

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 e-mail 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?

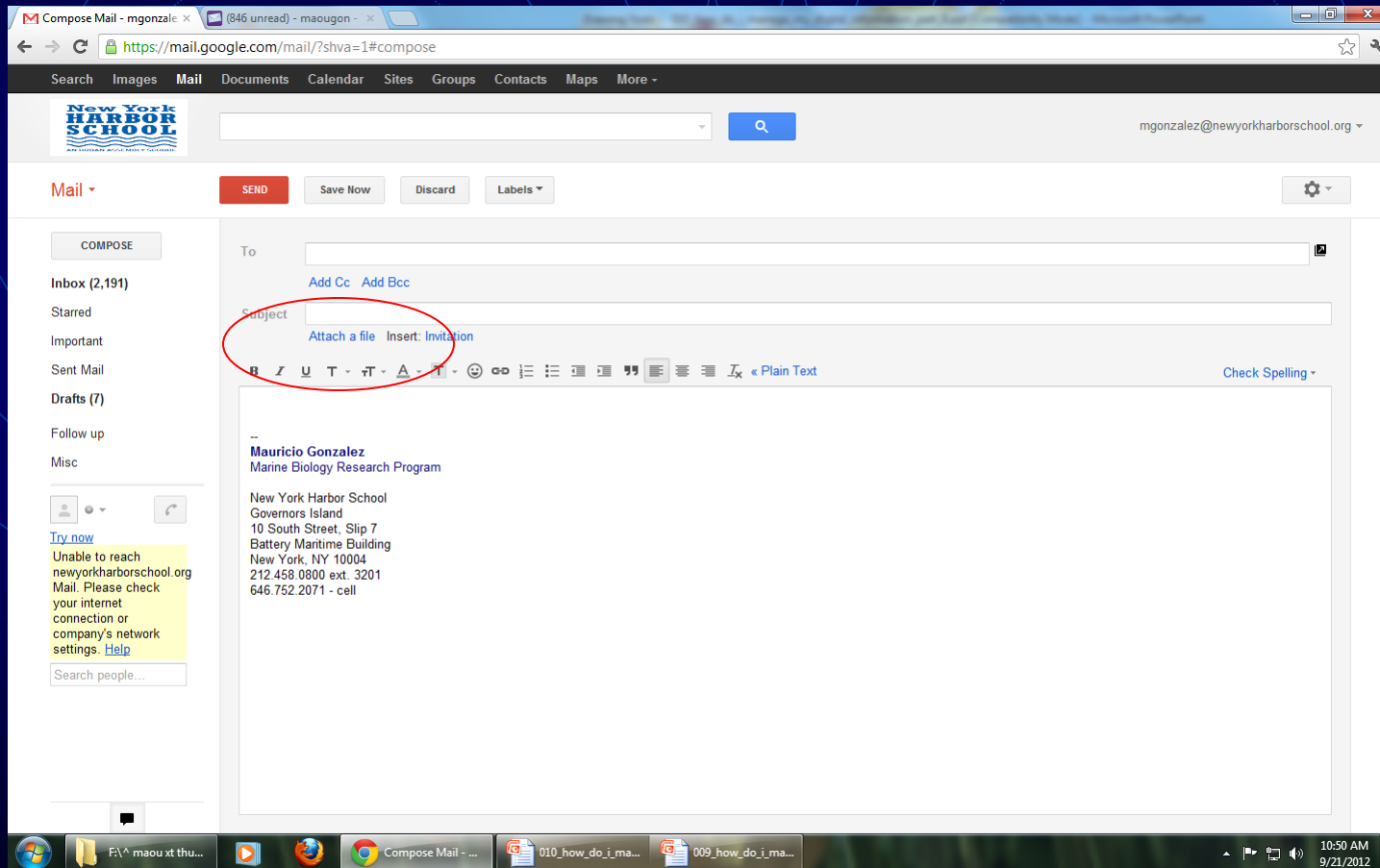
- You will be required to attach files to e-mails and send me some of the work I assign in this class.
- You will also need to attach files as a professional.



