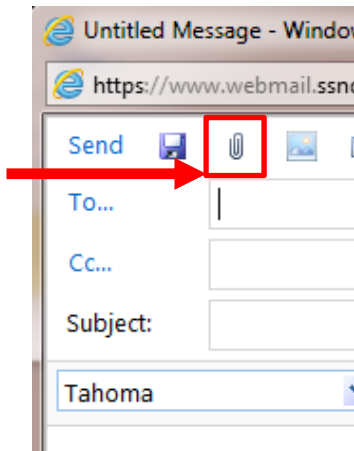
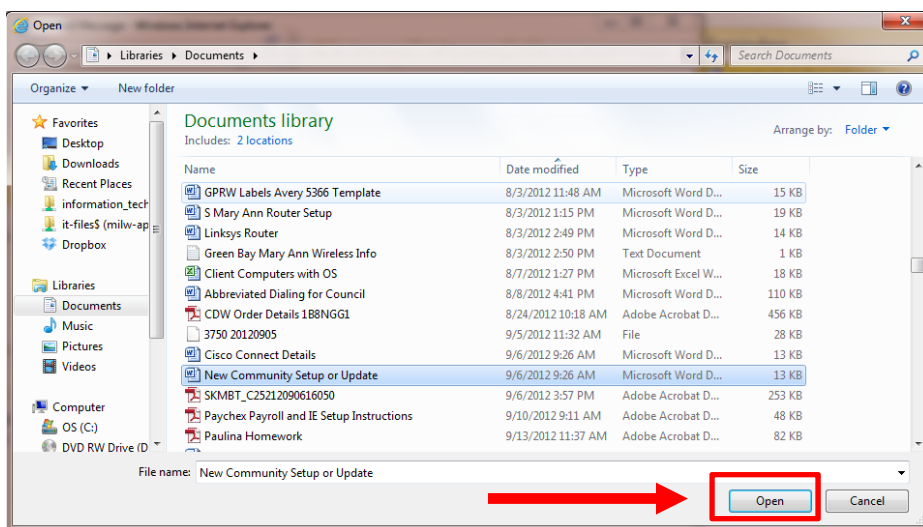


## How to Attach a File (Document or Picture) in SSND CP Webmail

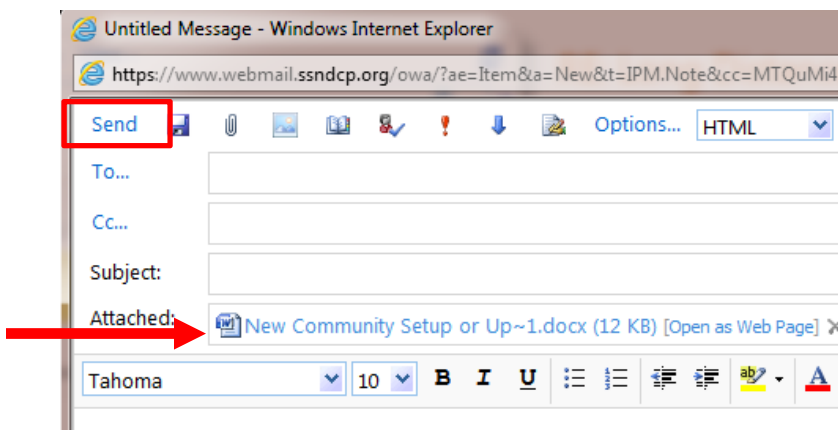
1. After logging into webmail and creating a new e-mail to compose, click the **paperclip** icon on the toolbar.



2. In the **Open dialog box**, navigate to the file you'd like to attach (depending on where you saved your file, you might have in My Documents or on the Desktop), click on it, and then click **Open**.



3. The file name will appear in the **Attached** field.



4. You can now enter an e-mail address and subject. Then, write a message if you'd like and click **Send**.