

Sending an Email

Attachment in

YAHOO!

Mail



waukesha county technical college

Career Center Home Page:

www.wctc.edu/careercenter

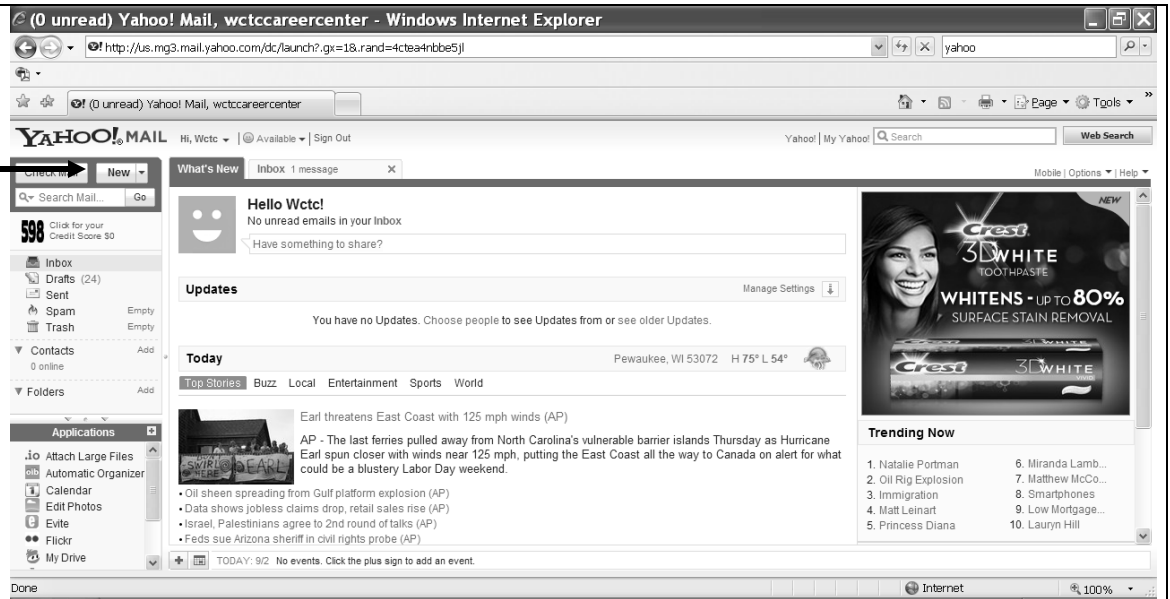
262-695-7848

careers@wctc.edu

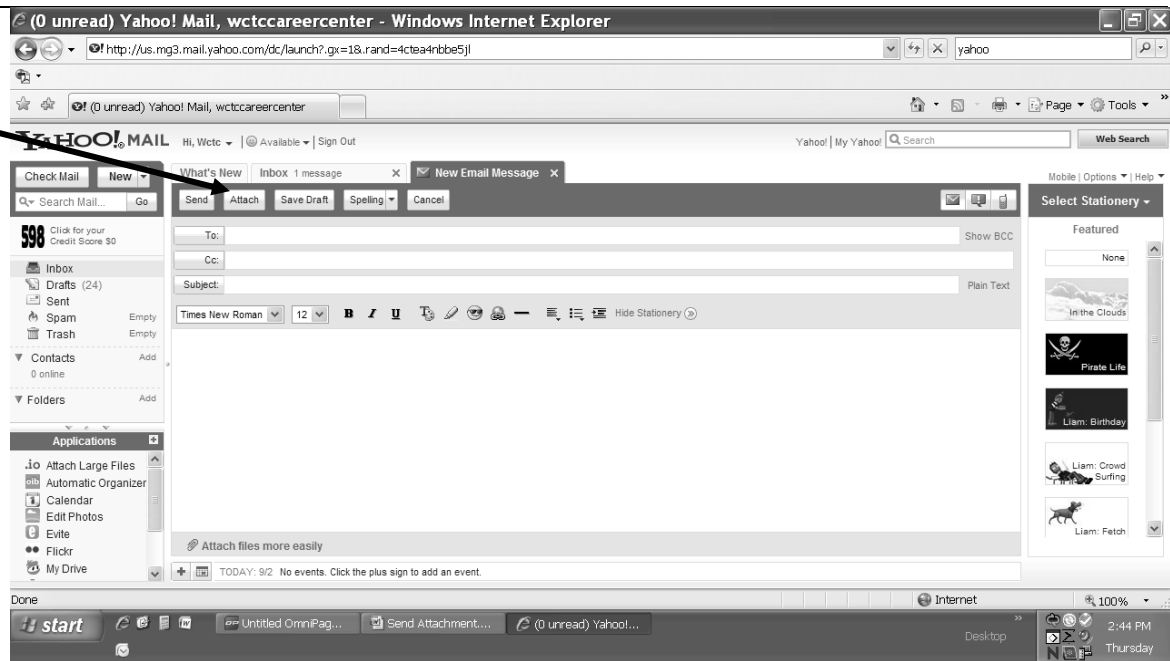
892 Main St. Pewaukee, WI 53072

After logging into your Yahoo account, click on "New".

This will open up a new blank Email message page.



Click on "Attach".

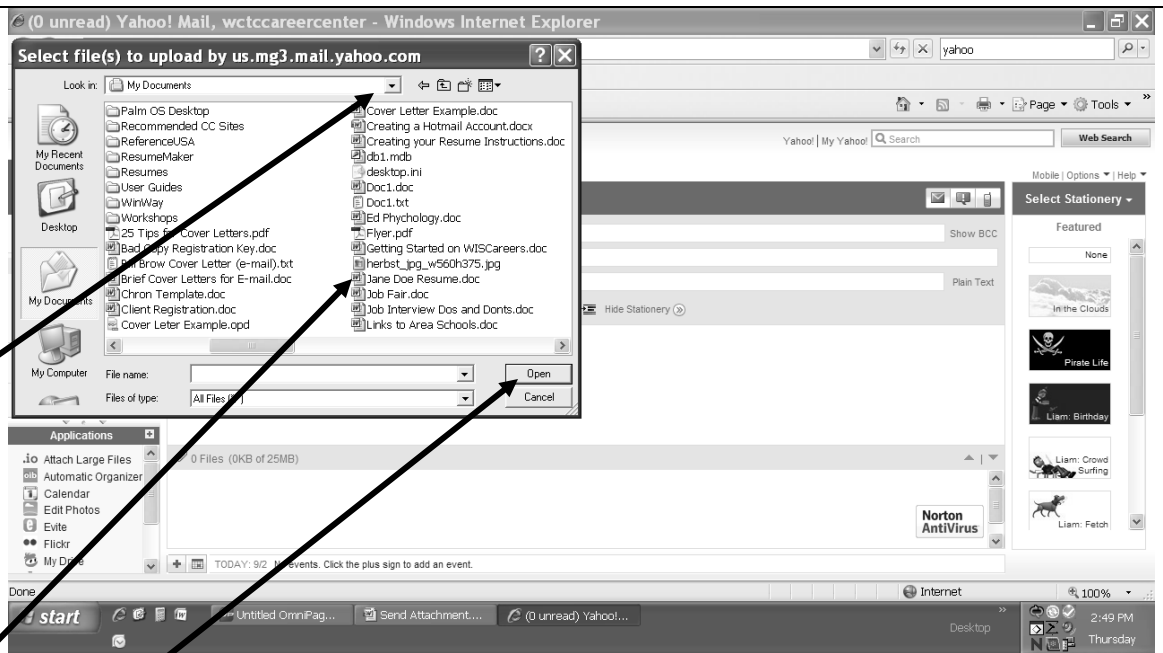


A new Dialog Box will then appear.

1. Navigate to the file you wish to attach. You may have to use the drop down arrow to find the drive or folder in which your document is located.

2. Click on the file you wish to attach.

3. Click "Open".



After clicking on "Open", the web browser will take you back to the email composing screen. You will still need to add:

1. The address that you are sending to.

2. The subject.

3. Any message that you wish to add.

You may now click on "Send".

