



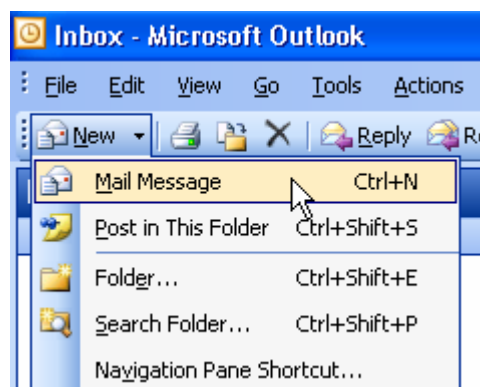
### How to email an attachment

The following examples of how to send an attachment based on Microsoft Outlook 2003. If you are using a different version or program, please refer to the Help menu in your own software.

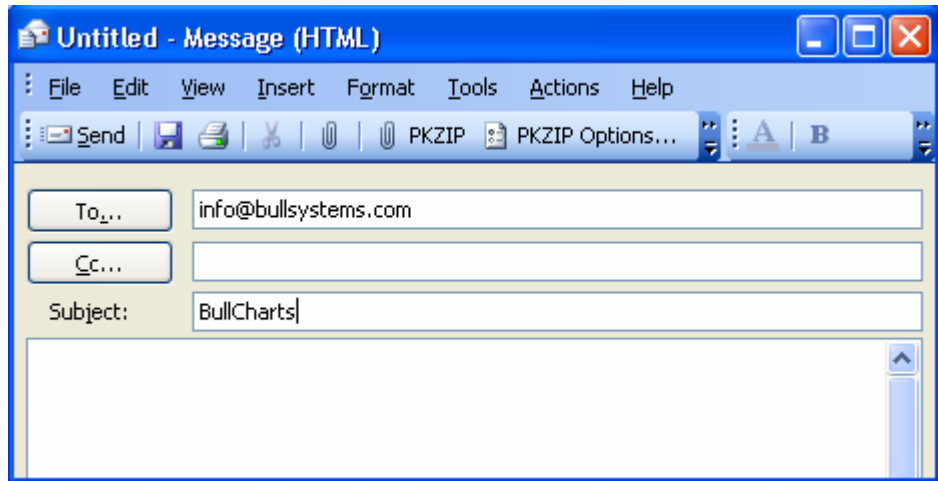
1. Go to Start -> Programs -> Microsoft Office -> Microsoft Outlook to open up your mail client. The location may differ on your computer.




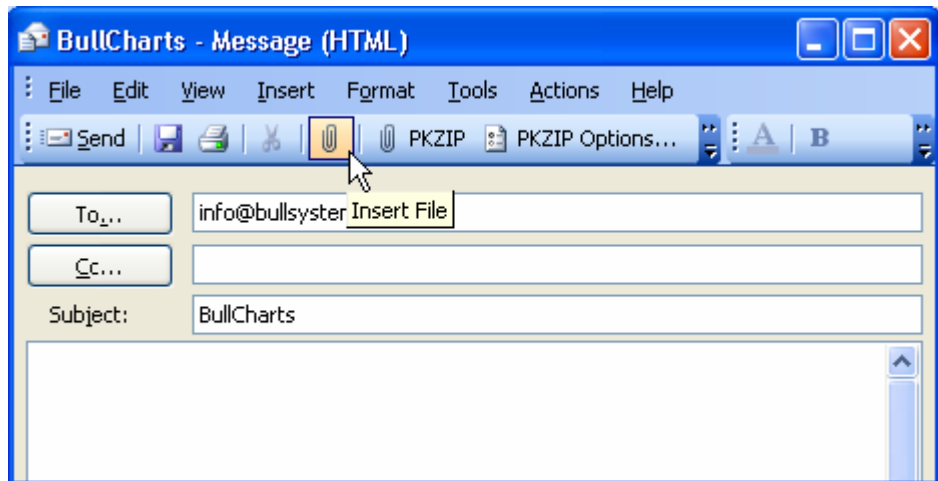
2. Select the "New" button from the top left corner under the File Menu



