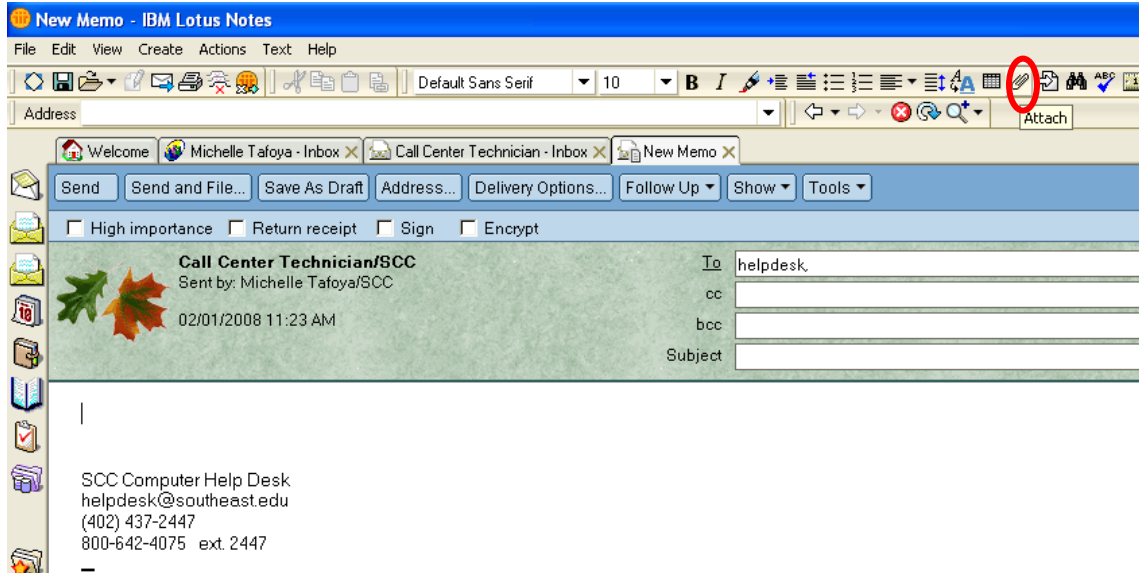
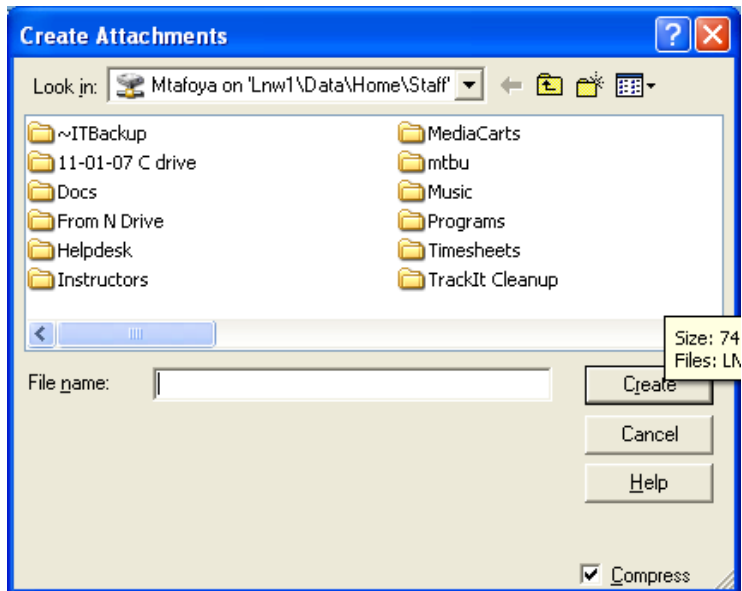


How to send an attachment in Lotus Notes

Start a new message. Once you have filled in everything that you want/need (address, subject, message, etc) click on the attachment button on the tool bar. It is the paperclip icon circled below. You can also go to File -> Attach



The Create Attachments dialogue box appears.



Use the Look in arrow and screen to browse to your document. Click on the document and then click Create. You can choose multiple files if they are in the same folder. If not, go through the process again to select more files.

When sending files with pictures or attachments, it's a good idea to save a draft and then send it to yourself first to check the size of the e-mail.