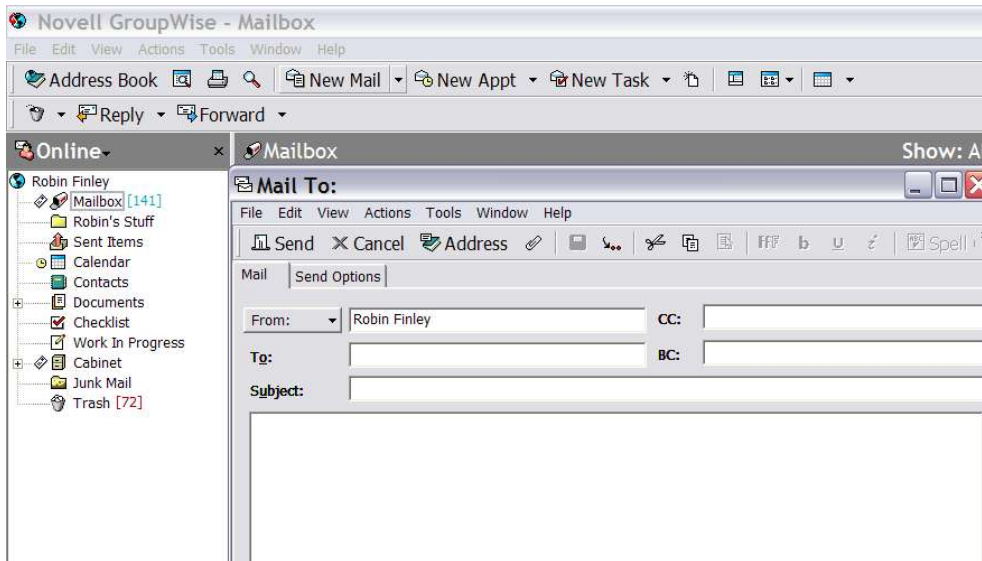


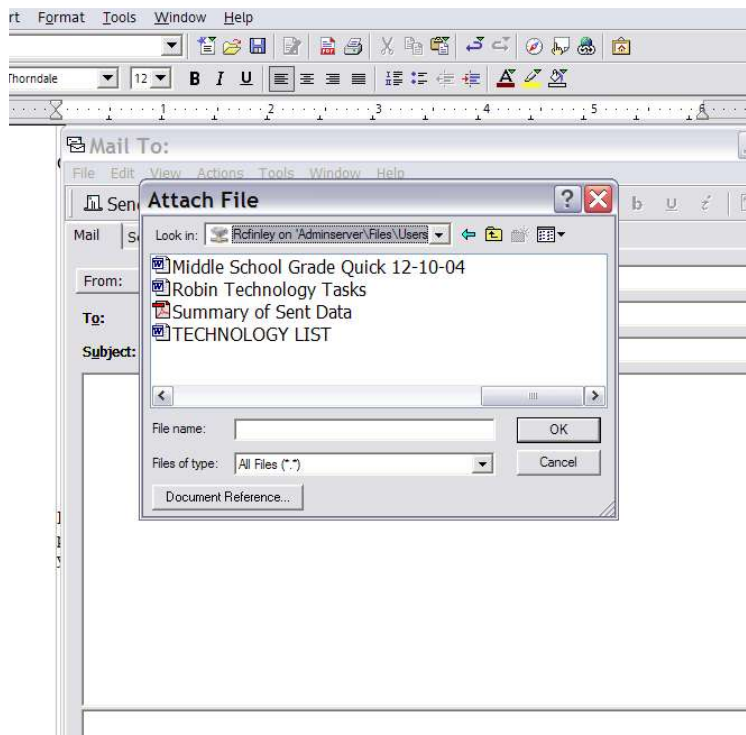
Adding an Attachment to your E-Mail:

Open Groupwise

>Select the “New Mail” icon

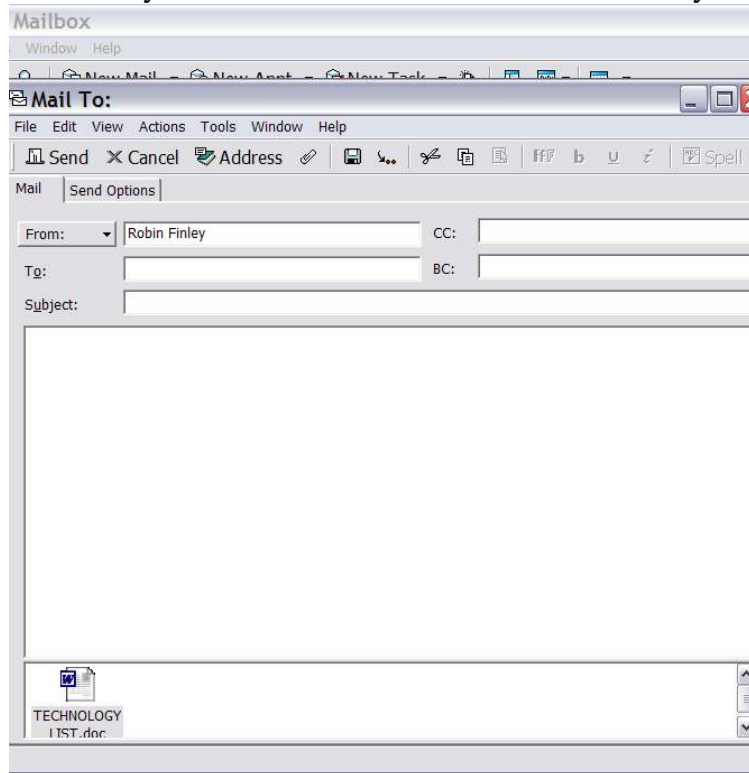


From the “Mail To” window (the new mail application you just opened) click on the paper clip next to the word Address--- this will allow you to browse to find the document you want to attach.



Select the document you want to attach either by double clicking on it or highlighting it and selecting ok.

Once you have selected it you will now see that it is ATTACHED to your E-mail.



See how my attachment “Technology List” is listed.

You can add your attachment before or after you have addressed your e-mail and created your message.