Open up your e-mails

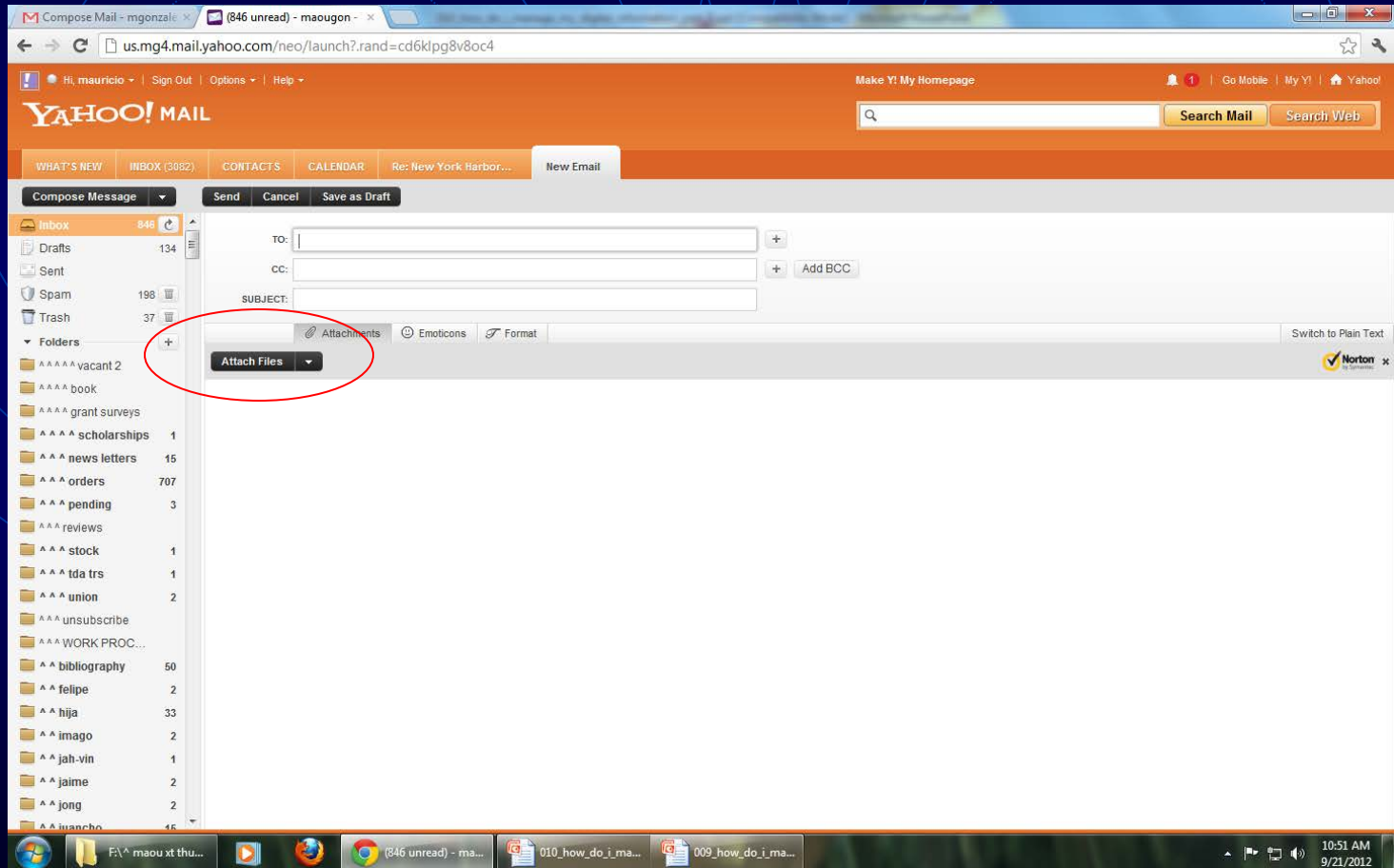
How do I attach a file to an e-mail?

Gmail



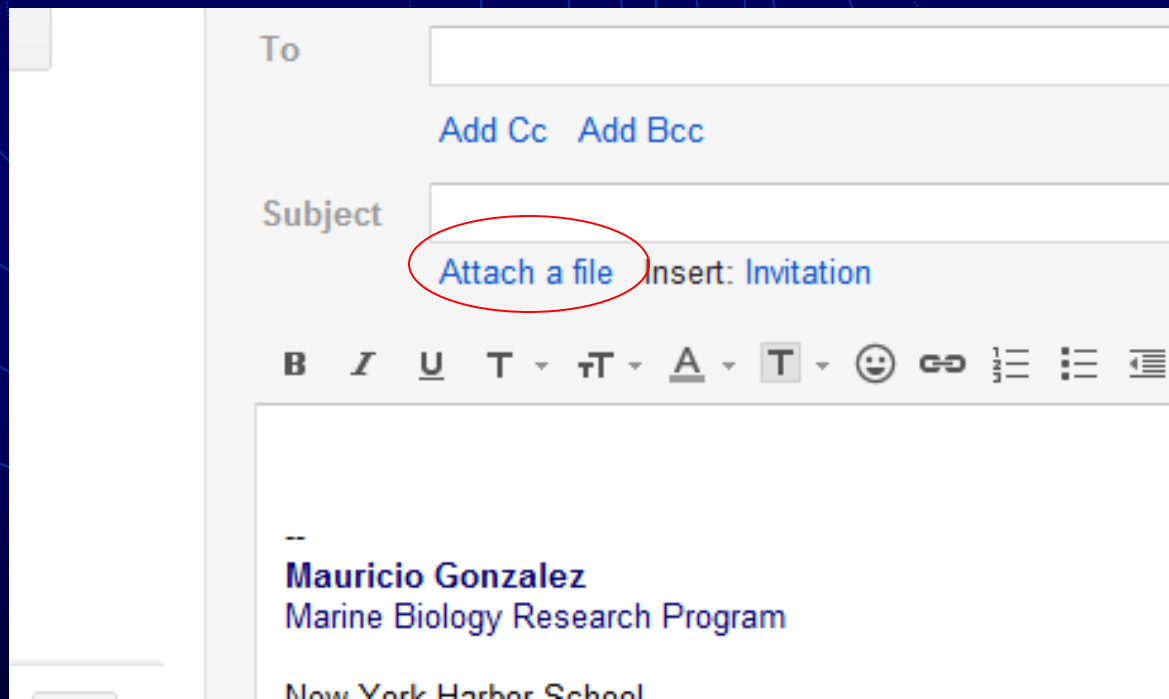
How do I attach a file to an e-mail?

Yahoo!

