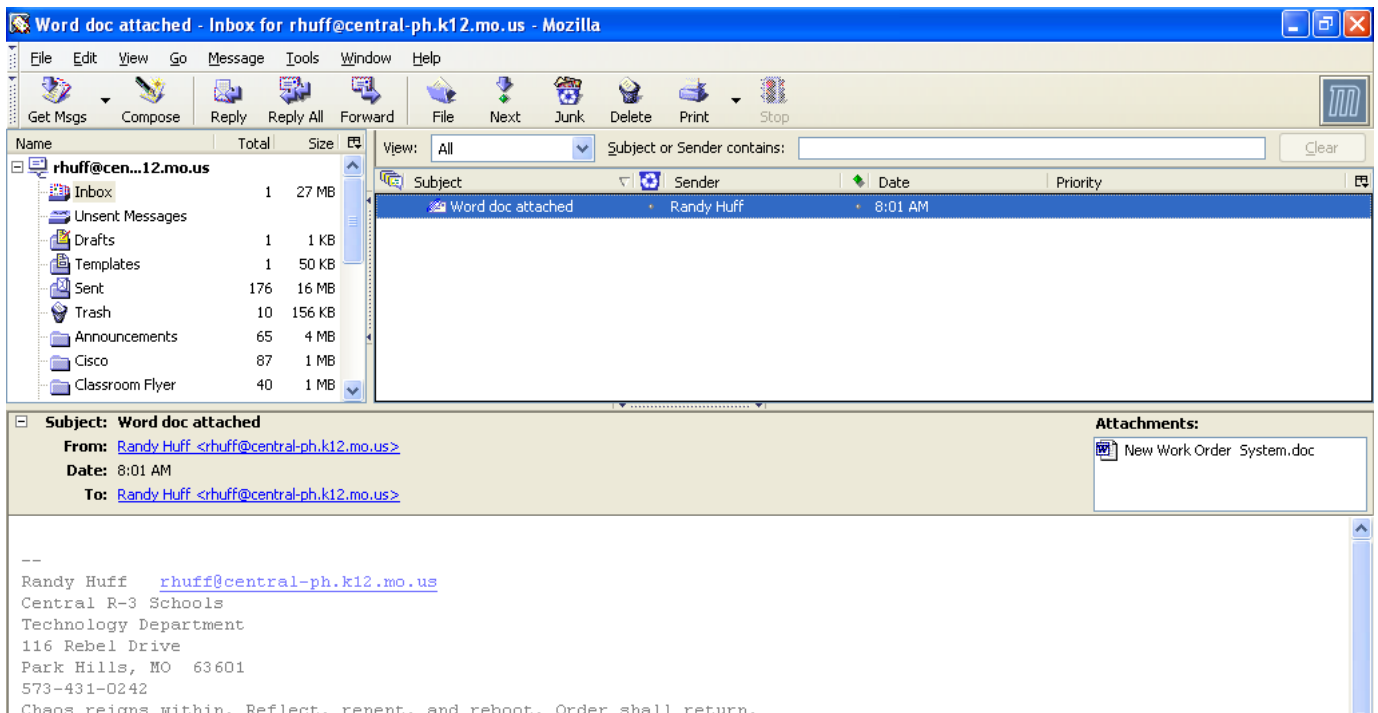
The dialog box opens for you to search your computer for the file you want to attach and send. Click on that file and click Open at bottom right or you can just double click the file.

You will see the following and it shows you what is attached in the top right box. You may attach as many documents as space would allow. We would recommend not sending attachments over 1-2 Mb. We do have a space limitation on our mail server. If you send a large file to many people in our own domain it will lock up the mail server.



Just click on Send to send the email with the attachment.

Opening an Attachment



When you click on the email you see the message at bottom. The attachment file shows up in the right corner if you have one, just double click it to Open it. It will open in the program it was made in. This one is a Word document.

DO NOT OPEN ANY ATTACHMENTS that you do not know who it is from or if you are not expecting something from them.

Some suspect file name extensions for virus attachments are:
.htm .sht .php .asp .dbx .tbb .adb .pl .wab .txt
.pif

Some worms may contain these items in the subject:

* test * hi * hello * Mail Delivery System * Mail Transaction Failed * Server Report * Status * Error