

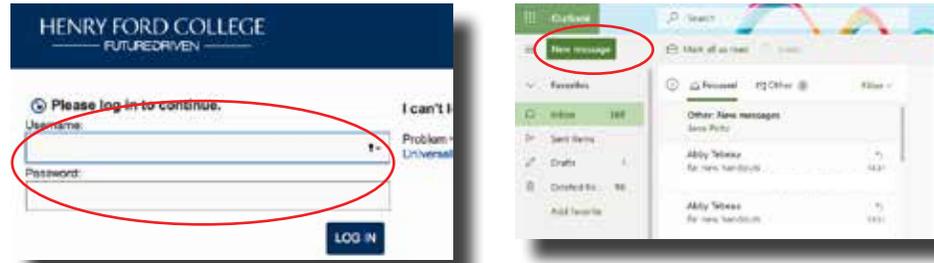
Emailing

Uploading Attachments

Adding attachments to emails has all but replaced sending facsimilies. The following method should be consistent with most email accounts.

Step One:

Open your HFC hawkmail and login. Compose a new message.



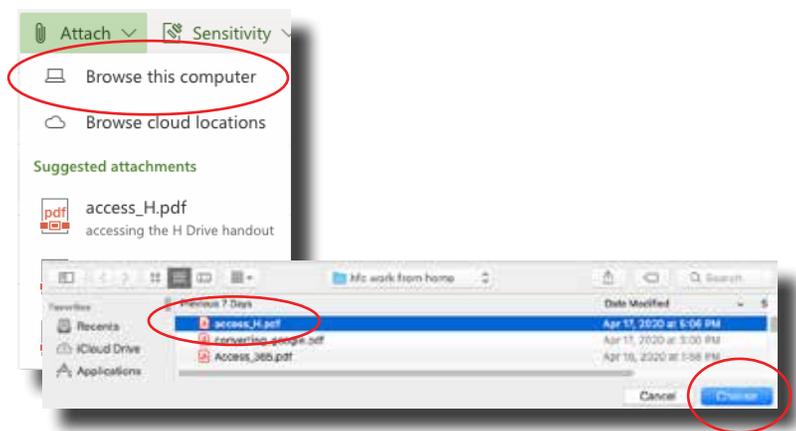
Step Two:

Find the Attach button, or Paperclip icon and click it.



Step Three:

The drop-down menu will provide options helping to locate your document. Browse your computer, select the appropriate file/s, and click CHOOSE / OPEN / UPLOAD. This command will vary based on the email account.



Step Four:

If you have properly attached a document, it will be displayed within the email's bounding box.

Continue to complete your email, remembering to add a subject. Subjects are helpful for your recipient, as well as you, when locating this specific email in the future.

