

Attaching Files Using Netscape Webmail

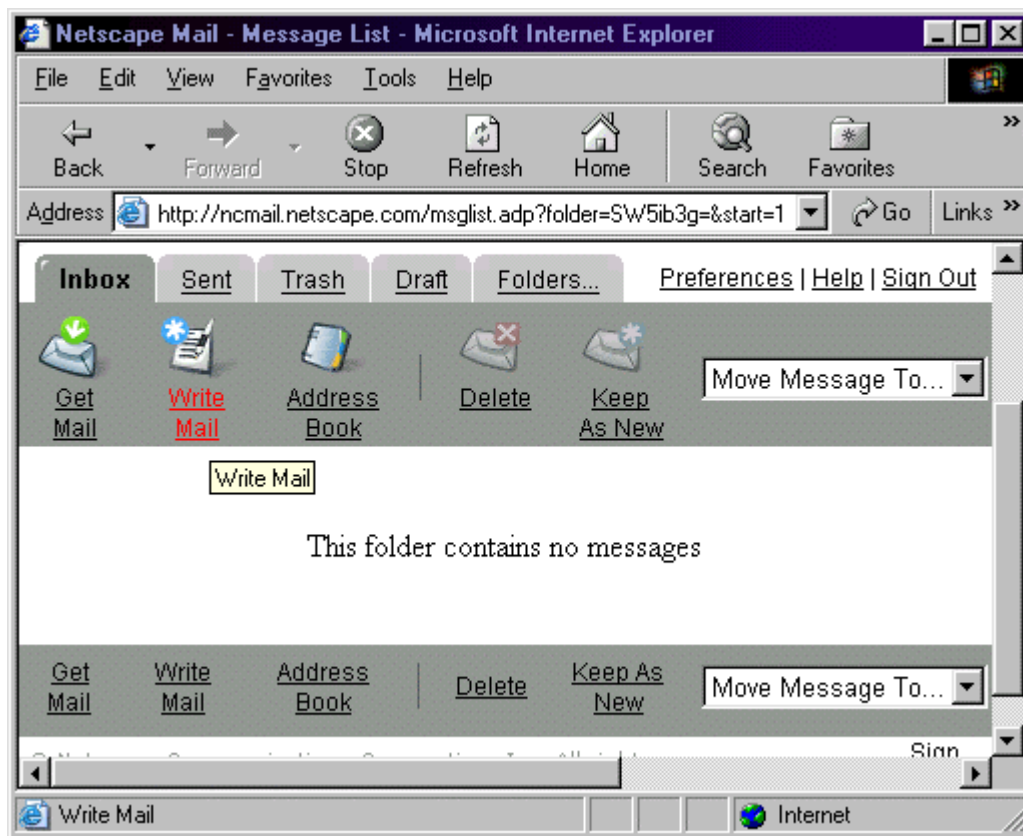
Posted November 01, 2002
PDF version

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.

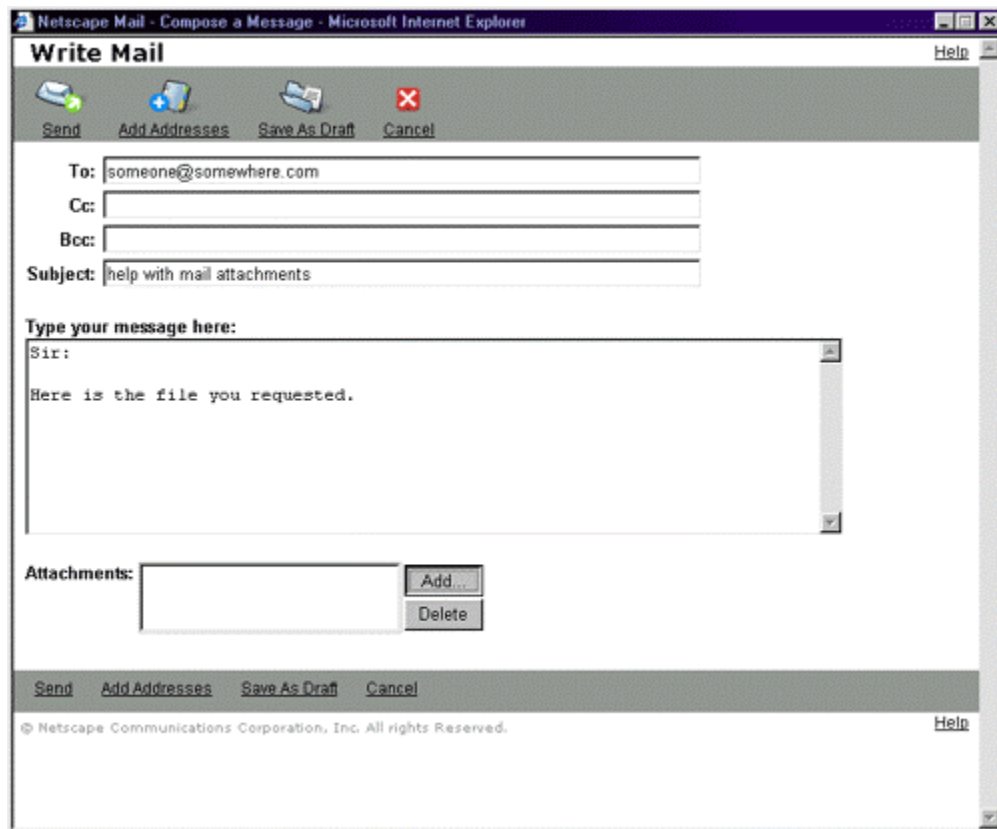
To attach a file, complete the following steps:

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 **Write Mail** icon at the top or bottom of your mail 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** button to the right of the Attachments field.

