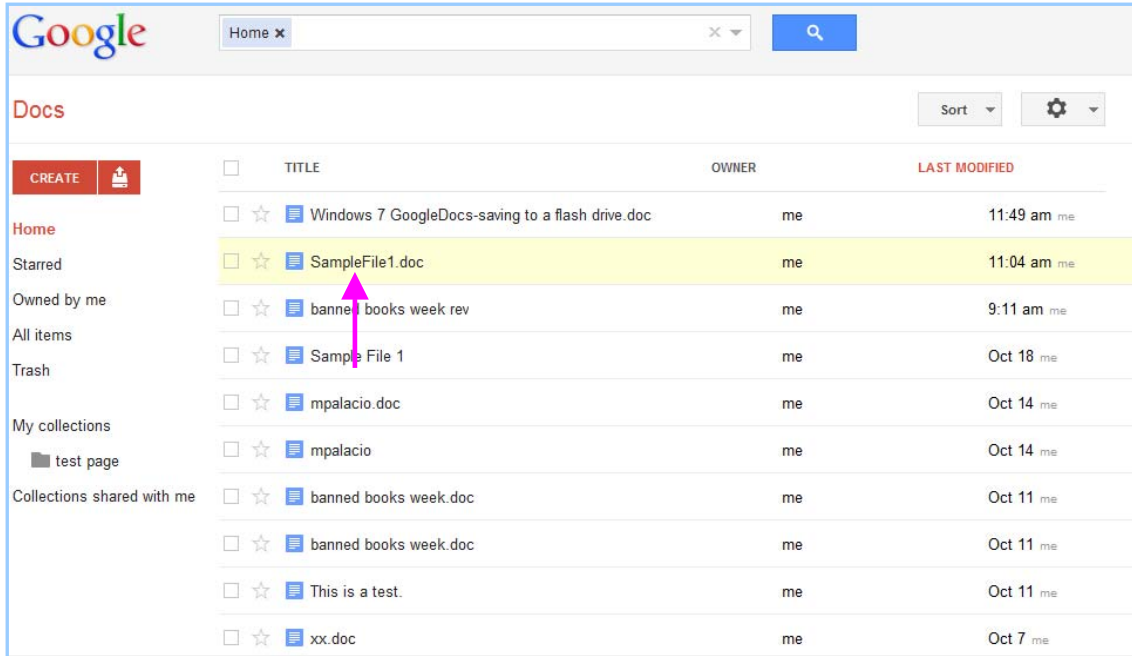


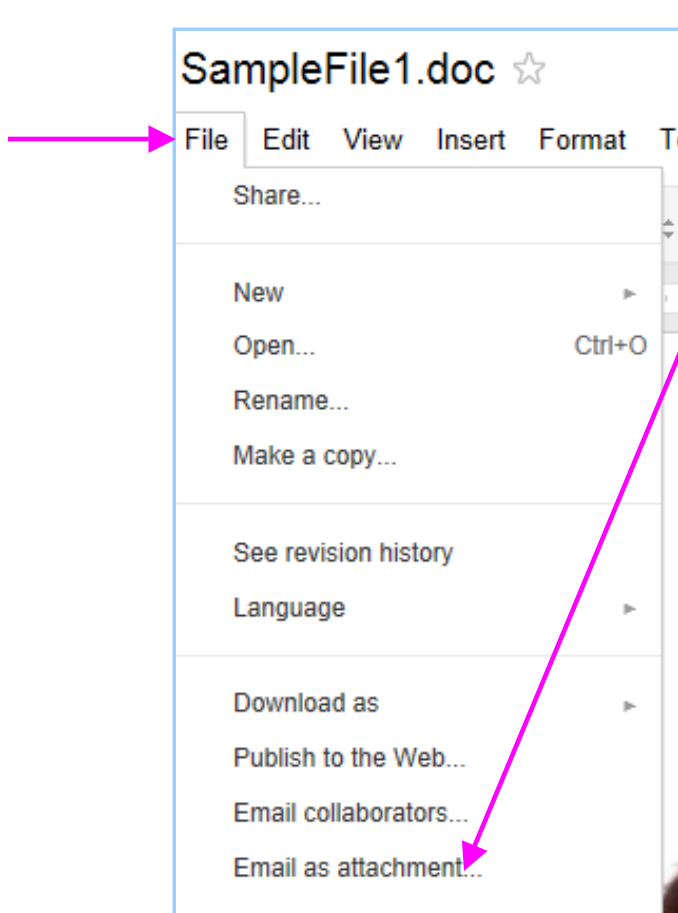


How To Send An Attachment

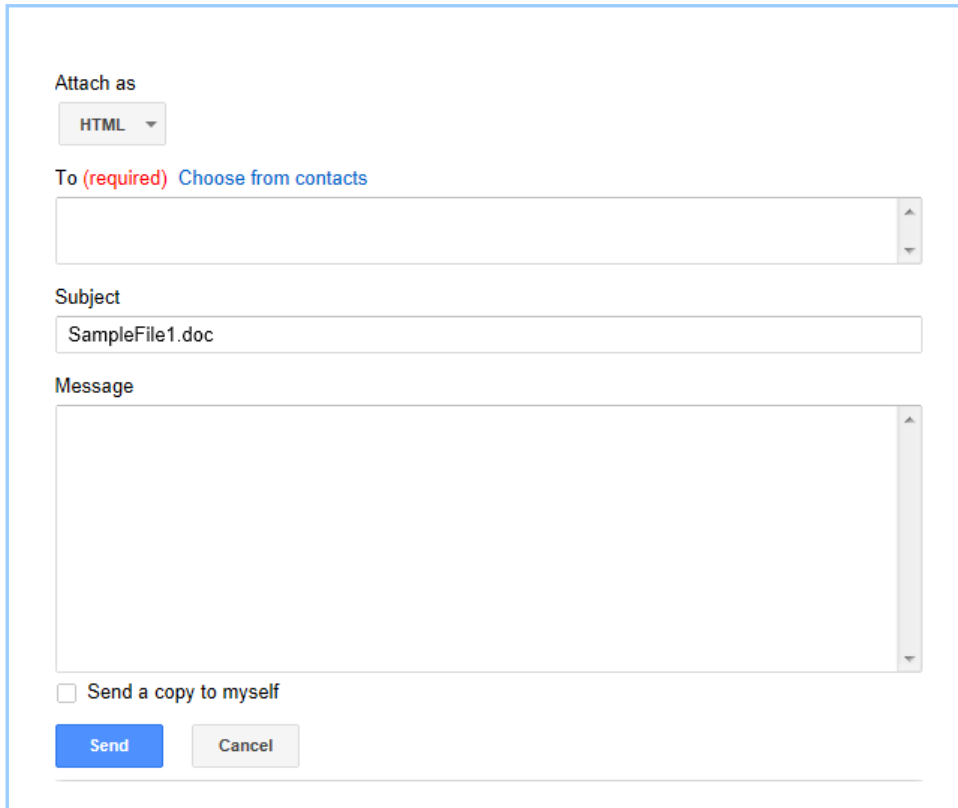
From the “**document list page**”, select the document you would like to email