

Email Assignment #2 – Attach a file to a message.

Attach your file “email tips”, send the file to Mr. Goldstone.

Writing Mail

Click **Write Mail** to create a new message.

Type the address of the person you are writing to.

Type the subject of your email.

Click **Browse** to locate any files you want to attach.

Type your message here. Always put in salutations and sign your name.

Click **Send**.

The screenshot shows the Gaggle.Net webmail interface. At the top, there is a navigation bar with icons for 'Write Mail', 'Address Book', 'History', 'Useful Tools', 'Help', and 'Logout'. Below the navigation bar, the user is logged in as 'Barbara Howard from Sample School 1'. The main form is titled 'Writing Mail' and contains the following elements:

- From:** barbara_howard@gaggle.net
- Lookup:** - (dropdown menu) Add 'To' Add 'CC'
- To:** (text input field)
- CC:** (text input field)
- Subject:** (text input field)
- Attachments:** A table with columns 'FileName' and 'Size'. The current state is '- None -'. There is a 'Browse...' button next to the table.
- Message:** A large text area containing the following text:
Hi, Mr. Goldstone
Here is my attached file. The ability to attach a file to a message is a basic skill in today's world.
I will choose the BROWSE button to locate my file and then UPLOAD it before I send this message. A common error is to send the message but forgetting to actually attach the file.
Thanks
type your full name here
- Buttons:** Send, Save Draft, Spell Check

Arrows from the text on the left point to the 'Write Mail' button, the 'To' field, the 'Subject' field, the 'Browse...' button, the message text area, and the 'Send' button.