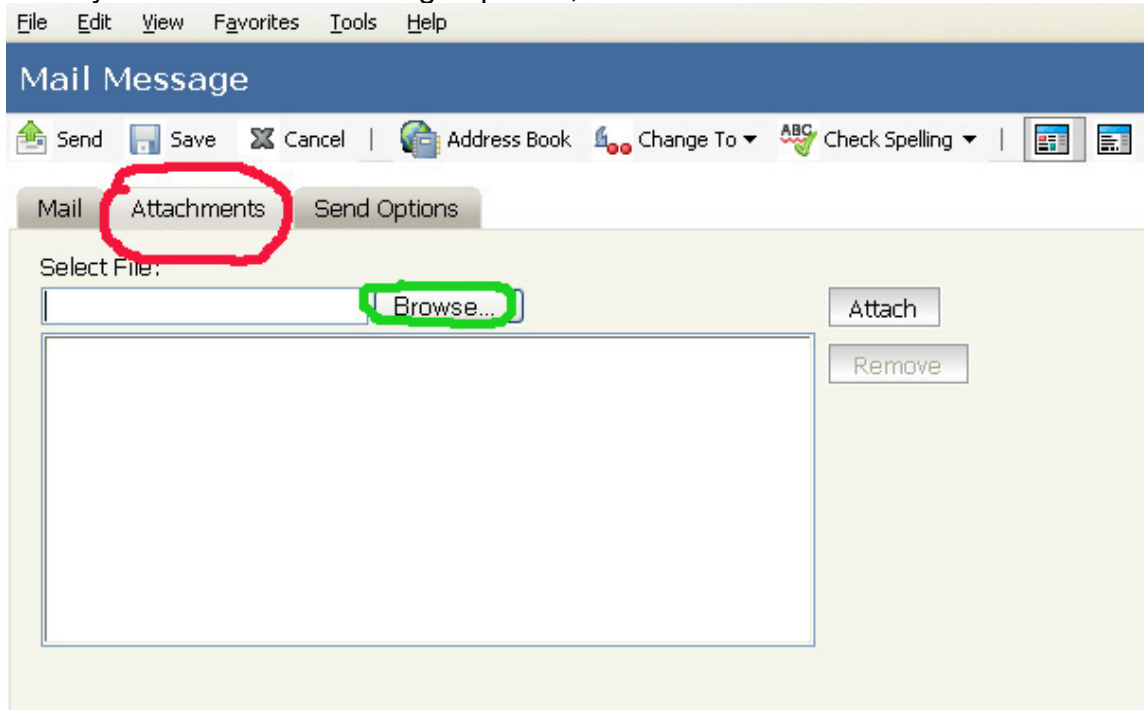


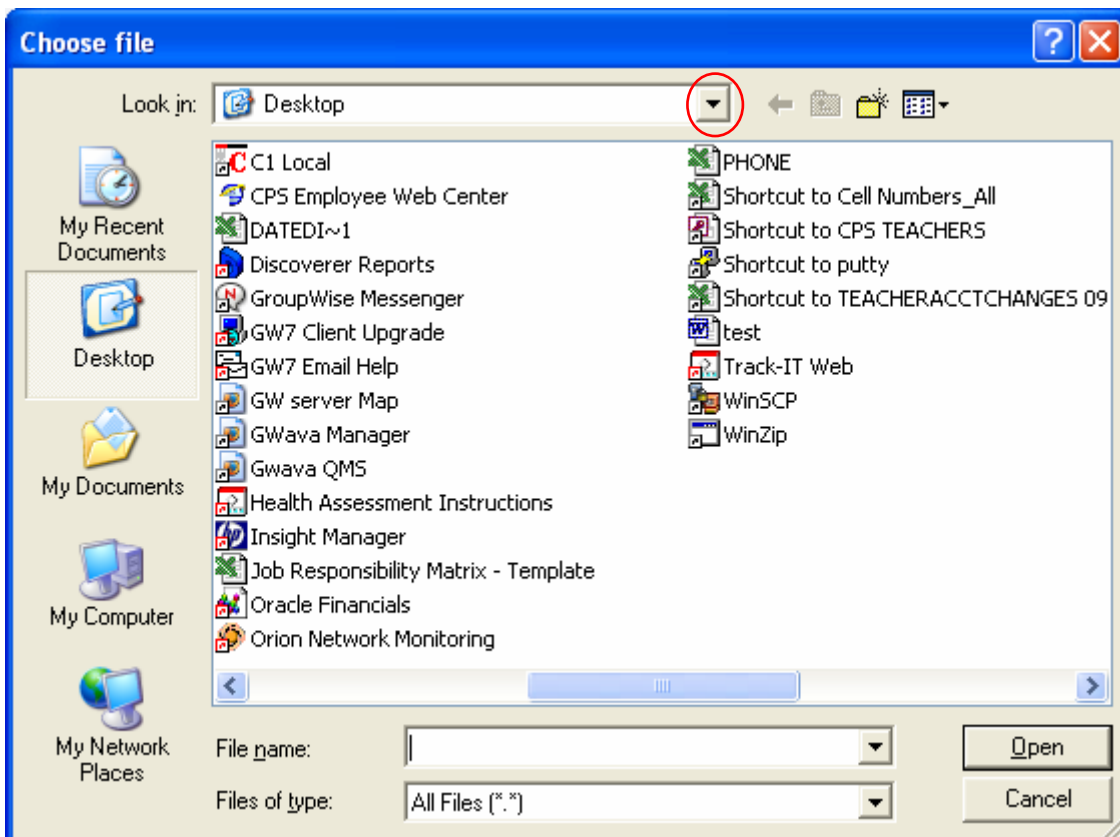
## How to Add Attachments to Email in WebAccess