3. Fill in the appropriate details under To, Subject and any additional details in the main text area.

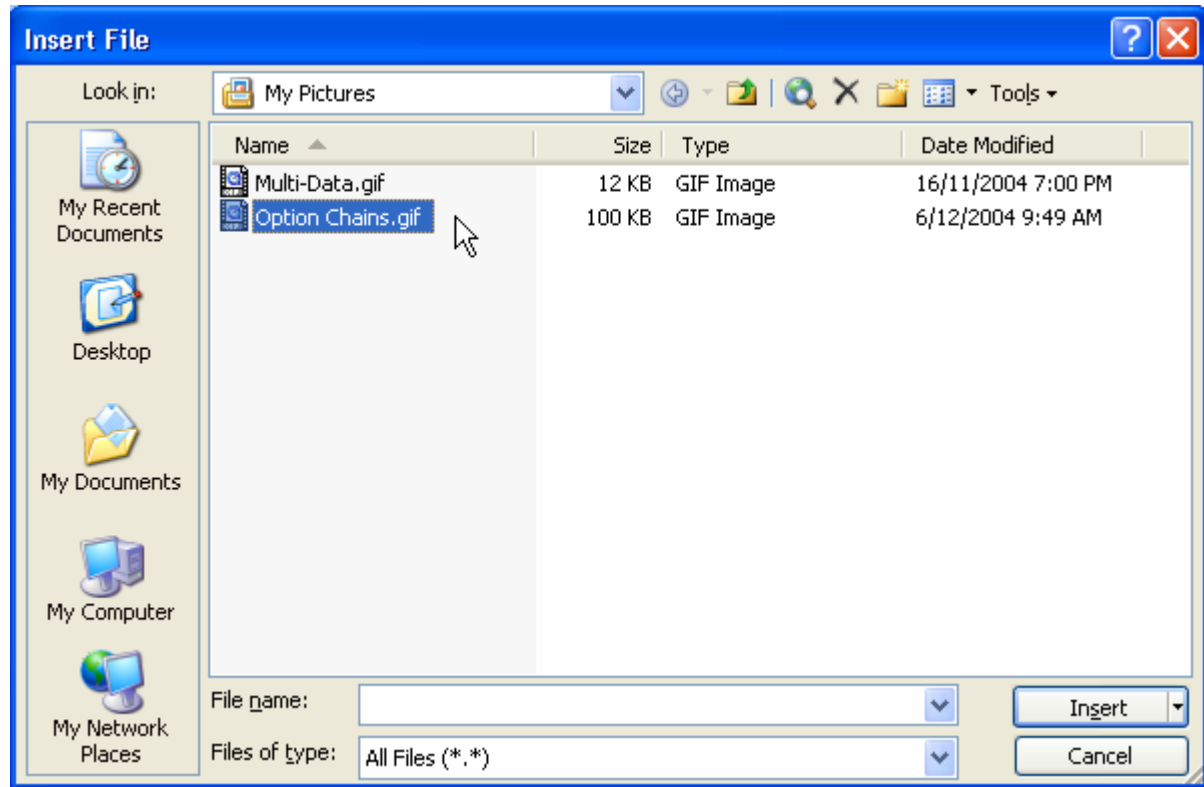


4. Select the Paper Clip  button from the top just below the Menu Bar to attach the files

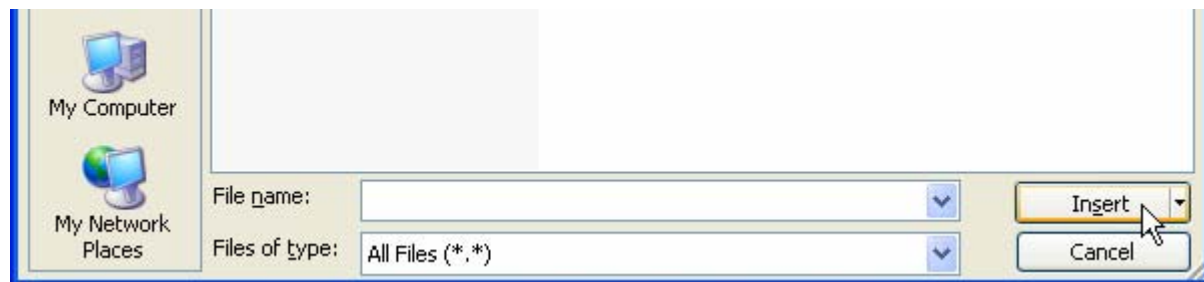


• Trade your own way •

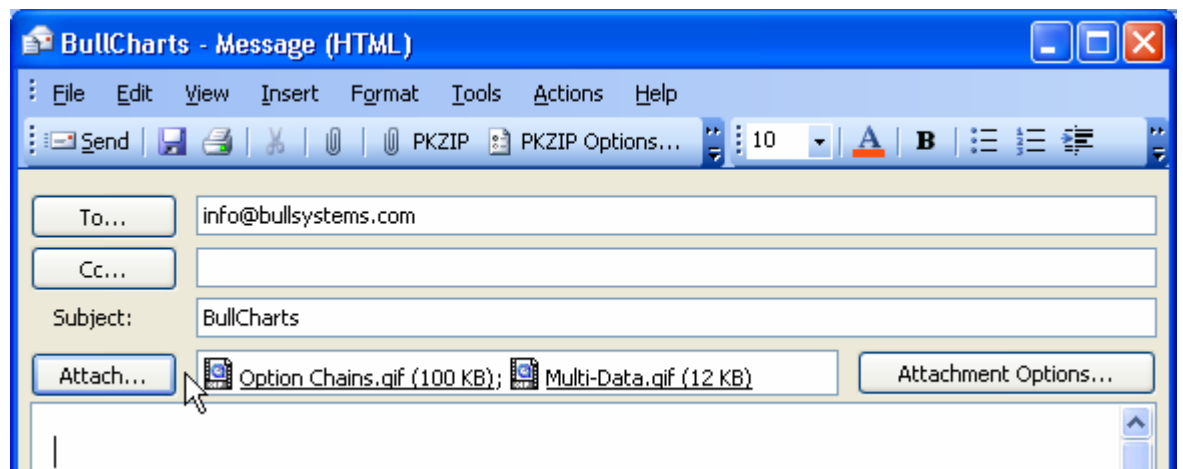