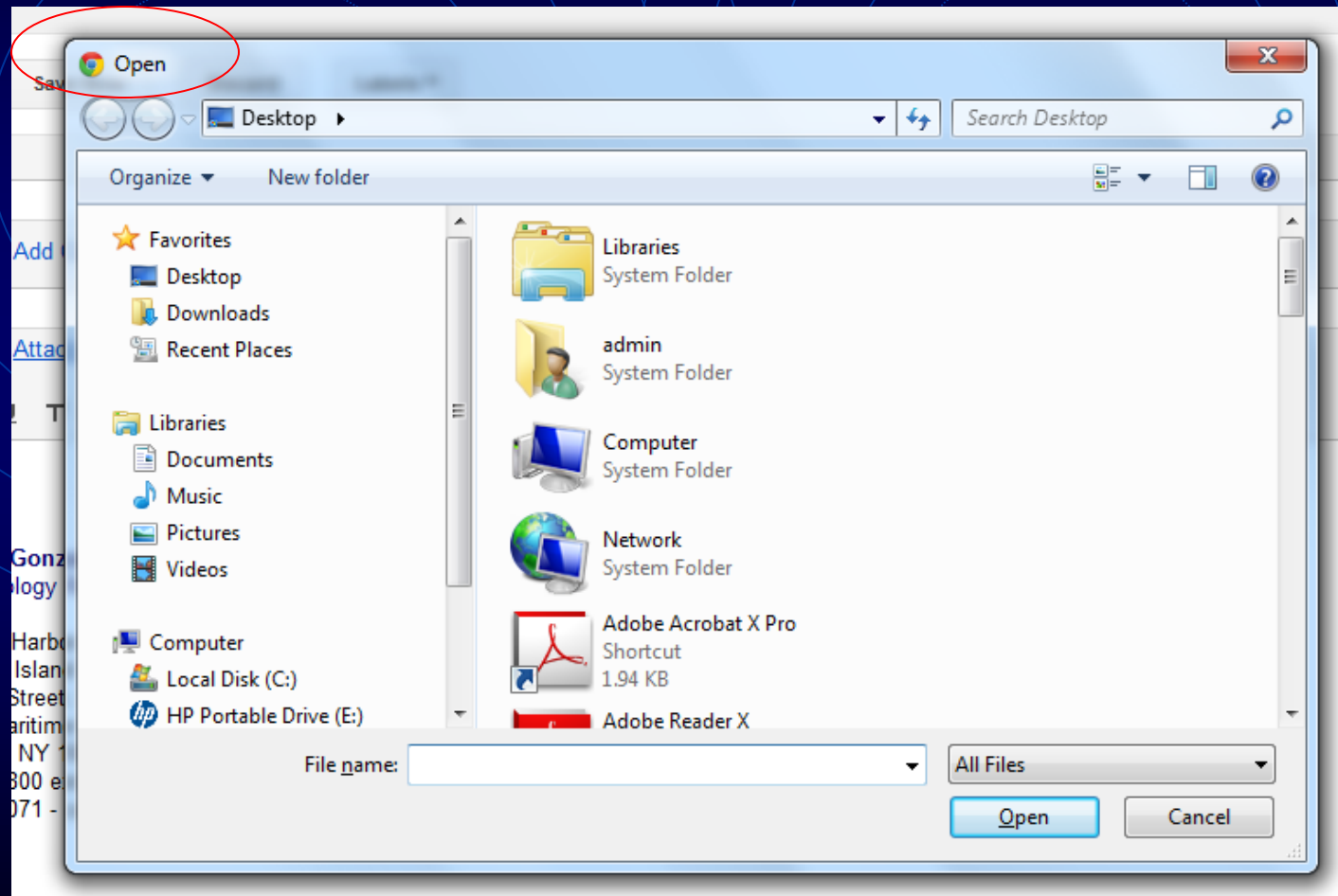


How do I attach a file to an e-mail?

Left Click – “Attach a file”

