

Email Attachments

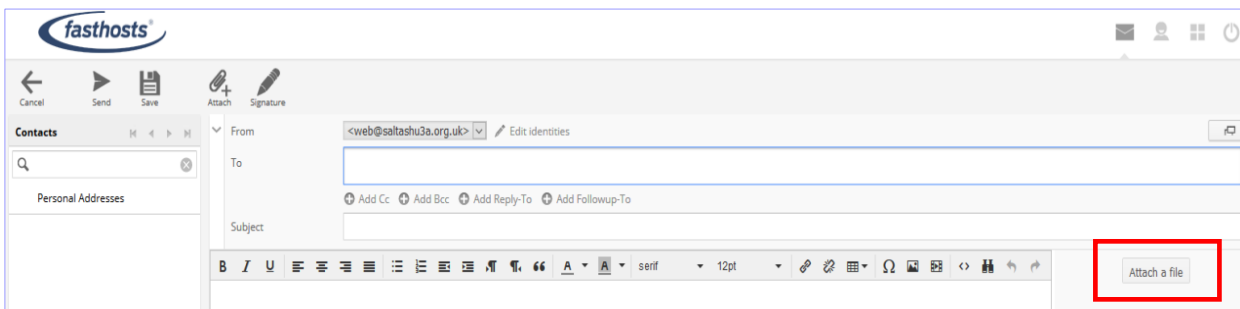
Sometimes you can't get all the information you want to into an email. Fasthosts Webmail, like other email systems allows you to attach documents and pictures.

Including Attachments

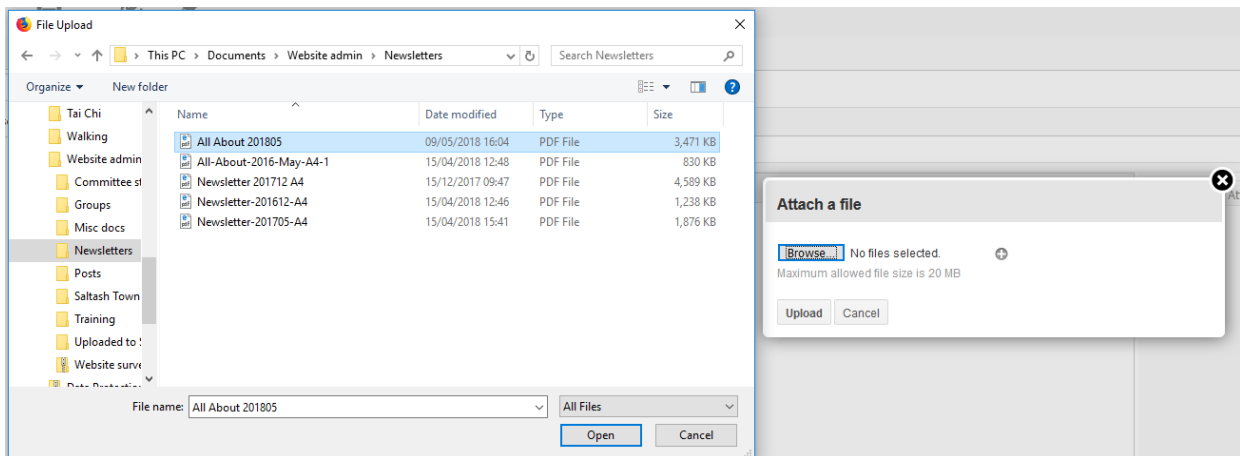
An email can contain all the information you want to send, or it can be a covering note/explanation for attached files.

To attach a file or picture:

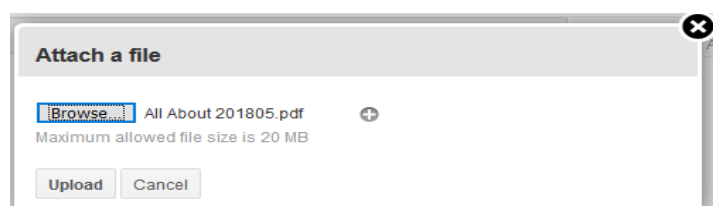
1. Ensure the file you want to attach is already stored on your computer.
2. Login to Fasthosts Webmail and click **Compose** to open a new email (or one of the reply options if responding to an email).



3. Click the **Attach a file** button on the right-hand side.



4. Click the **Browse** button in the **Attach a file** window.
5. Navigate to the **folder** contain the required file using the **File Upload** window.
6. Select the **file** and click the **Open** button.
'Open' sounds odd, but it will access the file and add its name to the Attach a file dialogue box, e.g.