5. Locate where you previously saved your screen captured files and highlight them.



6. Now select Insert.

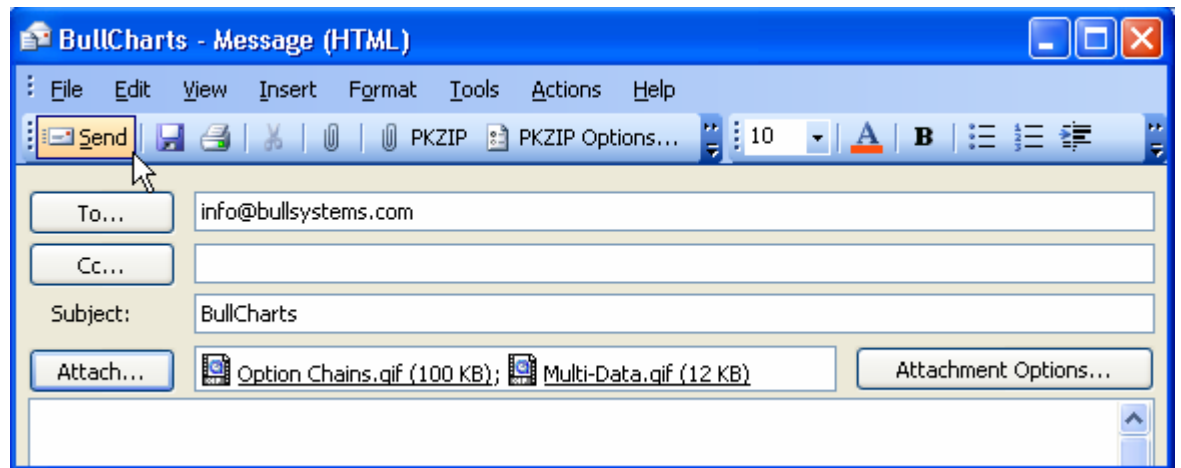


7. If the files were successfully attached to the email, you should see them listed next to the Attach button.



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8. Now select Send to send the email



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