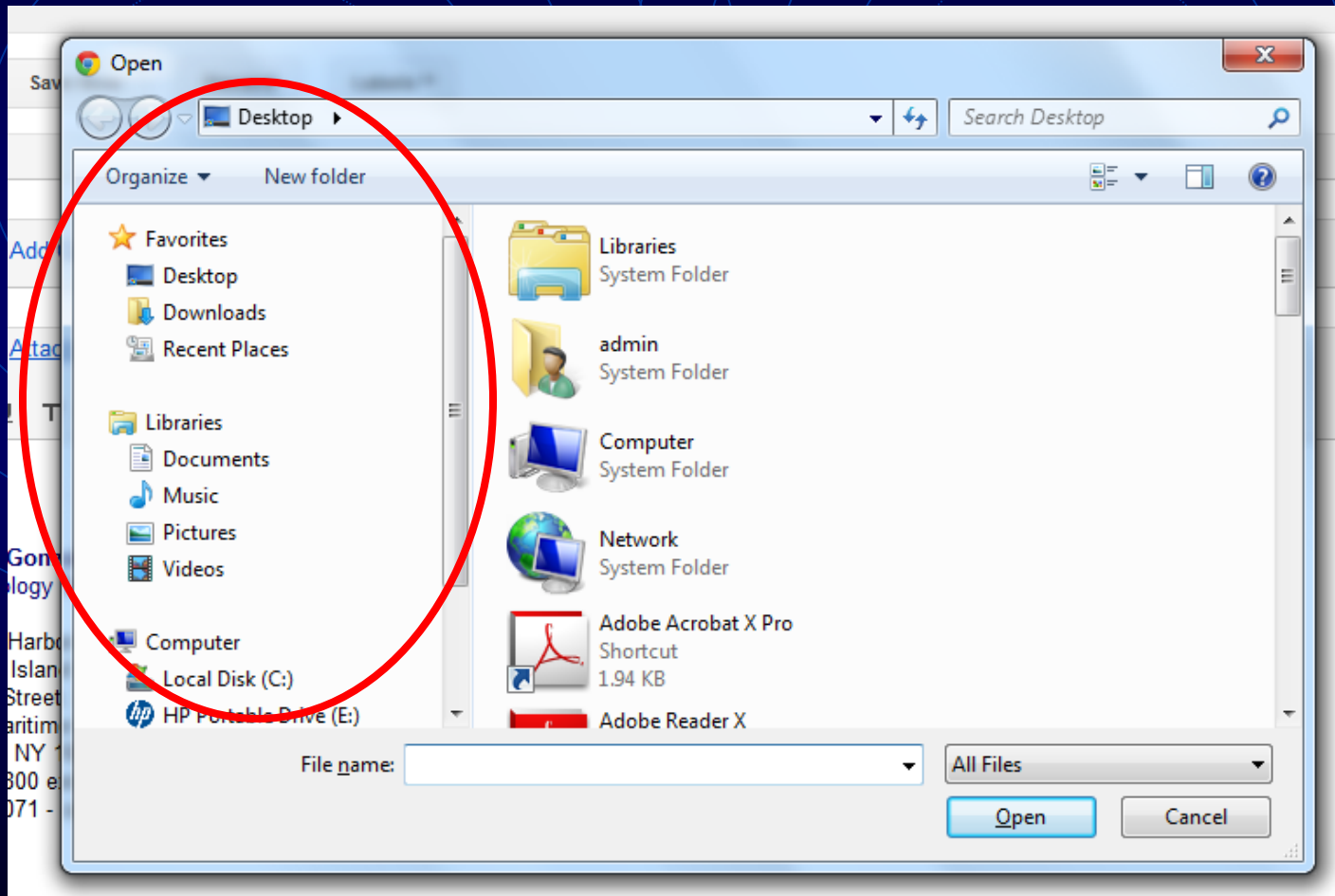


Explorer Window



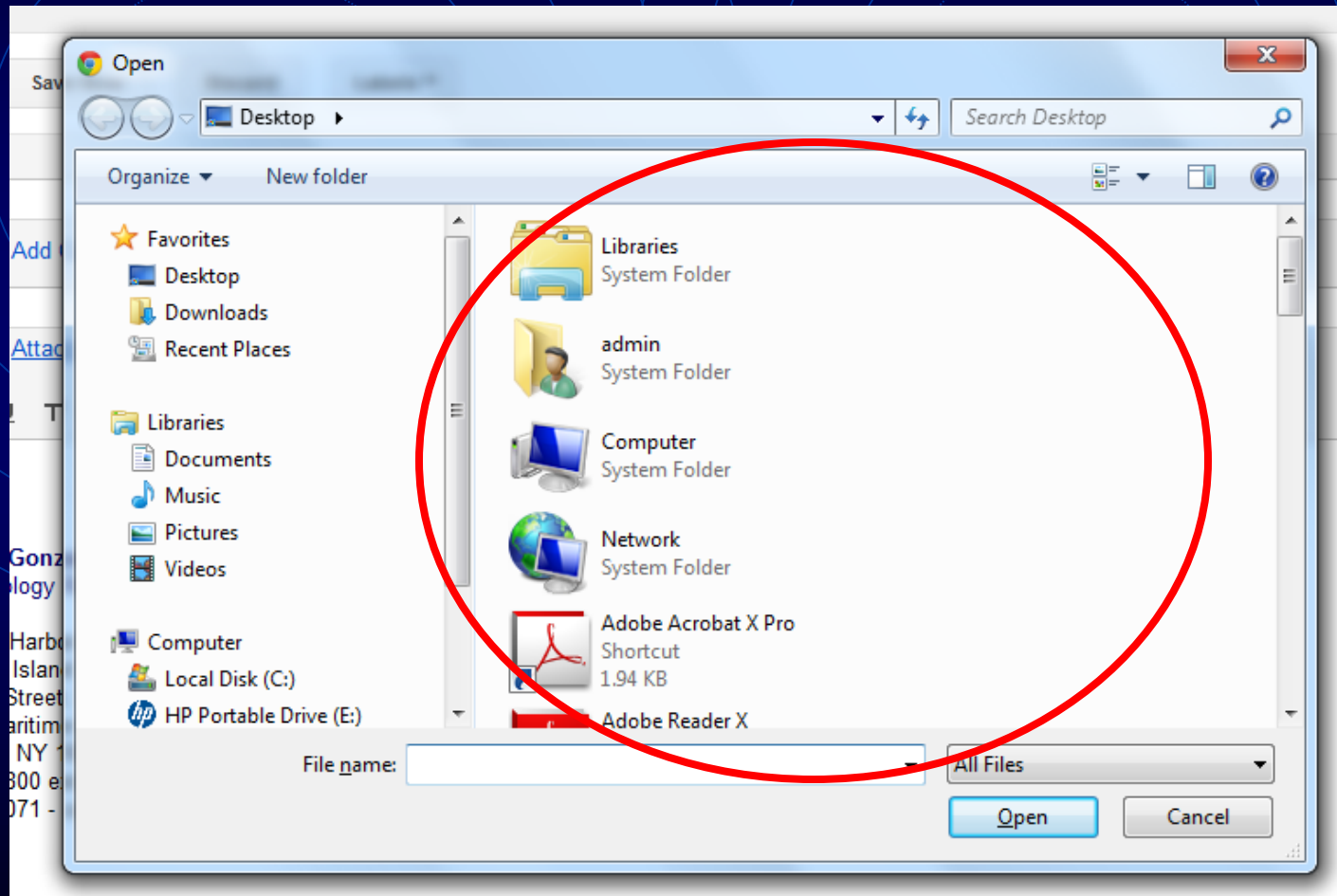
How do I attach a file to an e-mail?

