Hadley

Email: Send Attachment Sample

Presented by Vikki Vaughan

**Vikki:** Hi, I'm Vikki Vaughan and today we'll explore sending an attachment in Microsoft Outlook. This workshop is intended for users with low vision. If you use a screen reading program, be sure to check out our screen reading version of this workshop.

One of the greatest things about email conversations is that it's all about sharing. With emails, we can share our thoughts, ideas, dreams and plans. We can also share files, images, music, animations and videos. We do this by sending attachments. Think of them as gifts that tag along on our email message, ready to bring a smile to someone we hold dear.

Let's work through the steps that allow us to share something special on our computer with someone else. Let's say we want to share a recipe with a friend. We'll start with an open email message. I've typed my message and now I'm ready to attach the recipe. Our next step is to locate the Attach File tool, located in the ribbon at the top of our screen.

**Ed:** Now that you've had a chance to learn a bit with us, we'd like to learn more about you; your name, email address, how you heard about Hadley and your relationship to vision loss. Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course if you'd prefer to talk through these questions, we're just a phone call away at 800.323.4238.

Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you log on. Plus, it connects you to the Hadley community and helps sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts like me. Now, where were we?