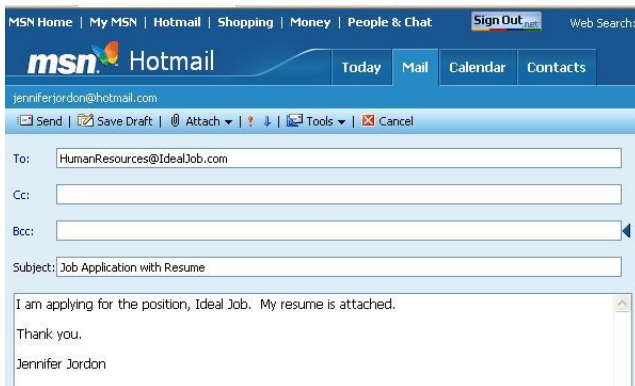


E-Mailing an Attachment with MSN® Hotmail

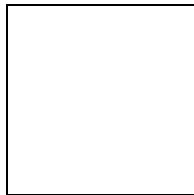
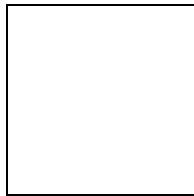
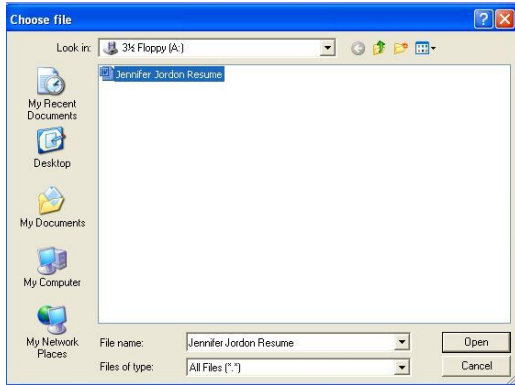


- ❖ See Help Sheet No. 5, "Setting Up an E-Mail Account with MSN® Hotmail" if you do not already have an account.
- ❖ Once you have set up an account, double-click the Microsoft Internet Explorer icon to start the program.
- ❖ In the address bar, type www.hotmail.com and press <enter>.

- ❖ Type your e-mail address and password.
- ❖ Click on "Do not remember my e-mail address for future sign-in" if you are using a public computer.
- ❖ Click on Sign In.

- ❖ To send a message, click on New.
- ❖ In the To: box, type the e-mail address of the recipient. This address should have the form: something@emailprovider.com.
- ❖ Type a Subject, such as, "Job Application with Resume."
- ❖ Type the text of your message.

- ❖ Click on Attach, File. Even if you are sending pictures, the File option will work. The Attach, Pictures option requires the installation of additional software which may not be possible if you are on a public workstation.
- ❖ Click on Browse to locate the file.



- ❖ Insert a disk in the drive. Click on the down arrow to the right of the Look in: list box and locate your drive on the list.
- ❖ Click to highlight the name of your file and click on Open.

- ❖ The path to the file appears in the Find File text box.
- ❖ Click on OK to return to your e-mail message or click on OK and Attach Another if you have another file to attach to this message.

- ❖ Review your message, noting the addition of the attachment. When you're ready, click on Send to send the message to the recipient.
- ❖ When you're finished sending messages, click on Sign Out to close your e-mail account. This is especially important if you are using a public computer.