Left Explorer Window



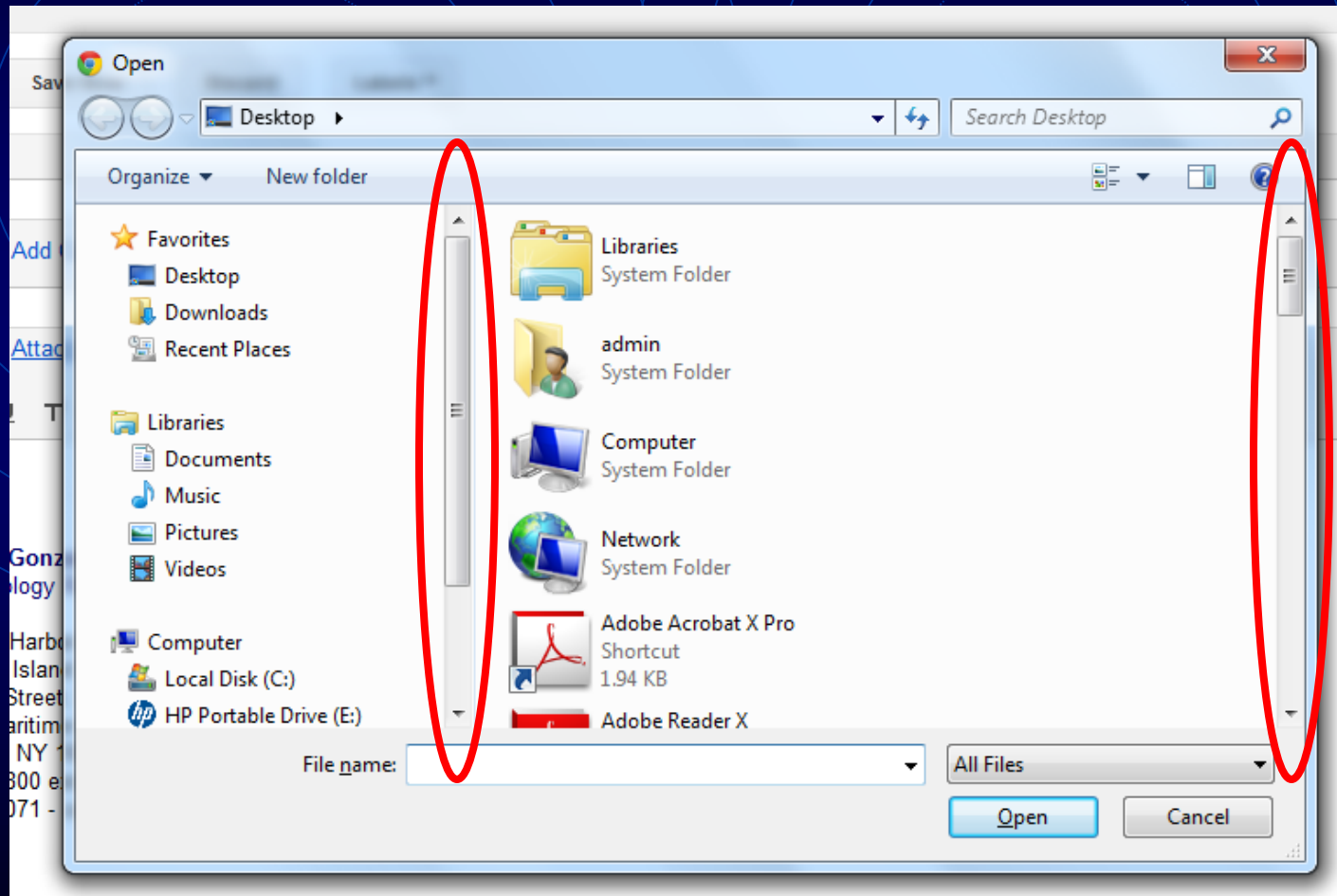
How do I attach a file to an e-mail?

