

Attaching Files Using Hotmail

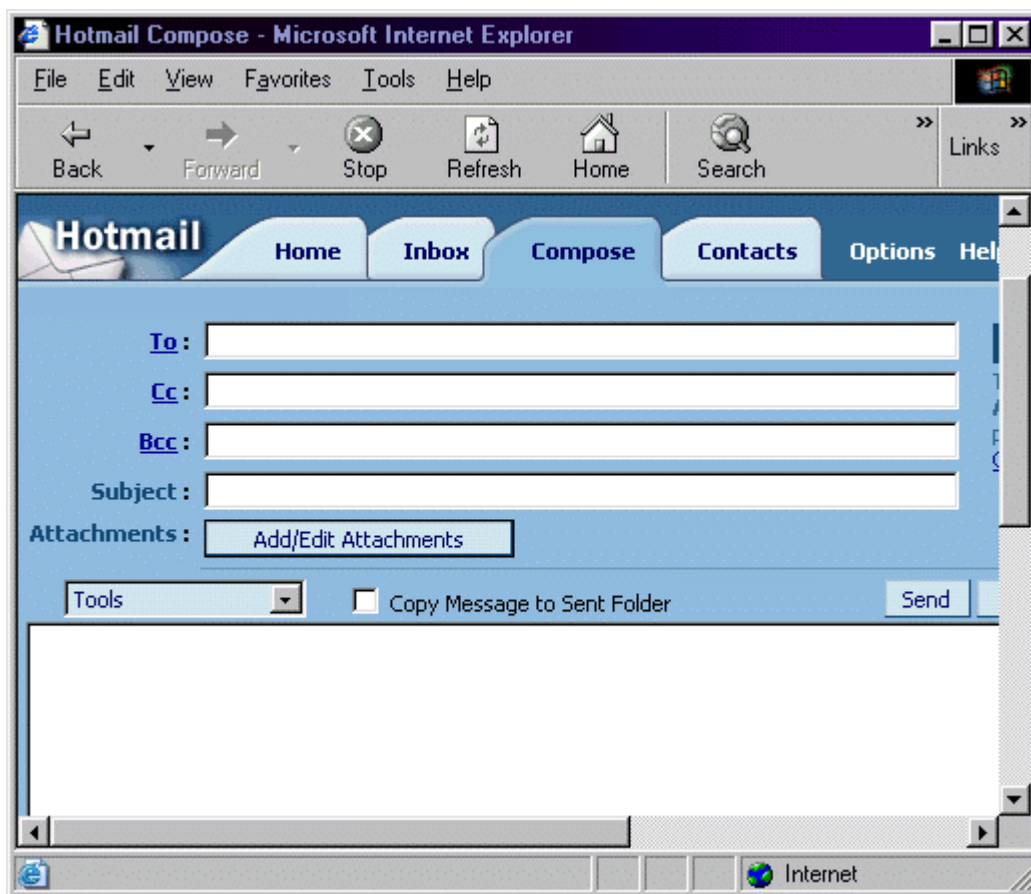
Posted November 01, 2002
PDF version

Using the file attachment option available in most e-mail clients is a fast and easy way to transfer documents. Though many providers place limits on the size of files that may be sent and received, most text manuscripts do not exceed these conditions.

One of the most important things to verify, when sending or receiving a file attachment, is that the file is virus free. It is usually a good idea to scan attachments for viruses before opening them if you do not know the source of the e-mail.

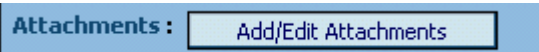
To attach a file, complete the following steps:

1. Open a new mail message. In order to attach a file, you must first open a new message. This may be done by selecting the **Compose** tab in your mailbox window.