as an attachment by clicking on the name of the document.



Select the **File** Tab. From the menu select, “**Email as attachment**”.

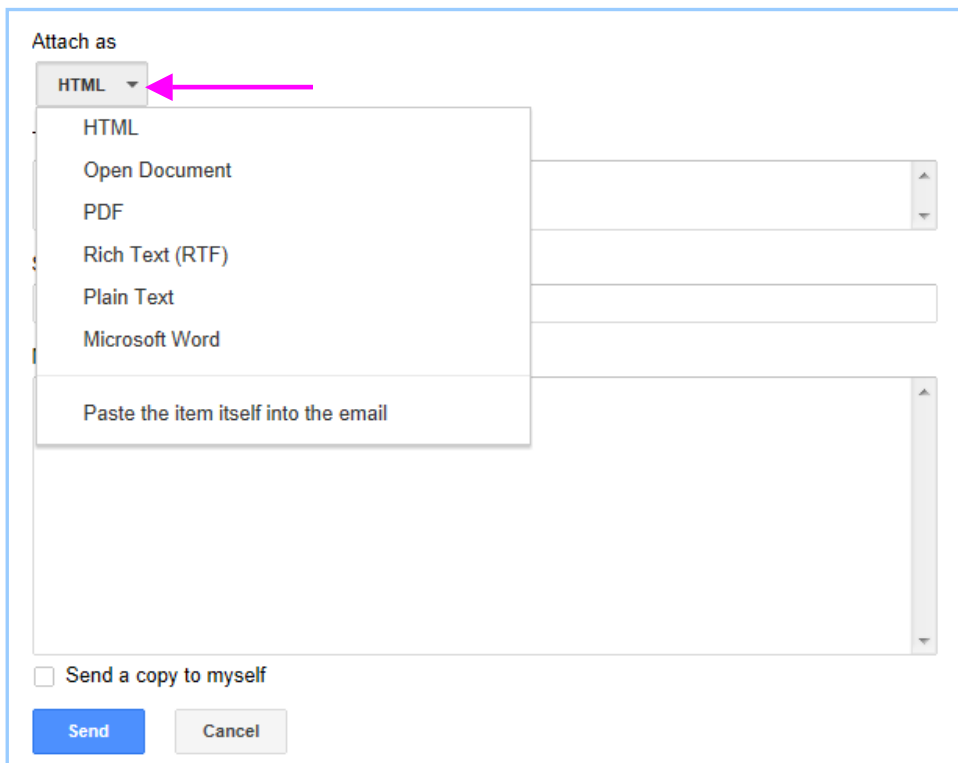


The “**Email as Attachment**” window will open.