Right Explorer Window



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

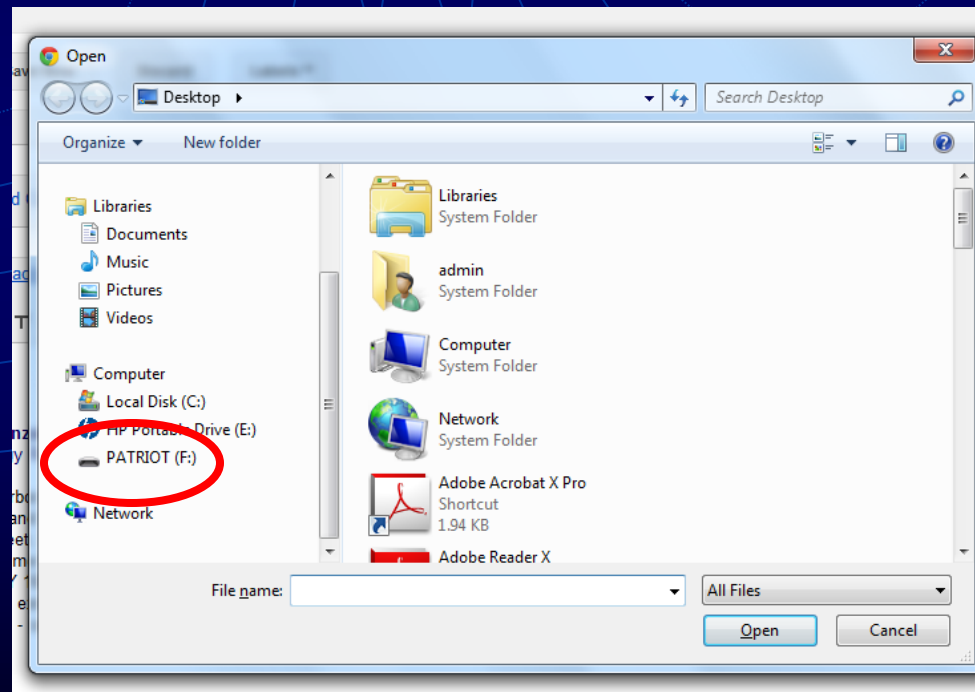
Scroll Bars



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

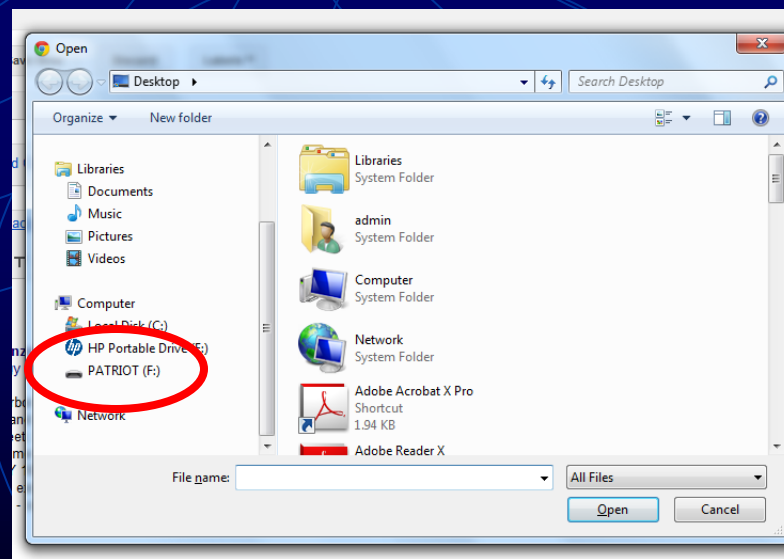
Search for your thumb drive

- Scroll down the Left Window to find your drive.



