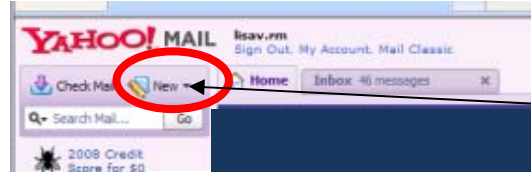




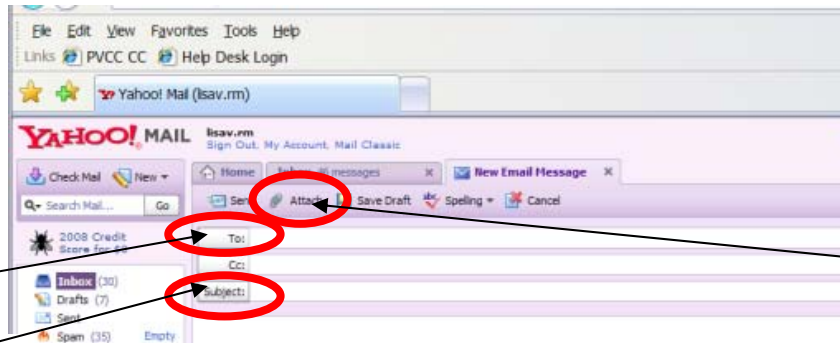
1. Sign in to your Yahoo! Mail account at: <https://login.yahoo.com/config/mail?.intl=us>.
2. Click the “**New**” button. See figure 1.



New button

Figure 1

3. In the **To:** field type the e-mail address of the person you want to send the e-mail to (i.e., your e-mail address if you want to send the message to yourself, and/or your instructor’s e-mail address. See figure 2.



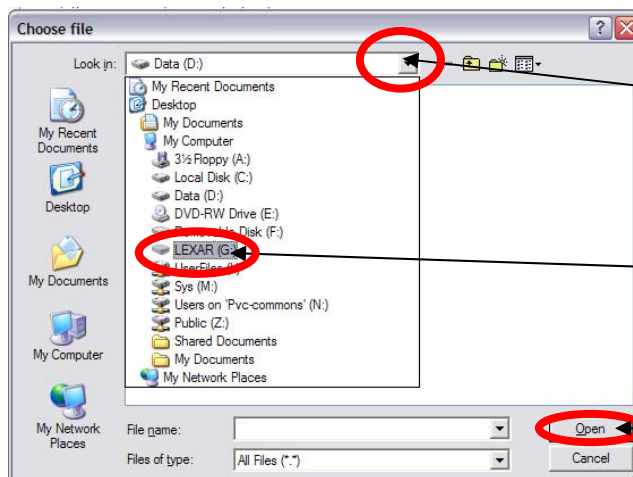
To: field

Subject: field

Attach button

Figure 2

4. Type in a subject of the e-mail in the **Subject:** field. See figure 2.
5. Click the “**Attach**” button. See figure 2.
6. The “Choose file” dialog box will appear. Click the ‘**Look in:**’ list arrow and click on the area where the file(s) to be attached are located. For example, if you want to attach files from a flash drive, you would click the name of your drive (in this case “**Lexar**”) and click the “**Open**” button. See figure 3.



Look-in:
List
Arrow

Flash
Drive

Open
Button

Figure 3

7. Your screen should look similar to the picture below. Click the file name of the file that you want to attach to the e-mail and click the **“Open”** button. See figure 4.

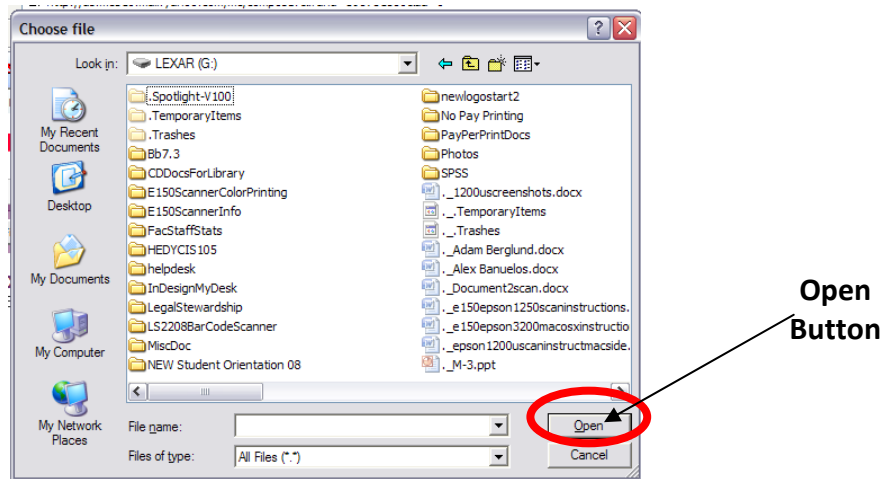


Figure 4

8. The name(s) of the attached files will appear under the **“Subject”** text message of the message. Be sure that there are numbers such as 11KB or 2746KB next to the file names. These number are the sizes of the files. If you see 0KB, the attachment might not have worked and you need to reattach the file. If you need to attach multiple files to the e-mail message, repeat steps 5-9 until all of the files are listed. See figure 5.

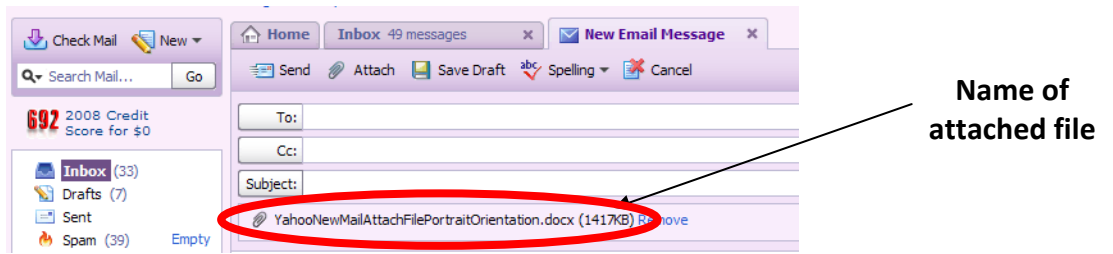


Figure 5

9. Once you have attached all of your files, finish composing the e-mail message and click the **“Send”** button. See figure 6.

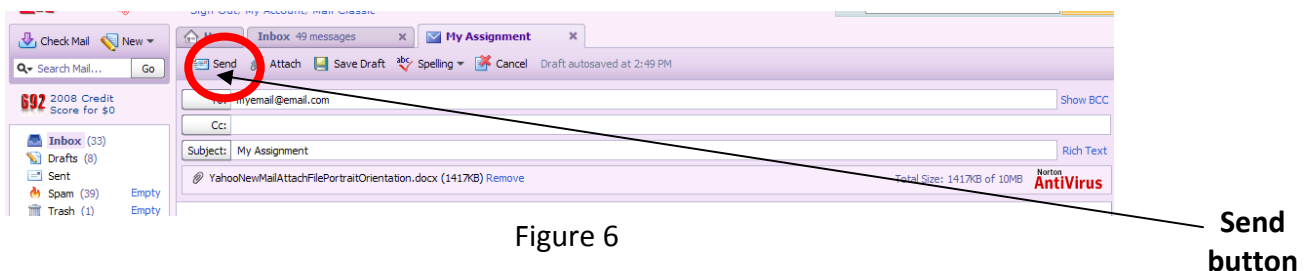


Figure 6

10. If you have sent the email to yourself, be sure to check your inbox and confirm that you have received the e-mail.