

Attaching Files to a CAC Student E-mail Message

You will frequently need to attach files to your e-mail messages – especially if your instructor asks that you turn in assignments using e-mail.

Login to your CAC Student E-mail and click “**New**” to open a new message window. Address the e-mail, enter the “subject”, and type the message just as you normally would.

To attach a file to a message click on the “**Attachments**” button located just below the “**Subject**” line.



The “**Attachments Web Page Dialog**” box will open.



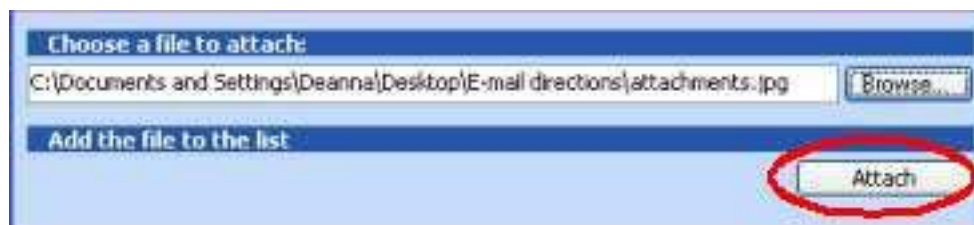
Click on “Browse” to locate your file.

Note: You browse to find a file in Outlook just the way you would find a file you wished to open in your word processor.

When you have found your file click on the file name to select it and then click on the “**Open**” button.



You will be taken back to the “**Attachments Web Page Dialog**” box. Click on “**Attach**” to add the file to your message.

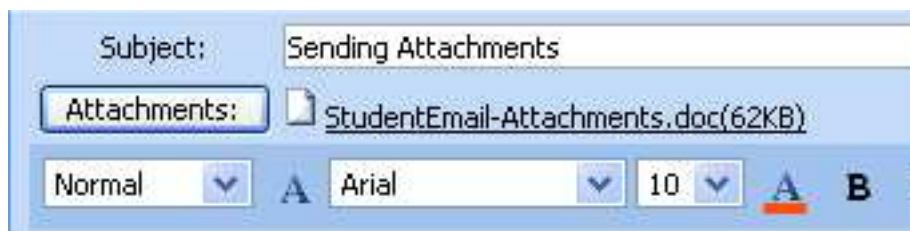


Important: You must remember click on “**Attach**” or the file will not be added to the “**Current file attachments**” list. If you wish to send more than one file attachment repeat “**Browse**” and “**Attach**”. Each added file will move to the “**Current file attachments**” list.



When you have finished attaching files, click on “**Close**”.

The attached file(s) are added to the message to the right of the “**Attachments**” button, just below the “**Subject**” line.



Click “**Send**” to send the message and the attached files.

Helpful Hints:

- Make sure that the file you are attaching is not open. Close your word processor before sending files. Open files can result in empty or corrupted attachments.
- Keep the file size small. CAC E-mail limits the size of attachments to 5 MB.
- Use only letters, numbers, dashes, and underscores in the names of files. Many programs experience problems with file names that contain special characters (such as % & * #) or spaces. Use dashes – and underscores _ instead of spaces.