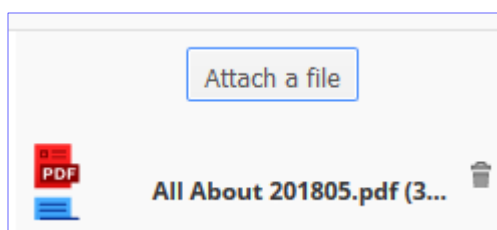


7. Click **Upload** to complete the attachment.

NOTE: If you wish to attach several files and they are all stored in the same folder, they can all be selected at the same time; there is no need to repeat this process for each file. To select more than one file in a list click on one and then:

- either hold the **Ctrl** key to click on other random files
- or hold the **Shift** key and click the last file of a group of adjacent files

8. The attachment(s) will appear listed in the panel on the right-hand side of your email, e.g.



If you change your mind or if you have attached the wrong document you can remove it using the **dustbin** symbol next to the file.

9. Complete the email and send.

Opening and Saving Attachments

On receipt, the attachment can simply be viewed or it can be saved separately from the email message.

Reading attachments

1. Open the email; the attachments are listed on the right-hand side.
2. Click on the attachment you want to read to open it and you can print it if required.
3. If that is all you want to do, closing the attachment will not save it, but will leave it accessible via the email.



Saving attachments

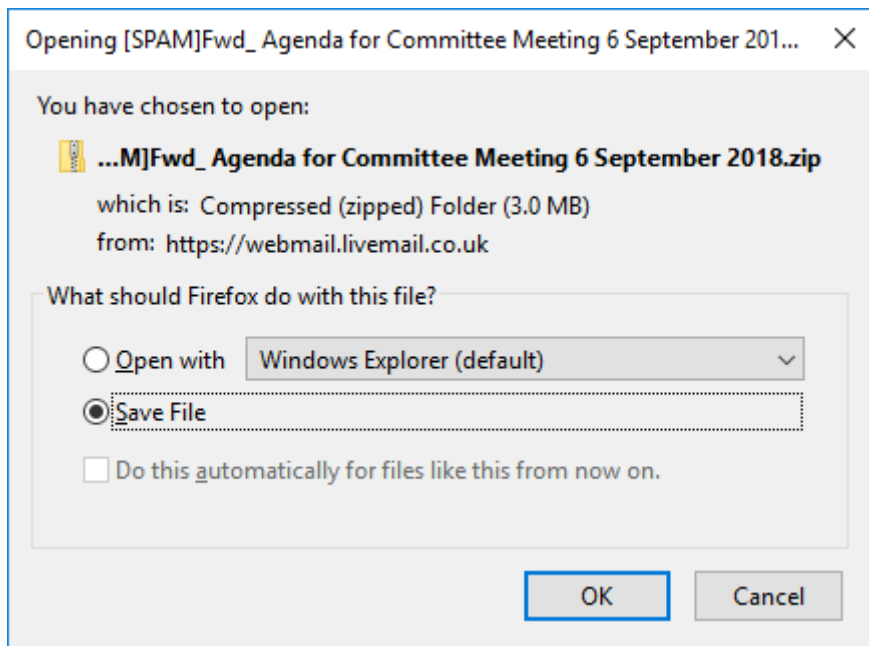
Option 1:

If you have opened an attached document and wish to save it you can use the normal **File, Save As** process and store it in a folder of your choice.

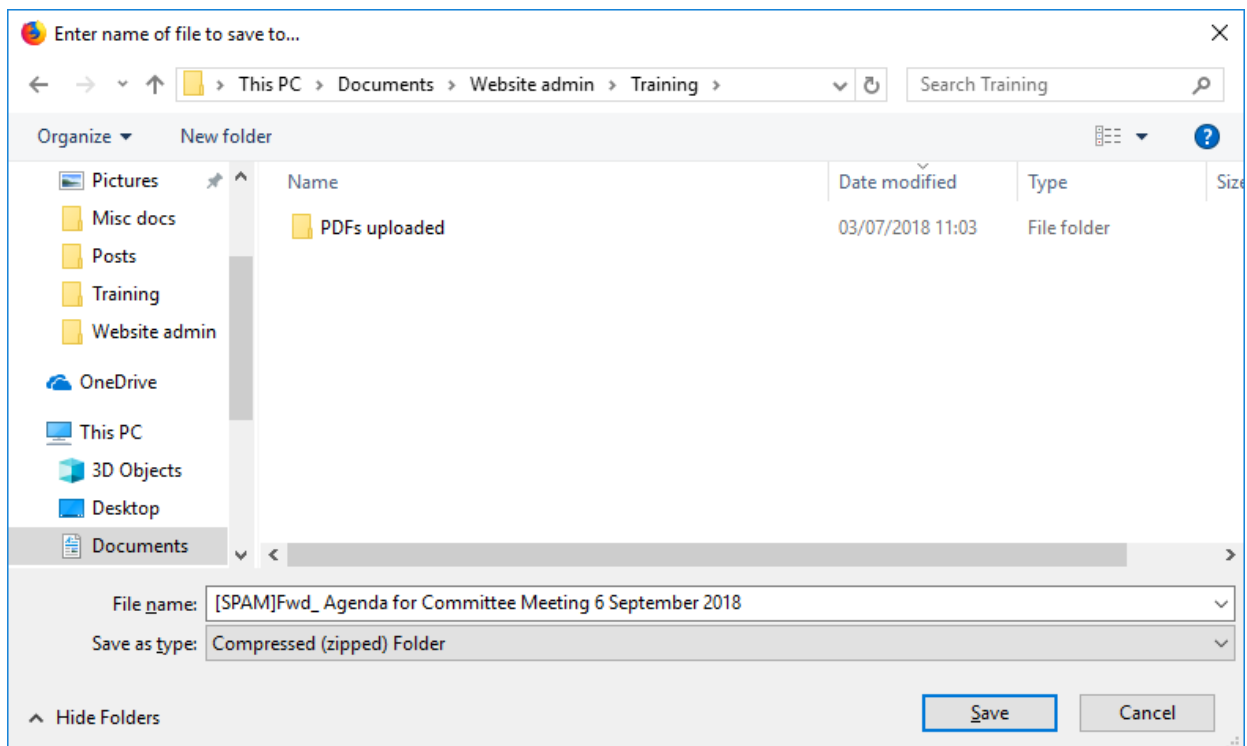
Option 2:

