



Tim Etzler

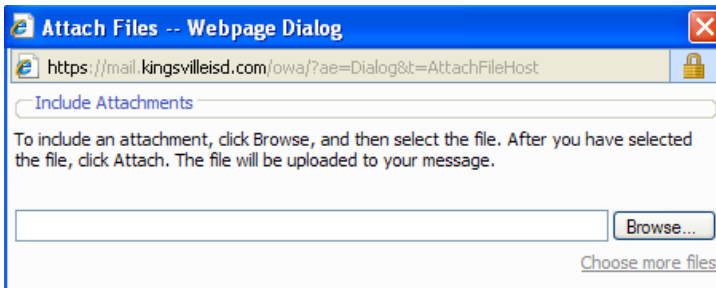
District Instructional Technologist
tetzler@kingsvilleisd.com

P.O. Box 871 / 207 N. Third
Kingsville, Texas 78363
Office: (361) 592-3387 x8157
Fax: (361) 516-0278

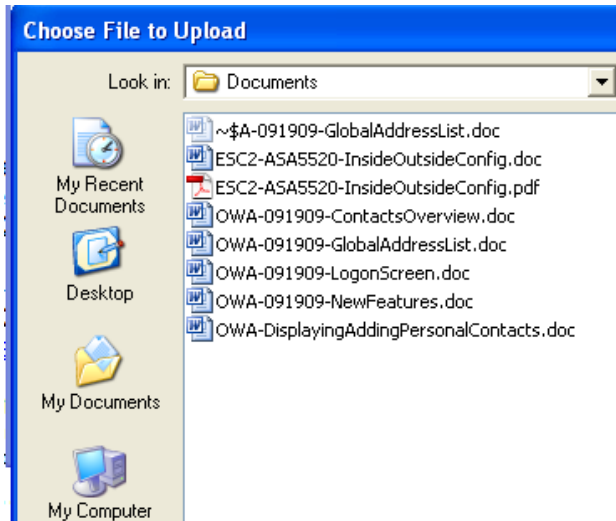
OWA - Email Attachments

1. Open a **New** email windows

2. Left-click on the **Attachments icon**
3. Left-click on the **Browse button**

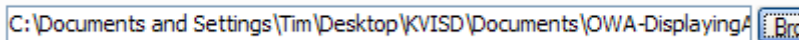


4. Drill-down to the location that the file is located



and then double left-click on the filename

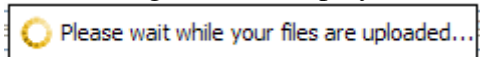
5. This will add the file into the Attachment field



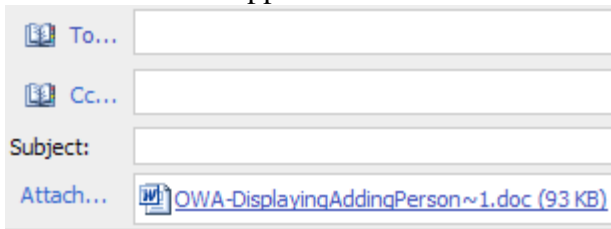
6. To attach the file to your email left-click on the **Attach button**




7. This message will be displayed while the file(s) are being uploaded



8. The filename will appear as follows

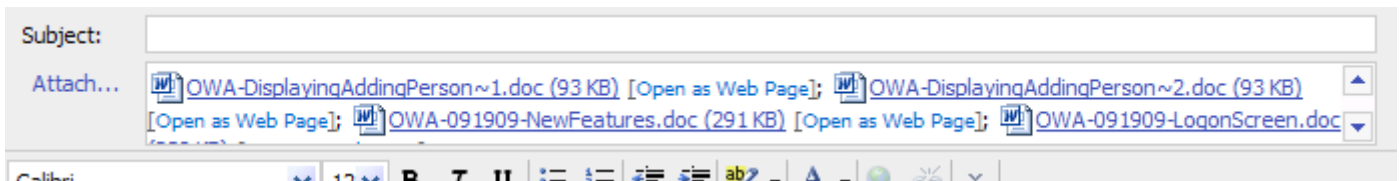






To...
Cc...
Subject:
Attach...  OWA-DisplayingAddingPerson~1.doc (93 KB)

9. To add multiple file attachments left-click on **Choose more files** to add more attachment fields (up to three files) to include to the email



10. Browse to the three different filename locations to add them to the attachment field



Subject:
Attach...  OWA-DisplayingAddingPerson~1.doc (93 KB) [Open as Web Page];  OWA-DisplayingAddingPerson~2.doc (93 KB) [Open as Web Page];  OWA-091909-NewFeatures.doc (291 KB) [Open as Web Page];  OWA-091909-LogonScreen.doc

11. Again after finished placing filenames in attachment fields then left-click on the **Attach button**



12. Finish composing your email and then left-click on send