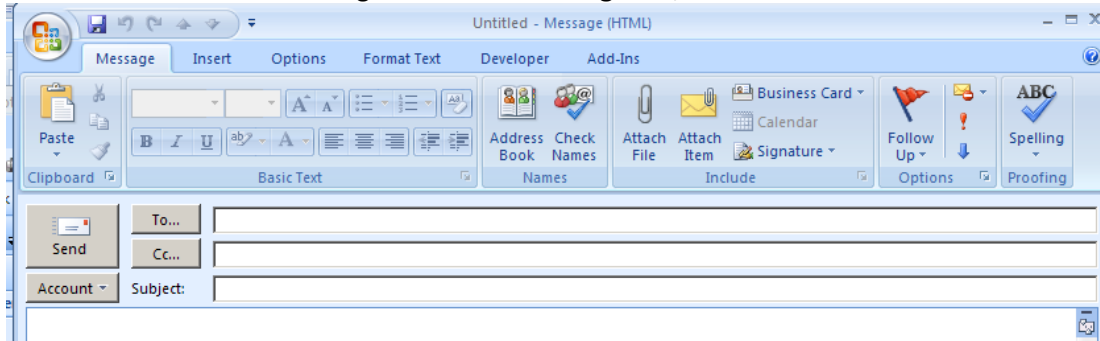


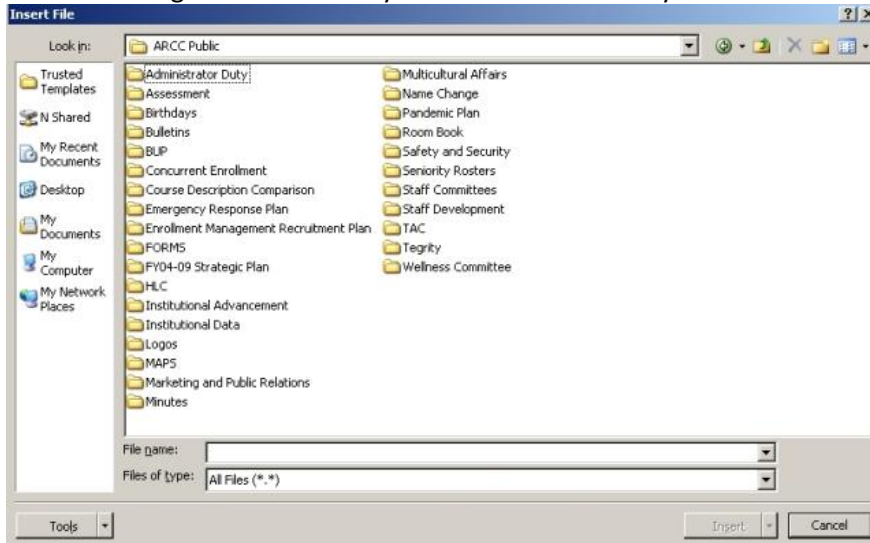
## Attach File

To attach a file (Attachment) to your message follow these steps.

**STEP 1:** Create a new message. From the **Message** tab, select **Attach** file.



**STEP 2:** Navigate to a file that you'd like to include to your email and click **Insert**.



**STEP 3:** The message is listed as an attachment in your message.