Once you have a new message opened, click on the **Attachments Tab**

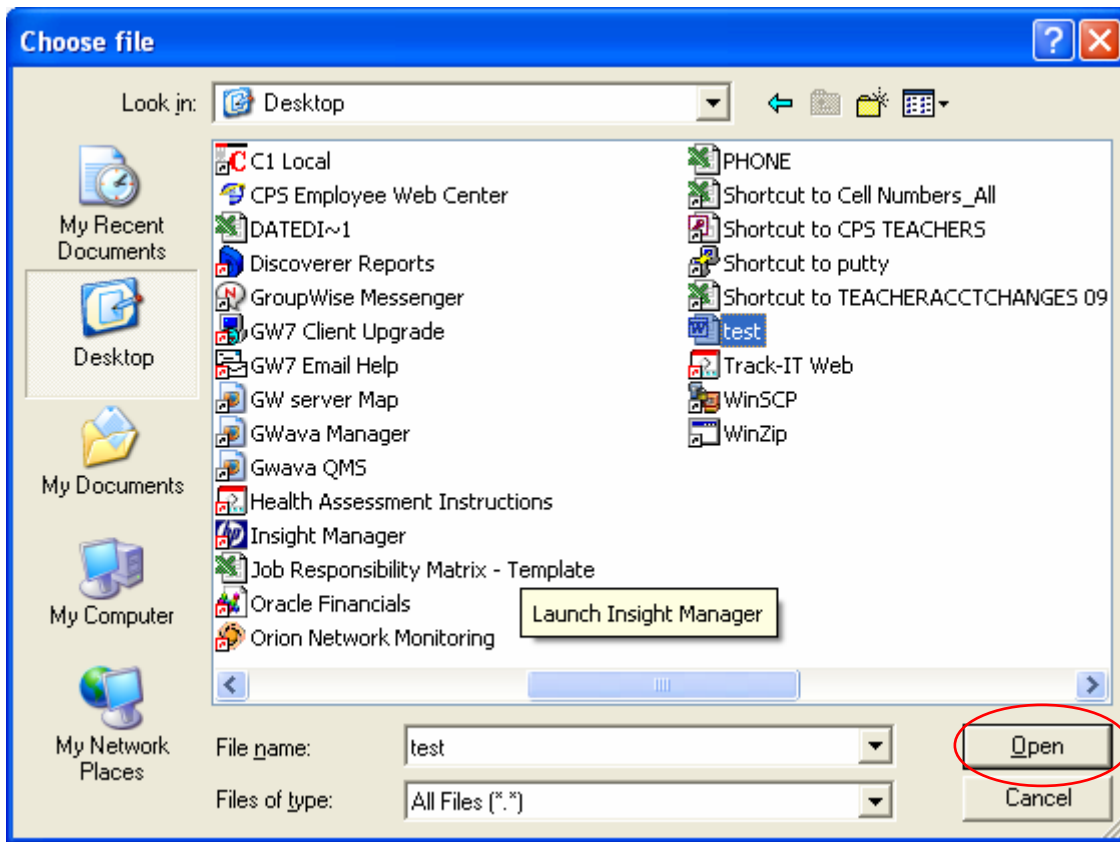


Once in the Attachment window, click **Browse** (see image above) to find the file you want to send.