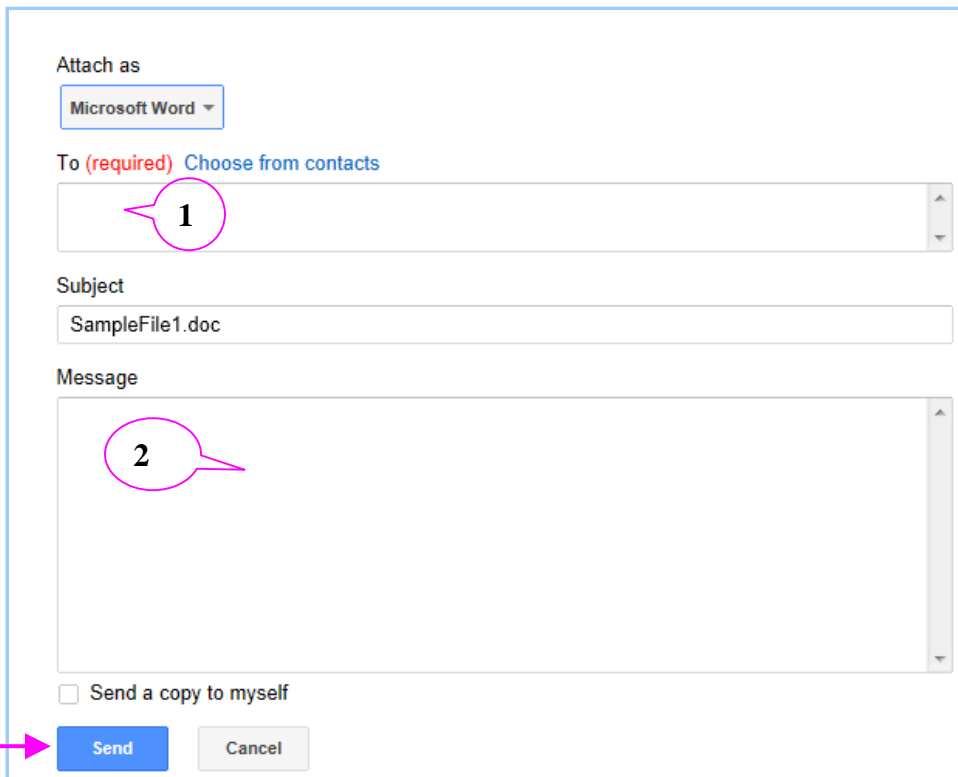
The screenshot shows the 'Email as Attachment' dialog box. At the top, there is a section labeled 'Attach as' with a dropdown menu currently set to 'HTML'. Below this is a 'To (required)' field with a blue link 'Choose from contacts'. The 'Subject' field contains the text 'SampleFile1.doc'. The 'Message' field is a large empty text area. At the bottom left, there is a checkbox labeled 'Send a copy to myself' which is unchecked. At the bottom, there are two buttons: 'Send' (highlighted in blue) and 'Cancel'.

Click on the “**HTML**” menu to select the document format type of how you would like to send your document.



This screenshot shows the 'Attach as' dropdown menu expanded. A pink arrow points to the 'HTML' option in the dropdown list. The list includes the following options: 'HTML', 'Open Document', 'PDF', 'Rich Text (RTF)', 'Plain Text', 'Microsoft Word', and 'Paste the item itself into the email'. The 'Send a copy to myself' checkbox is unchecked, and the 'Send' and 'Cancel' buttons are visible at the bottom.

1. Enter the email address in the “**To**” field
Note that the “**Subject**” field has the name of the document listed.
2. Enter your message.
3. When done, click on “**Send**” to email the attachment and message.



The screenshot shows an email composition window with the following elements:

- Attach as:** A dropdown menu showing "Microsoft Word".
- To (required):** A text field with the placeholder "Choose from contacts". A pink callout bubble with the number "1" points to this field.
- Subject:** A text field containing "SampleFile1.doc".
- Message:** A large text area for the message body. A pink callout bubble with the number "2" points to this area.
- Send a copy to myself:** An unchecked checkbox.
- Buttons:** A blue "Send" button and a grey "Cancel" button. A pink arrow points to the "Send" button.