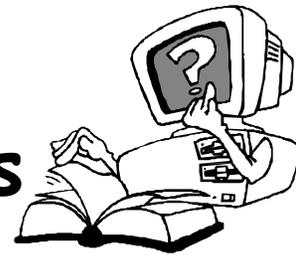




TangiTech Tips



Sending & Opening Attachments in Tangischools Email

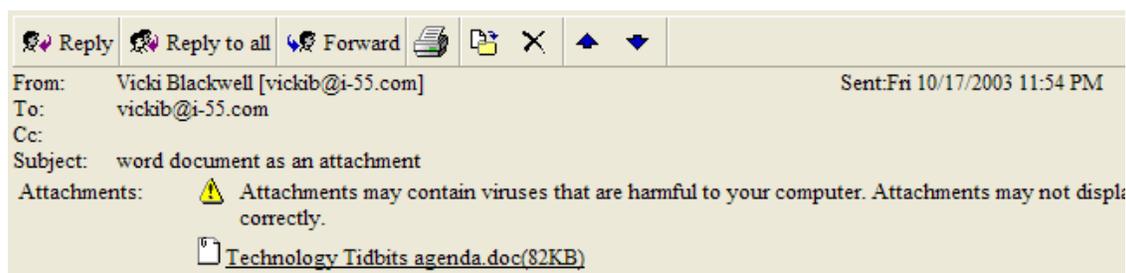
To Send email attachments:

- ☐ When you have logged into your tangischools email account, click "New" to get your new mail message window
- ☐ Click the paperclip icon  and the "Attachment dialog" window will open.
- ☐ In the first section that says "Choose a File to Attach" click the "Browse" button and navigate to the file that you want to attach. When you find it double-click on it -or- click on it to select it and then click the "Open" button at the bottom of the window.
- ☐ In the second section that says "Add the file to the list" click the "Attach" button
- ☐ Now you will see your file listed in the third section "Current File Attachments", so click the "Close" button at the bottom of the window.
- ☐ In your email message window, you will now see your file listed beside the word attachment under the Subject field.
- ☐ Don't forget to tell the person you are sending the file to, that you have sent them an attachment and what kind of file it is... for instance, "I have attached a Word document for you to use."

To Open email attachments:

When you login to your Tangischools account and a message in your Inbox has the paperclip icon to the left of the sender's name that means there is an attachment of some kind or another. DON'T automatically open an attachment, check to see if the sender tells you what kind of attachment it is and MAKE SURE you have virus protection software on your computer BEFORE you touch the attachment. To open an attachment:

- ☐ Double click on the email message to open it in it's own window.
- ☐ At the top you will see the attachment listed under the message information



- ❏ Right-click on the attachment link and then left click on "Save Target As"...
decide where you want to save the file and then click "Save."
- ❏ Now you can safely open your saved file because your virus protection software
has had a chance to scan the attachment for viruses.