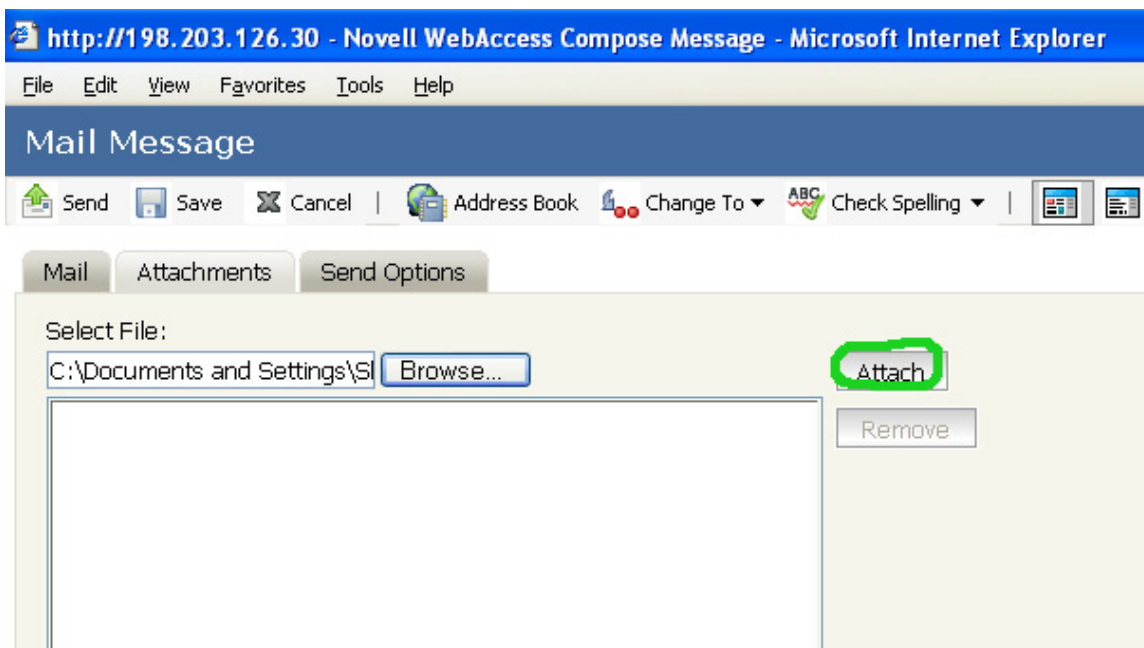
Use the **drop down arrow** to find the folder the file is saved in.



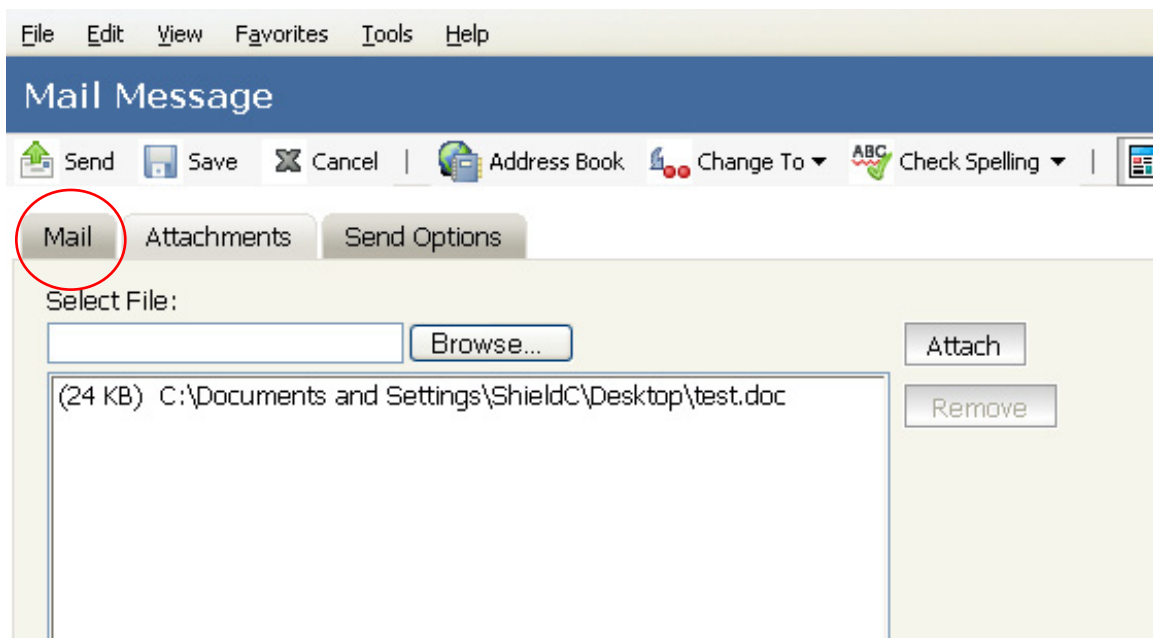
When you find the file, [click on the file](#) and it will appear in the File name box, click [open](#).



The file is selected.



Click [Attach](#) (see image above) and the file will attach to your email by moving to the white box as seen below.



To get back to your email, click the **Mail tab** (see image above).