How do I attach a file to an e-mail?

Mr. M. Gonzalez

Do Now (5 min.)

Directions:

- Grab the same laptop you got yesterday,
- Boot up and log in,
- Add thumb drives to lap tops (Both members of a group should add their thumb drives so that there are two in one computer.)
- Log in to your e-mails,
- Place your screens at 45 degrees.
- These procedures will be graded.
- Always follow these directions when we start the day with laptops.

Objectives

- I can attach a file to an e-mail to send.
- I can write an appropriate subject for an email header.
- I can create folders to organize my USB thumb drives.
- I can CC an e-mail.

Review: Naming your Files

- When you send me an assignment file you must add your name to the original file name.
- Examples:
 - yymmdd_completedescriptivetitle_mauriciogonzalez
 - yymmdd_complete_descriptive_title_mauricio_gonzalez
- Notice:
 - That I use lower case letters. This generally makes things easier to read.

Review: Shutting down

- Shut your computers down completely before closing the screens.
- DO NOT press the power key to shut down.
- DO NOT close the screen to shut down.

Why attachments?

- You will be required to attach files to emails and send me some of the work I assign in this class.
- You will also need to attach files as a professional.

Open up your e-mails

Gmail

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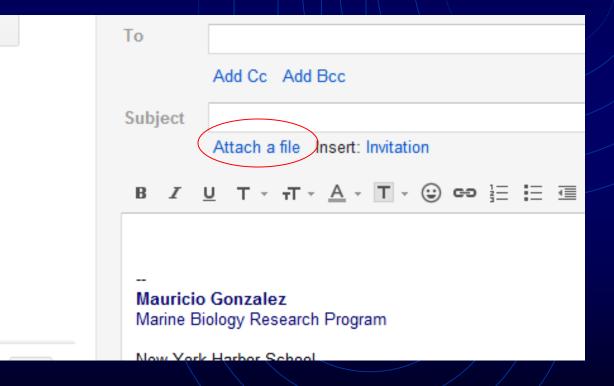
How do I attach a file to an e-mail?

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How do I attach a file to an e-mail?

Left Click – "Attach a file"



Explorer Window

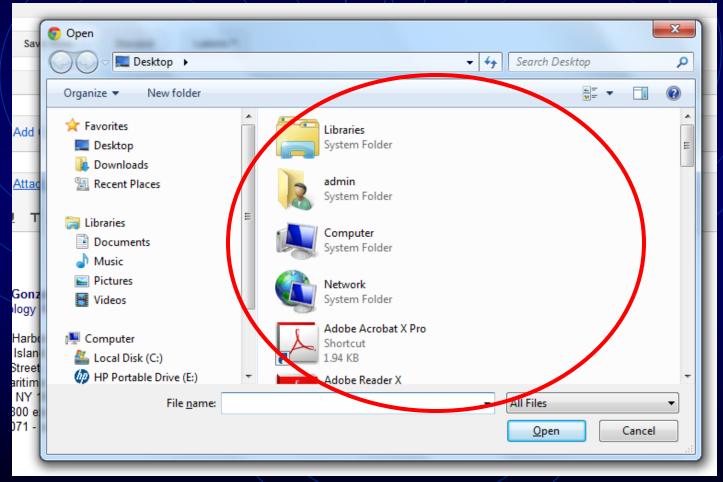
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How do I attach a file to an e-mail?

Left Explorer Window

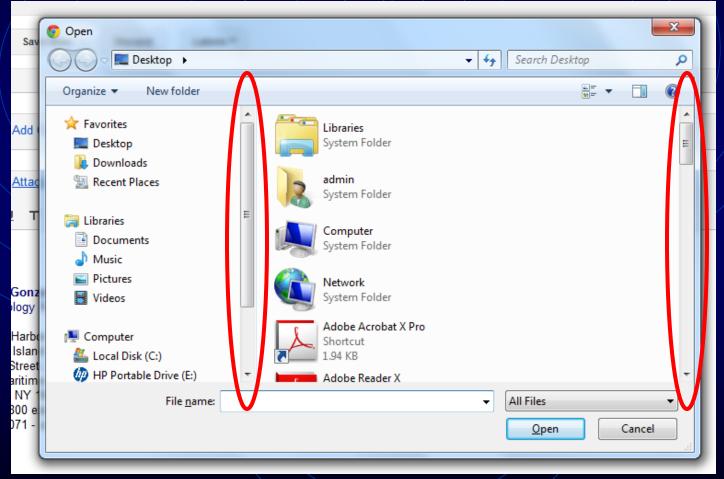
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Right Explorer Window



How do I attach a file to an e-mail?

Scroll Bars



How do I attach a file to an e-mail?

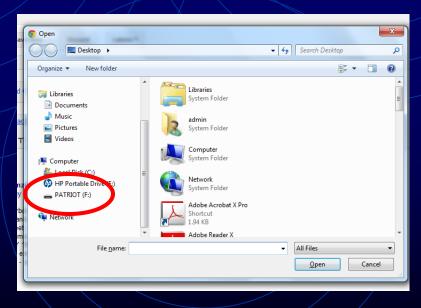
Search for your thumb drive

• Scroll down the Left Window to find your drive.



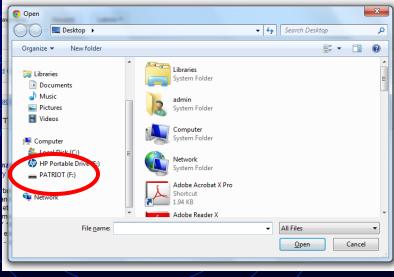
Search for your thumb drive

• It may have a different drive name. You need to learn to find yours



Search for your thumb drive

• You can rename your thumb drive by left clicking on it and pressing the F2 key then hitting Enter.



It'll turn blue to edit.

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Create a new folder in your drive.

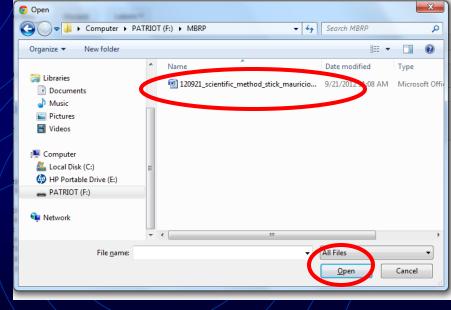
- Hit New Folder and a highlighted "New Folder" should appear on the right Explorer Window.
- Name your new folder "MBRP."

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From now on, save all your MBRP files in here.

Now look for your file...

Open.



Attachments

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Appropriate Subjects

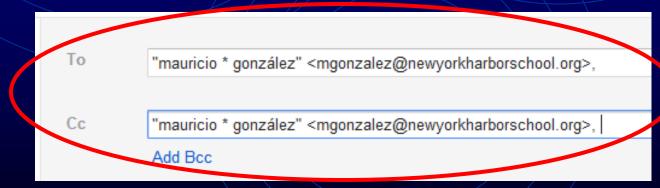
 Add an appropriate subject so that the recipient knows what your e-mail is about.

• Could be similar to file name.



CC ME

- Add a CC (Carbon Copy) to your e-mail. This means that a copy of it will go to the address you add.
- For now, CC yourself.



HW

• Send me an attachment of your favorite land organism using the correct file naming format for hw.