

Attachments in Webmail

Directions:

1. Login to Webmail.
2. Click the New Message Icon.
3. Click the Attachments icon.
4. Scroll down slightly to see the **Browse** button that has appeared in the Attachments section.
5. Click the **Browse** button.
6. Navigate to the file that you wish to attach to the email.
7. Once you have selected the file click the **Open** button.
8. The path to your file should now be listed in the **File 1:** box.
If you need to attach more files repeat steps 5 – 8 with second browse button that has appeared.
9. Return to the top of your email and add the address or addresses of the recipients, attachments can be sent to multiple recipients.
10. Add your subject line. It is strongly recommended that you indicate that you have attached a file to this email. If you do not do it in the subject line it is recommended that you note the presences of an attachment in the body of the message.
11. Compose your message and click send.

Notes:

If you are attaching a particularly large file or multiple files it may take a few moments for Webmail to actually send the message, be patient

Marlboro attachment size limits are set at several megabytes- it is unlikely that you will be sending a file this large.

If you do not indicate that you have attached a file and you forget to attach the file, the recipients will potentially not know they are missing anything. If you do not indicate that you have attached a file the recipients may suspect a virus and delete your email and attachment.

Happy emailing. Contact Tobias Gelston, D35, x147, tobiasg@marlboro.edu if you have any questions.