Brighton & Hove U3A – Computer Beginners

E-mail - Sending Attachments

After we have looked at <u>previous sheet</u> 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.
- One person goes to their e-mail and starts a new message (look for [New] or [Compose]

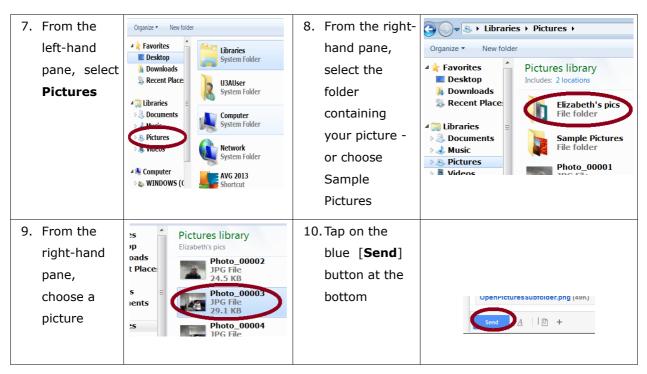


Attach files

[0]

- 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.

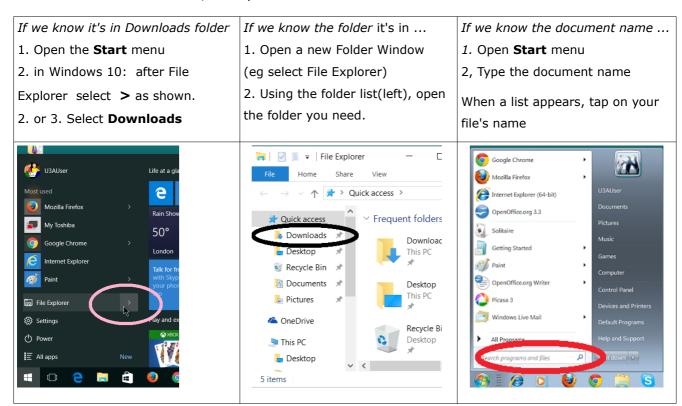


Exercise 2 - The other person to Save the attached file

- 1. Important if you are sharing a computer, the sender must Sign Out of their e-mail so the recipient can Sign In.
- 2. Find and open the message you were sent you may need to use the Refresh icon



- 3. Identify the attached file and save it
- 5. Look in **Downloads** is it there?
- 6. If it's not in Downloads, see if you can find it as shown below.



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.

- 1. Compose a new message to the person who was the sender last time.
- 2. Enter a **Subject**. **Attach** a *different* photo or another file to your message
- 3. Describe the attached file in the message body
- 4. Tap Send
- **5.** The person who sent last time can now open the new message.
- 7. Save the attached photo.
- **8.** How can you find the new file on your computer?