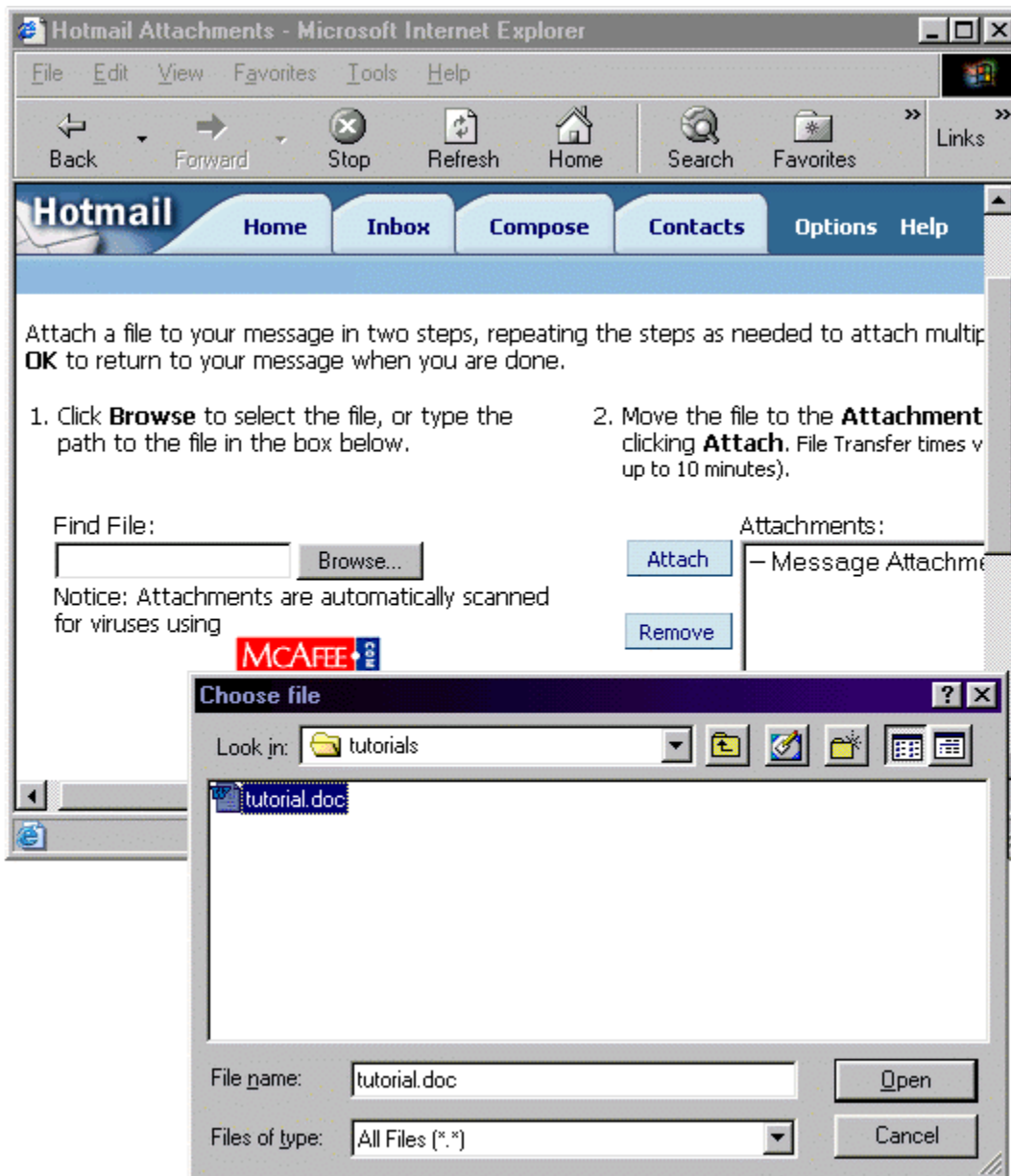
2. Compose your e-mail. Once your new mail message window is open, compose your e-mail message, filling in the To, Cc, Bcc, and Subject fields as necessary. (Files may also be attached prior to composing the e-mail.)

3. Attach file/s. You may search for files to attach by using the **Add/Edit Attachments** button located beneath the Subject field.