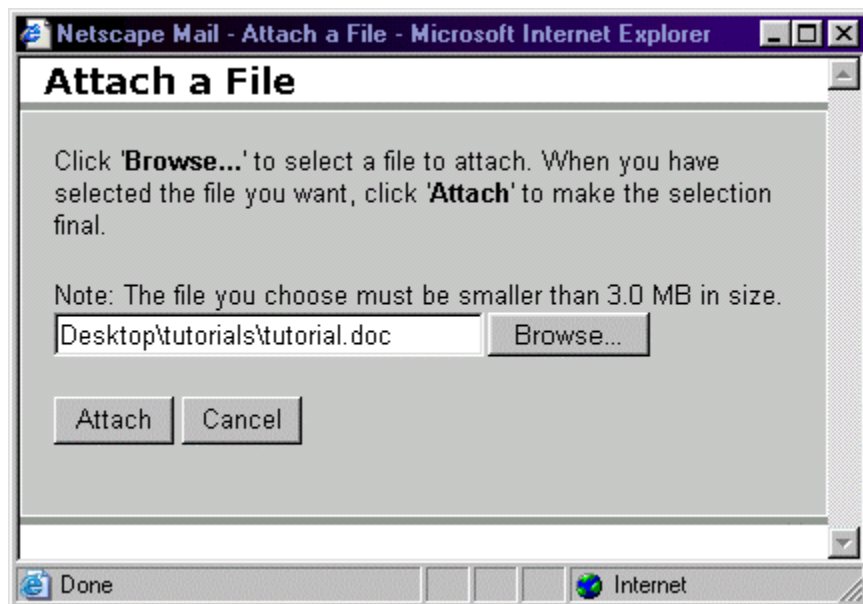


Once you choose to attach a document, the **Attach a File** window will open, allowing you to choose to browse for the file you would like to attach. Choosing the **Browse** button will open an additional window, allowing you to browse your computer for the file or files you would like to attach.

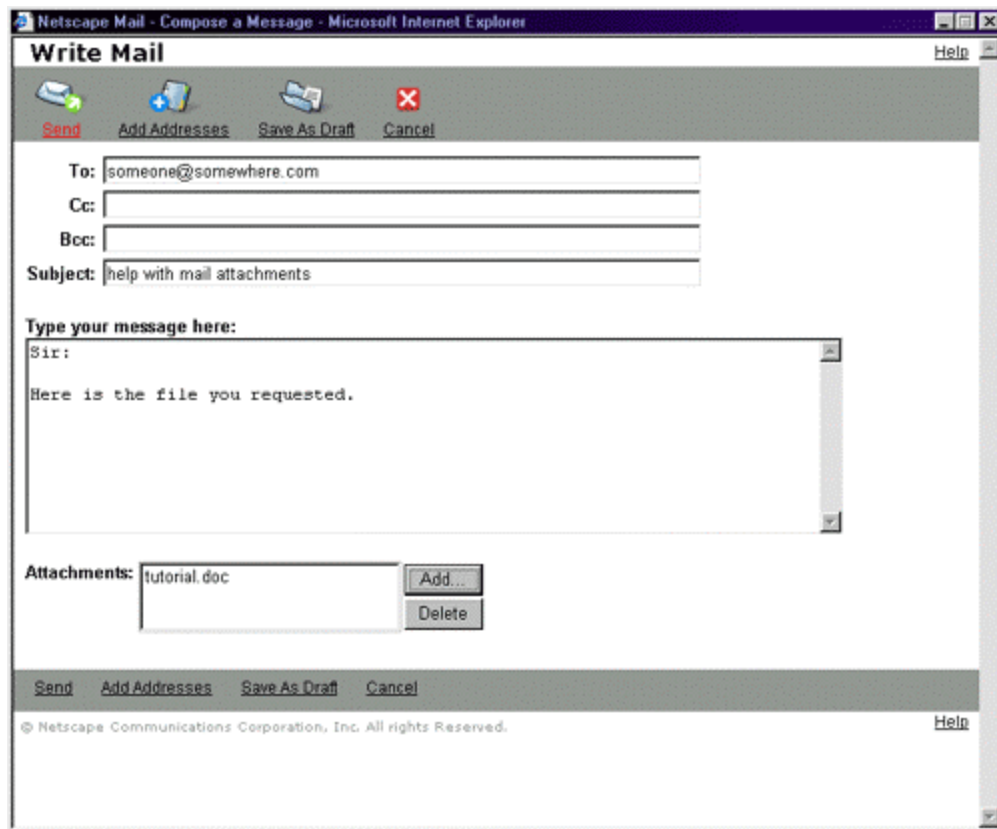
If your file is within another folder or directory, you may browse your computer using the drop down list in the **Look in** field. Once you select a folder and highlight your document, a file name should appear in the **File name** field. In the example below, the attachment file (named "helpwithmail.doc") is located in the "tutorials" folder. (Note in this instance that the file size for attachments is limited to 3.0 MB.)



Once the correct file appears in the **File name** field, select the **Open** button. This will return you to the **Attach a File** window, and place your chosen file in the correct field. You must then choose the **Attach** button to attach your file to your mail message. You may repeat this step for each file you would like to attach.



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 located at the top or bottom of your mail message window. (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 Netscape Webmail
and older or newer versions of this program may differ slightly in appearance.*

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