

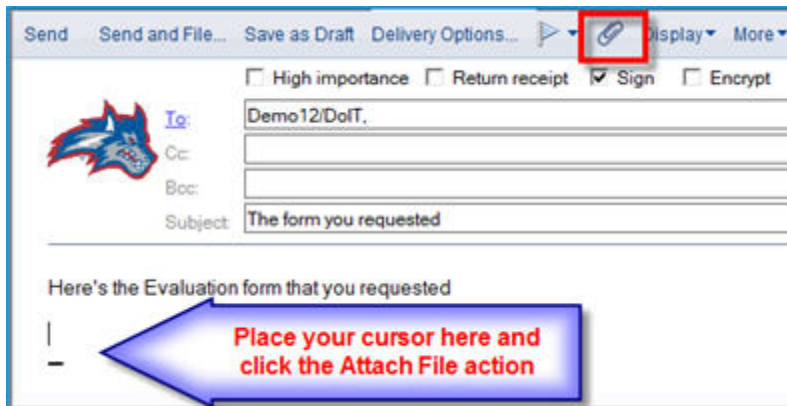
Lotus Notes - Send a File Attachment

You can attach a file in an e-mail to send it to someone.

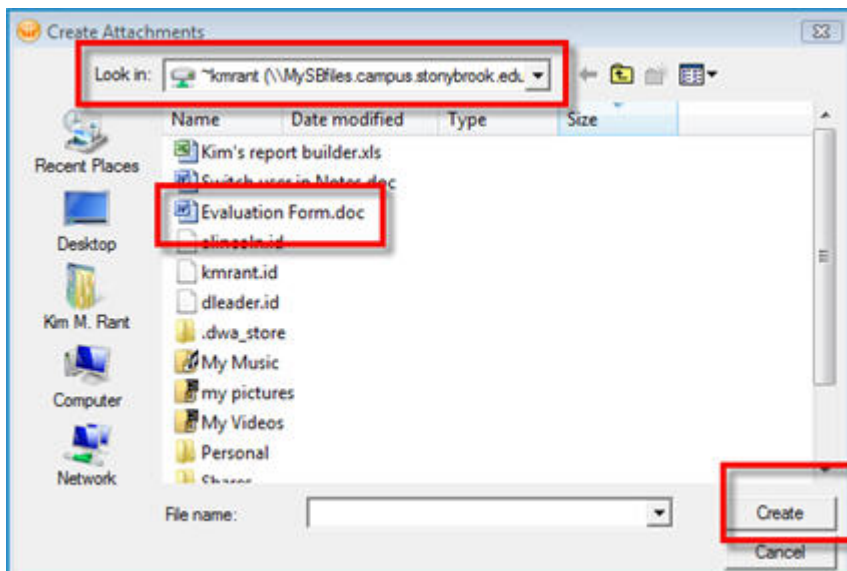
Keep in mind that most users are cautious about opening attachments (because of viruses) so make sure that you include an explanation about what the file is and why you are sending it. Include this information in the subject field too.

Also, be cognizant of the file size and format as well as the capabilities of the person's computer that you are sending it to. The user must have sufficient disk space to accept the e-mail and a compatible program to open the file.

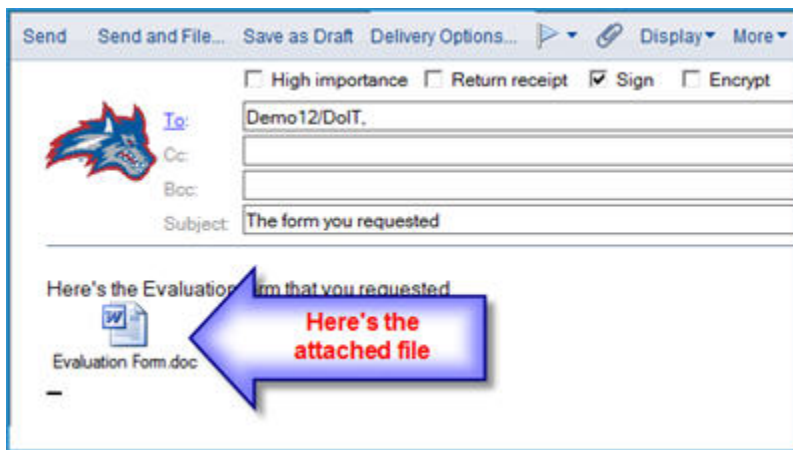
- Open a **New Message**



- Add the addressees and type your message
- Press **Enter** to place your cursor under your text and click the **Attach File** action



- In the *Create Attachments* dialog box, locate the file and click **Create**
- You'll see the attached file in your message



- Click **Send** or **Send and File**
- Remember, your message, along with the attached file, is saved in the **Sent** view and is using up space toward your quota.