

Brighton & Hove U3A – Computer Beginners

E-mail – Sending Attachments

After we have looked at [previous sheet](#) on **receiving** and **saving** attached images (both of them files), follow these exercises to practice sending attachments.

Exercise 1 - In Pairs - One Person to Send an Attachment

1. Get into pairs and write down each other's e-mail address.
2. One person goes to their e-mail and starts a new message (look for [**New**] or [**Compose**])
3. Send a message to the other person as follows:
 1. Tap in the **To:** box and enter the other person's e-mail address (get them to check it!)
 2. Tap in the **Subject:** box and type a short description, for example "U3A – my grandson's picture attached"
 3. Below the Subject, tap in the message box and type a friendly message such as "Hello, Sue, here is a picture from my computer, hope you like it, love Jane."
 4. Be polite ... include a valediction (closing greeting?) and **your name**
 5. Look for the word **Attach** or the Attachment symbol and tap on it.
 6. You may need to tap **Browse**



The steps below assume you are sending a picture.

<p>7. From the left-hand pane, select Pictures</p>		<p>8. From the right-hand pane, select the folder containing your picture - or choose Sample Pictures</p>	
<p>9. From the right-hand pane, choose a picture</p>		<p>10. Tap on the blue [Send] button at the bottom</p>	

Exercise 2 - The other person to Save the attached file

- Important** - if you are sharing a computer, the **sender** must **Sign Out** of their e-mail so the **recipient** can **Sign In**.
- Find and open the message you were sent – you may need to use the **Refresh** icon
- Identify the attached file and save it
- Note down on paper the name of the file.
- Look in **Downloads** – is it there?
- If it's not in Downloads, see if you can find it as shown below.



<p><i>If we know it's in Downloads folder</i></p> <ol style="list-style-type: none"> Open the Start menu in Windows 10: after File Explorer select > as shown. or 3. Select Downloads 	<p><i>If we know the folder it's in ...</i></p> <ol style="list-style-type: none"> Open a new Folder Window (eg select File Explorer) Using the folder list(left), open the folder you need. 	<p><i>If we know the document name ...</i></p> <ol style="list-style-type: none"> Open Start menu Type the document name <p>When a list appears, tap on your file's name</p>

Exercise 3 - In the same pair, Repeat Ex 1 and 2 the Other way around

Do this with the same person a before, but this time whoever received the attachment will be sender.

- Compose** a **new** message to the person who was the sender last time.
- Enter a **Subject**. **Attach** a **different** photo or another file to your message
- Describe the attached file in the message body
- Tap **Send**
- The person who sent last time can now open the new message.
- Write down the name of the file.
- Save** the attached photo.
- How can you find the new file on your computer?