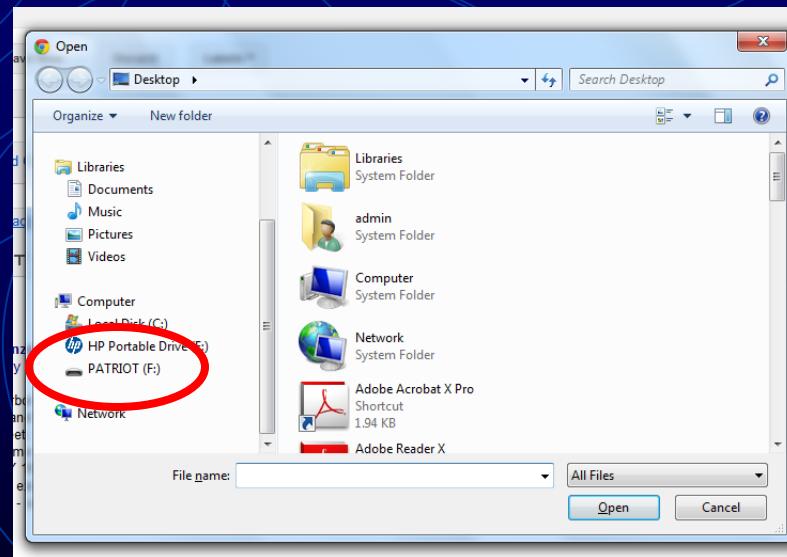
Search for your thumb drive

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

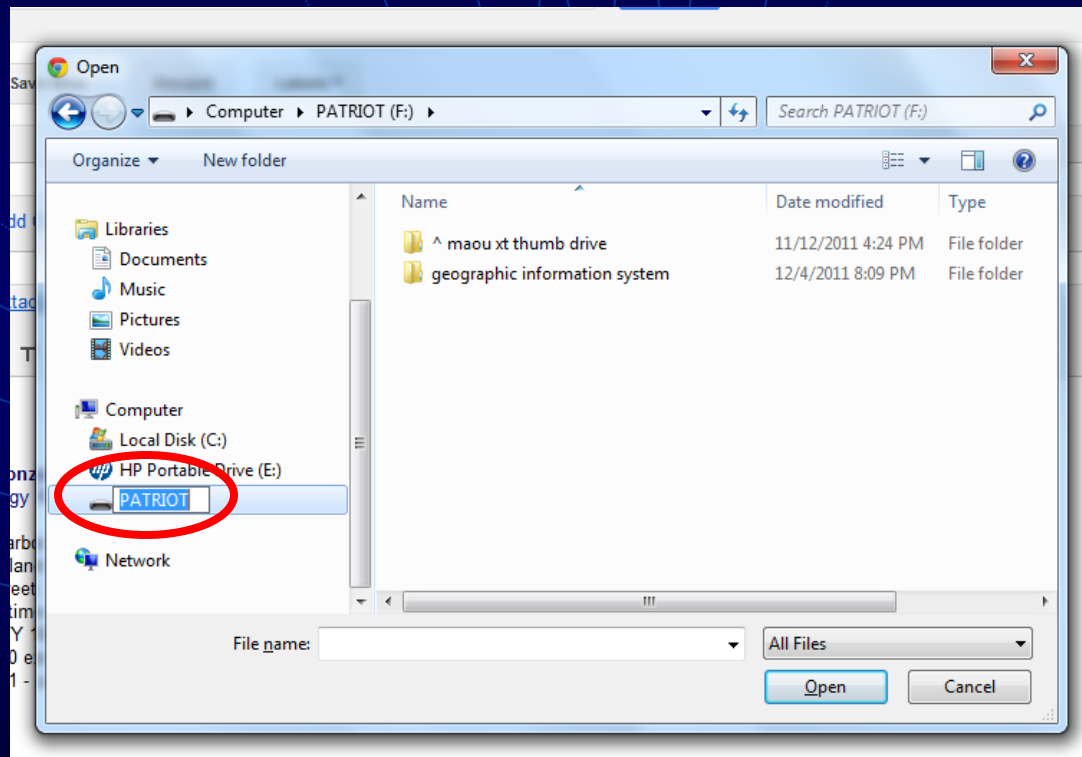


Search for your thumb drive

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



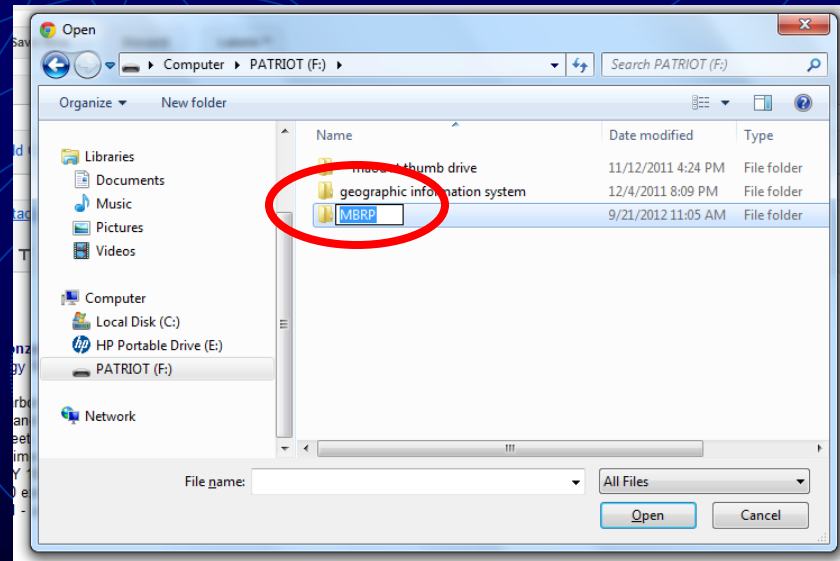
It'll turn blue to edit.



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

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.”

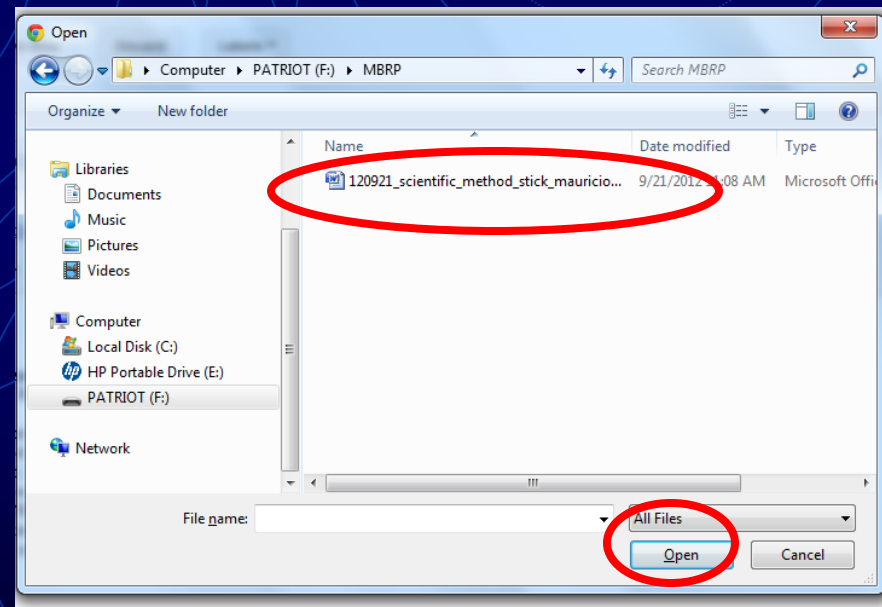


The background is a dark blue color with several overlapping, concentric circles and lines in a lighter blue shade. The circles are of varying sizes and are scattered across the page, creating a complex, abstract pattern. The lines are thin and intersect the circles, adding to the visual complexity.

