

How To Attach A File In Yahoo and AT&T Mail

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- 1) First, create an e-mail just as you always do. Fill in the address(es) of your recipient(s), your subject and write your message.
- 2) Next, click on the menu item called ATTACHMENTS - the one with the paperclip as an icon. (Circled in red in this picture.)
- 3) A sub-menu appears with the phrase ATTACH FILES. Click there.
- 4) A new window appears. You will need to navigate to the file you want to attach. The top bar shows you your current location. You can use the left column items to find your file.
- 5) Once you find the file you want to attach, click on it once (highlighting it). Its name will appear below and you can then click Open.
- 6) Your email will now appear showing the attached file name. The size of the attachment appears on the right-hand side of your email.
- 7) If you made a mistake and attached the wrong file or if it's too large to send via email, you can click on the X beside the name of the attached file. On the other hand, if you're satisfied, click Send!