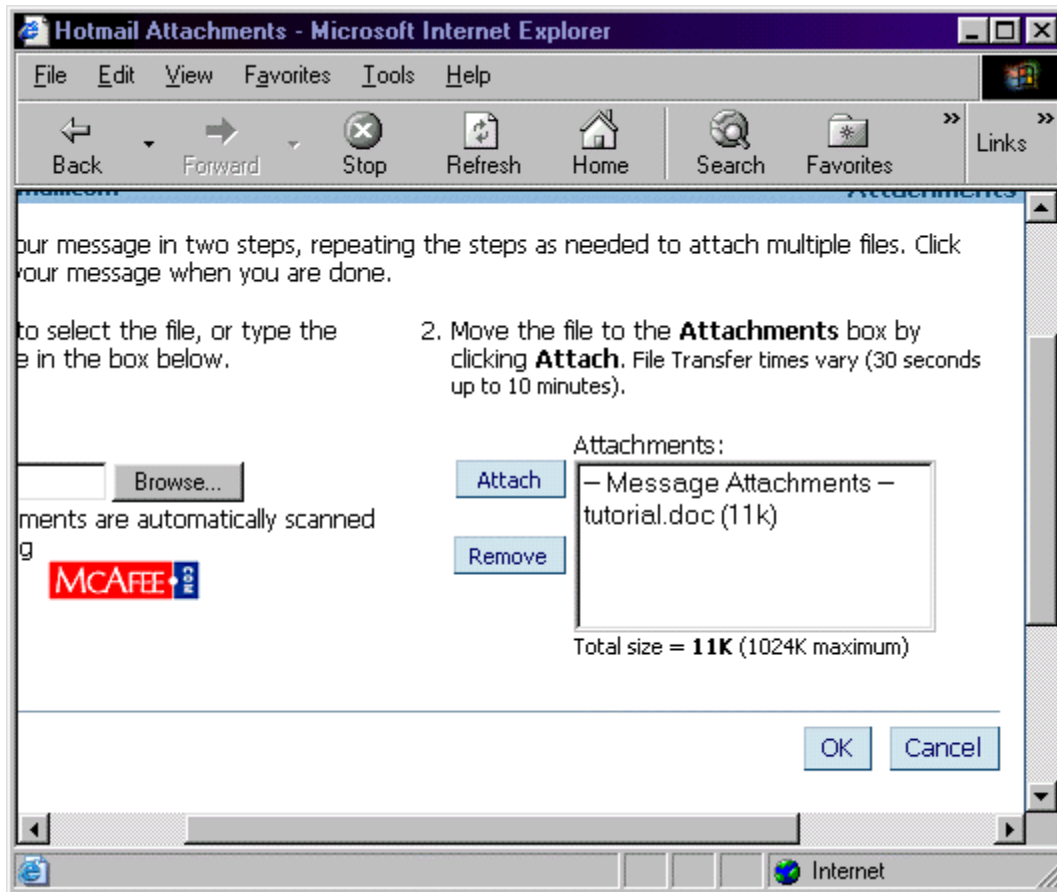


Once you have selected the **Add/Edit Attachments** button, a new window will open, detailing two steps. In step one you must choose the **Browse** button in order to locate the file or files you would like to attach. A browser window will open, allowing you to browse your computer for the file or files you would like to attach.

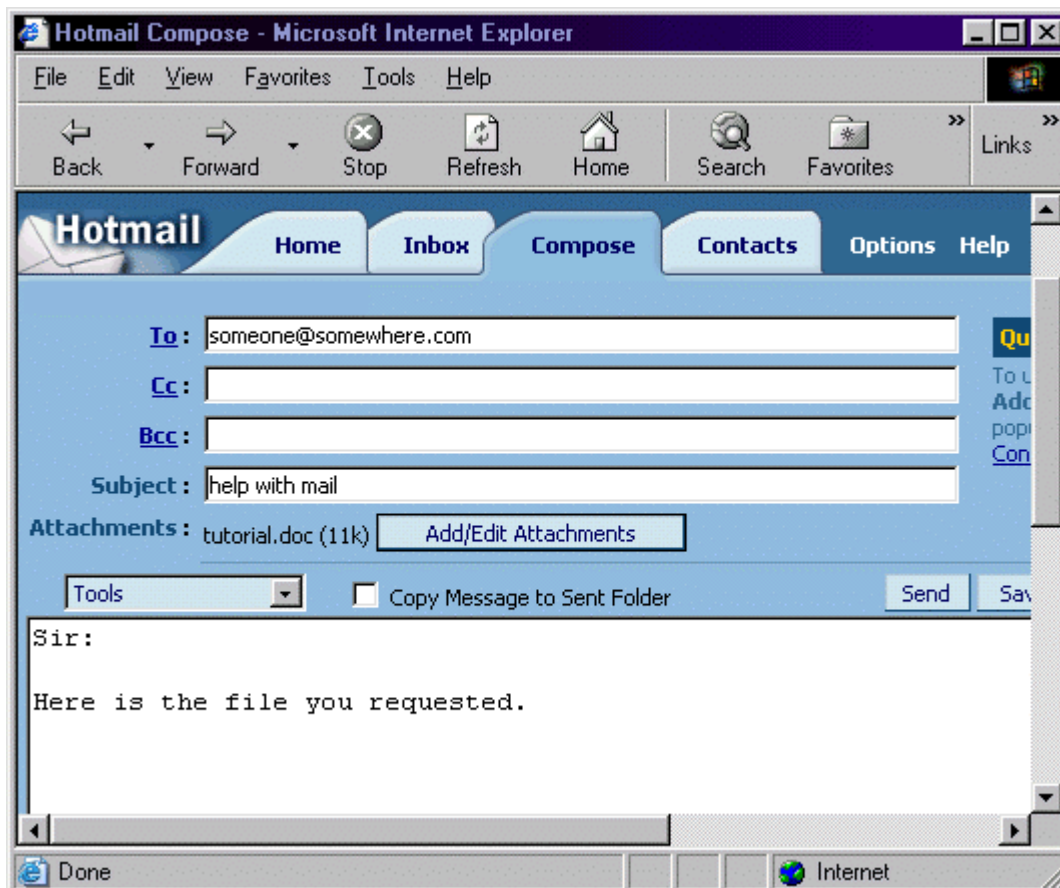
If your file is within another folder or directory, you may browse your computer using the drop down list in the **Look in** field. Once you select a folder and highlight your document, a file name should appear in the **File name** field. In the example below, the attachment file (named "helpwithmail.doc") is located in the "tutorials" folder.



After your file has been selected in the browse window, choose **Open**. Your file will then appear in the **Find File** field. In step two, you may choose the **Attach** button to transfer the file to the Attachments box. Repeat this step for each file you need to attach. Once you have selected all the necessary files, choose **OK**. This will return you to the composition window, and your file/s will appear in the **Attachments** field.



4. Verify your attachment. After you have attached your files, verify that they are now listed in the **Attachments** field.



5. Send Mail. If you have completed your message, then you are ready to send mail. Simply press the **Send** button. (Depending on the file size of your attachment, your message may take longer to send.)

For information on submitting a manuscript sample using e-mail, go to Sample Edit Submissions [E-mail](#).

*Screenshots are of Hotmail webmail
and older or newer versions of this program may differ slightly in appearance.*

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