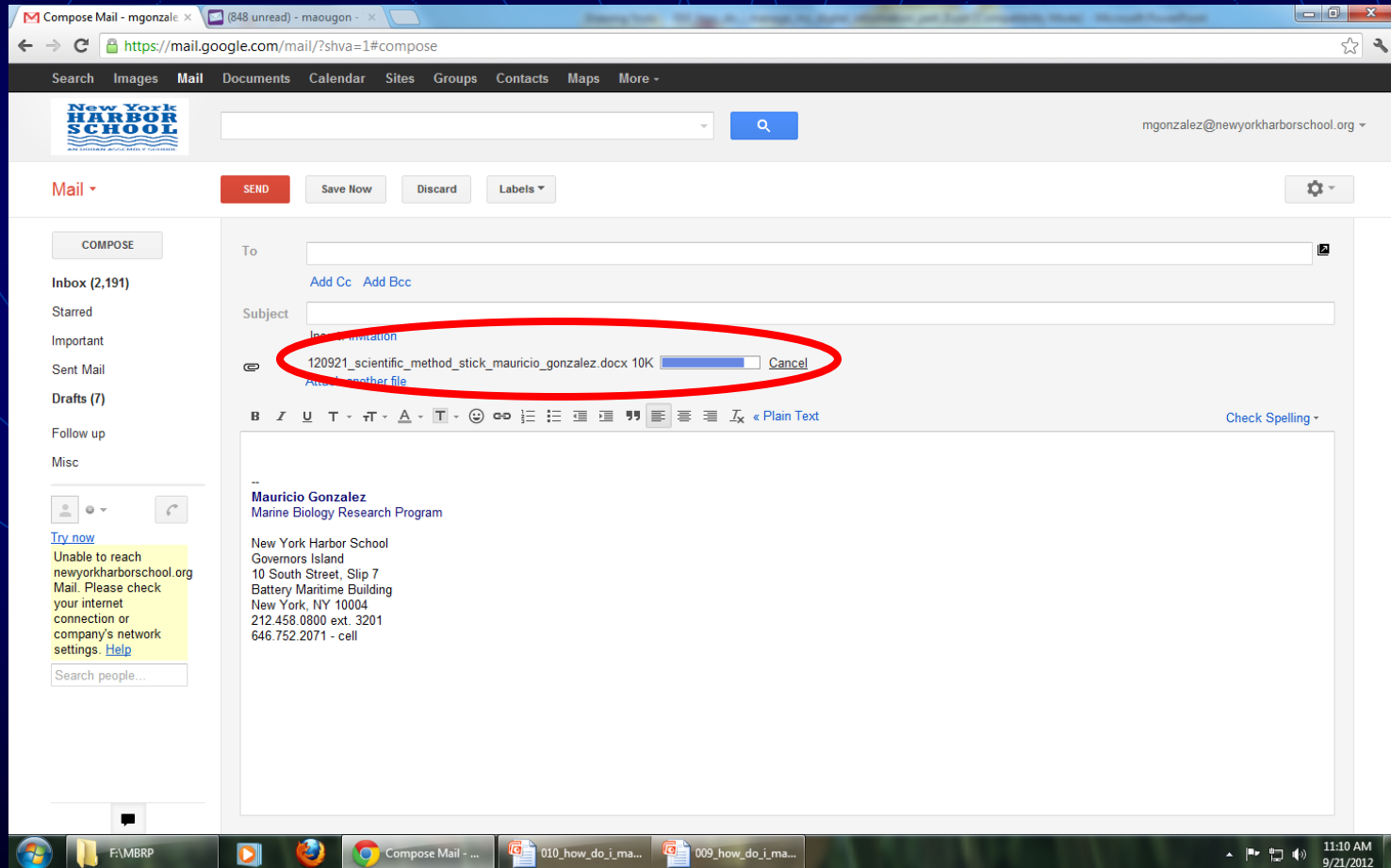
From now on, save all your
MBRP files in here.

Now look for your file...

- ...and attach it by clicking on it and hitting Open.



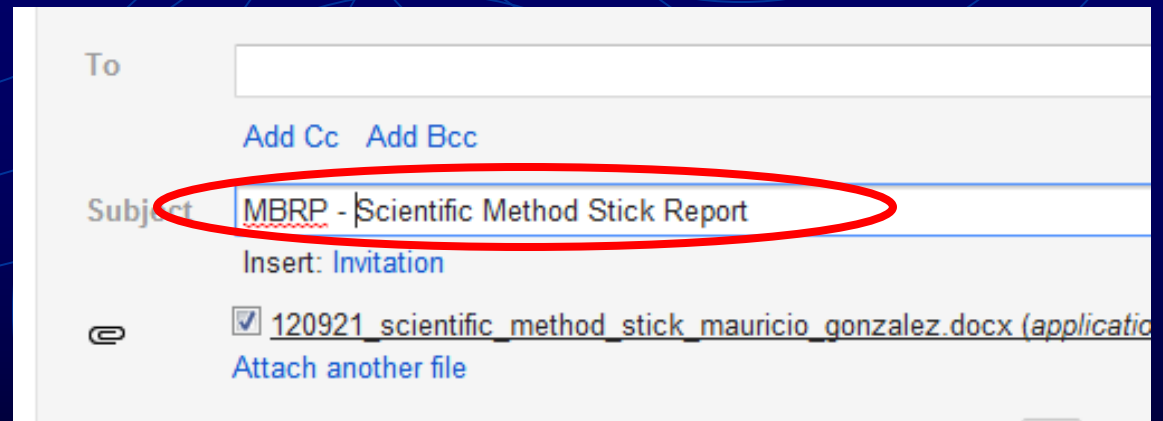
Attachments



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

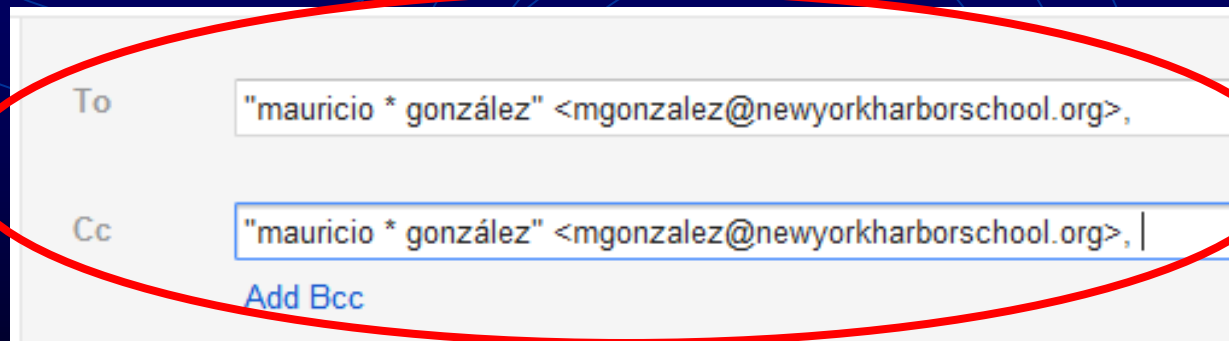
Appropriate Subjects

- 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.



To: "mauricio * gonzález" <mgonzalez@newyorkharborschool.org>, |

Cc: "mauricio * gonzález" <mgonzalez@newyorkharborschool.org>, |

[Add Bcc](#)

HW

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