

SENDING AN ATTACHMENT IN EUDORA

Make sure that the attachment document has already been saved and closed!

*TIP: Once you have **received** an attachment, you must always REATTACH it ① if you wish to include that same attachment in your reply to the sender or ② if you wish to forward that attachment to another party.*

1. Open *Eudora* and create a new message that tells the receiver that an attachment is being sent with the e-mail message. Always provide the name of the software application and the version number of the software which you are running, such as *Microsoft Word for Windows, Version 7.0*.
2. Before sending the message, check to see if you have an *Attach File* icon (newer versions of *Eudora*). If you see the *Attach File* icon, a yellow sheet of paper with a red paper clip (Fig. A), **left-click** on it to link your attachment to your e-mail message. *If you do not see the Attach File icon, go on to Step 3 in this handout.*

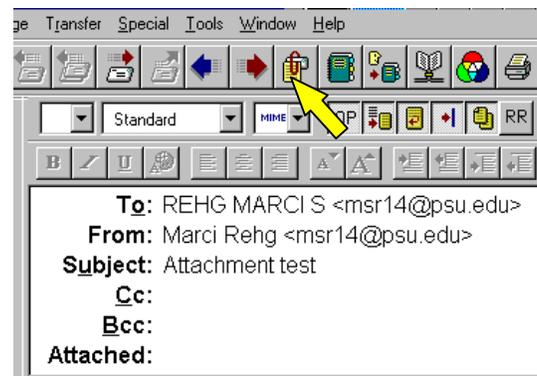


Fig. A

3. If you do not have an *Attach File* icon in your version of *Eudora*, use the pull-down menu to **left-click** on *Message*. Then **left-click** on *Attach File* (Fig. B).

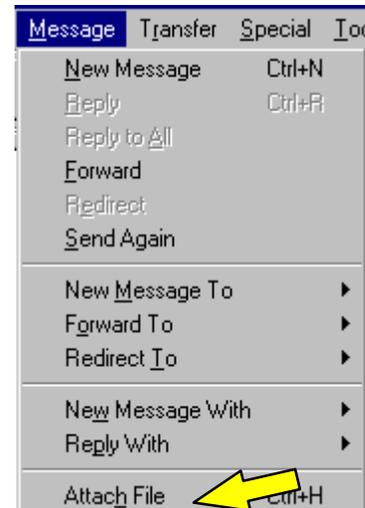


Fig. B

- Now you see a dialog box entitled *Attach File*, with the default folder title *Eudora* displayed in the *Look In* information box at the top. Find the yellow folder icon with the up-arrow on it (Fig. C). **Left-click** on that icon one time and then **left-click** on it once again, in order to move to your *C* directory where your files are located.

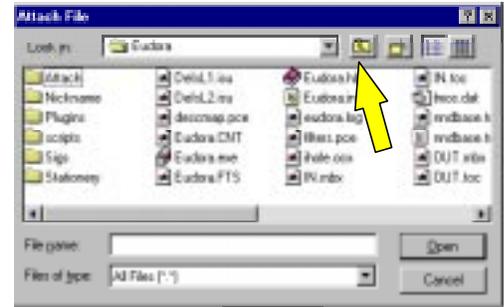


Fig. C

- Double-click** on *My Documents* (Fig. D) or any other location where your document resides. Continue **double-clicking** on folder icons until you see the file that you wish to attach.

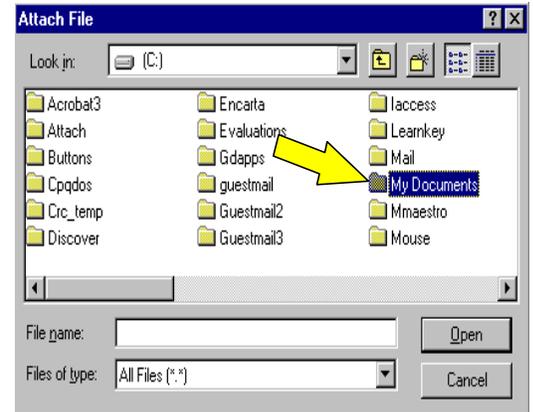


Fig. D

NOTE: If you wish to **reattach** an attachment that you have already received, in order to **resend** it, you will find the attachment under *C* in the folder *Attach*. If you do not have an *Attach* folder, or if your *Attach* folder is empty, look for an *Attach* folder in a different location by **double-clicking** on the *IACCESS* folder, which also is located in your *C* directory. Then **double-click** on the *Eudora* folder, followed by a **double-click** on the *Attach* folder.

- When you locate the document that you wish to attach to your e-mail message, **double-click** on the icon associated with that file (Fig. E), in order to link it to your e-mail message.



Fig. E

- The *Eudora* e-mail message header entitled *Attached* now displays the file, including its path within your directory (Fig. F).

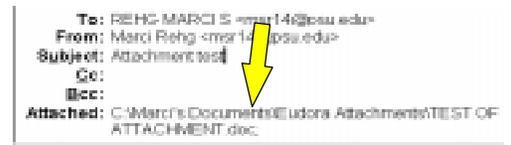


Fig. F

- Type your message into the body copy of your e-mail message. *Be sure to include the information that an attachment is linked to your transmission, giving the name and version number of your software application.* Then **left-click** on the *Send* button (Fig. G).

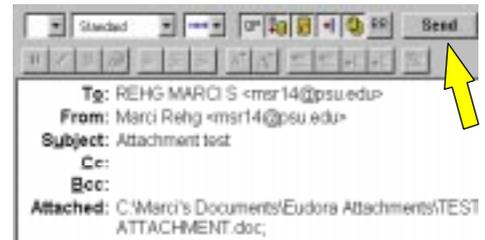


Fig. G

NOTE: If you are not getting results that match this handout, check your settings for attachments. From *Eudora's* pull-down menu, **left-click** on *Tools* and then **left-click** on *Options*. Under the *Category* column on the left side of the *Options* dialog box, use the vertical scroll bar to move down until the *Attachments* icon is visible on the left. Now **left-click** on this *Attachments* icon. On the right side of the display, verify that your configuration matches Figure H. Check to be sure that the command, *Put text attachments in body of message* (Fig. H), is turned off, meaning that the white box in front of the command is blank.

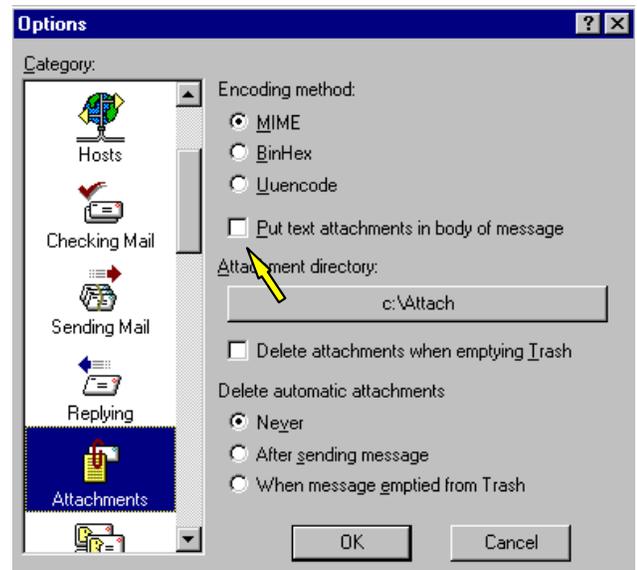


Fig. H