Alternatively, where you have several attached files, you can use the **Download all attachments** button found below the list of attachments, as shown above.

In this case, all of the attached files are grouped together into a **.zip** (compressed) file, which you can then store in a folder of your choice.



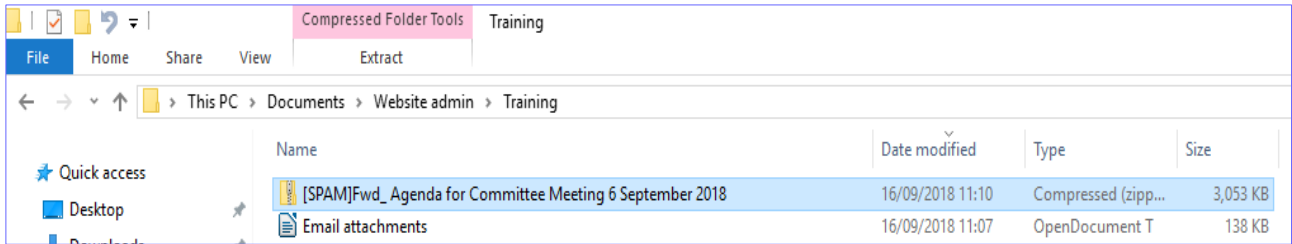
1. Click **OK** and navigate to the required folder, e.g.



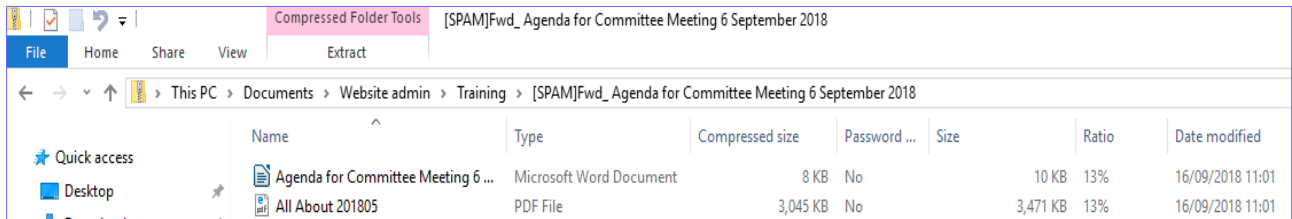
Notice that the zip file may be named the same as the first attached file, but you can rename it if you wish.

2. Once the zip file is in your folder you can double click on it in Windows Explorer to see and open the individual files. They can also be moved out of the zip file and be stored more appropriately if required.

ZIP File in selected folder

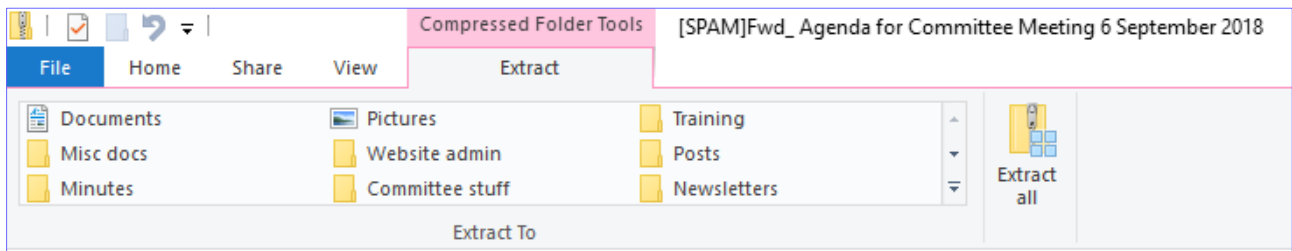


3. Double click on the zip (compressed) file to open it, e.g.



4. These files can then be viewed and moved separately, as appropriate.

NOTE: There is a dedicated compressed files toolbar visible at the top of the screen and you can use this to either **Extract All** the files to one location or select individual files to folders you can choose from the list provided.



That said, you can use the normal move/copy and paste options with in Windows Explorer.