



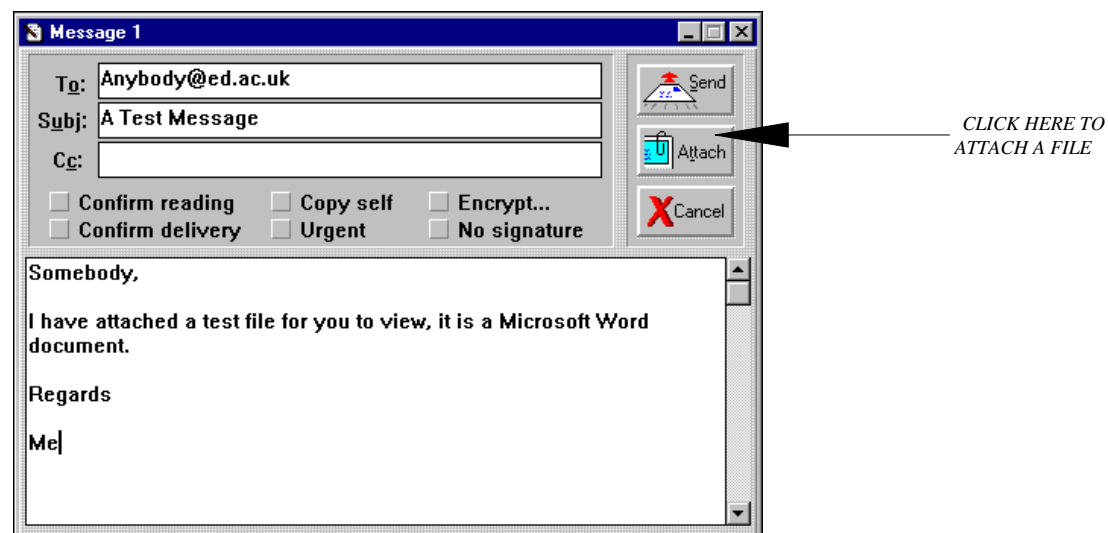
SYSTEMS TechTip NO.1

Pegasus Mail - Attaching A File

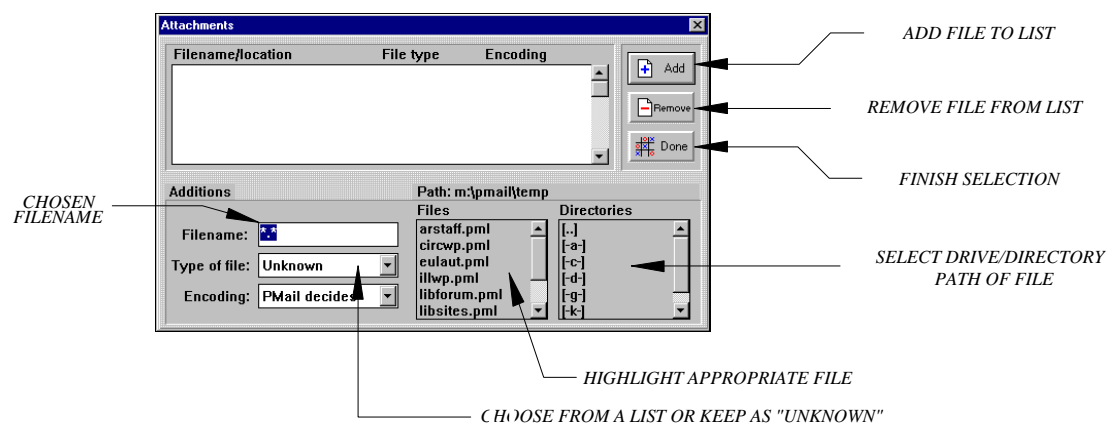
You can attach any file to be sent with your e-mail message. This is a convenient method of transferring information in the form of pictures or Microsoft Word documents etc. However, problems often arise if the person you are communicating with is not using the same software package to send and receive electronic mail. Pegasus Mail for Windows will encode the file automatically for you, in order that the best possible results are achieved, but remember there is no guarantee that your file will arrive without some form of corruption.

Follow the steps below to send an e-mail message with a file attachment:

- Type the e-mail message you are attaching the files with.
- Make a definite reference to the attachments in your message so that the recipient knows what to expect.
- Click on the "Attach" button in order to select you file for attachment.



- The following dialogue box will appear:





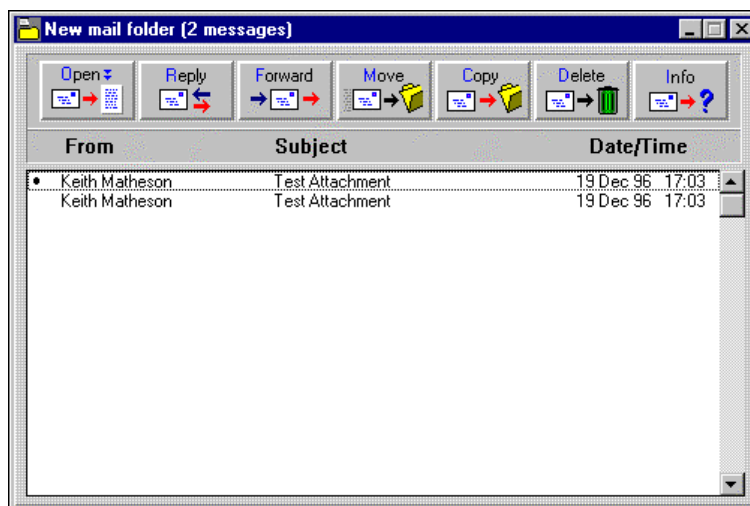
- Select your file using the directories and files area of the dialogue, highlighting the file(s) you wish to attach (the filename should then appear in the filename box). Alternatively, you can simply type the drive, path and filename in the filename box.
- Click on the arrow on the right of the *Type of File* box. Choose a file type from the list, if you are not sure, select Unknown.
- Leave the *Encoding* as "Pmail Decides".
- When you have made your selection, click on the add button - your chosen file will appear in the list section.

Remember: You can choose as many files as you wish.

- If you change your mind, you can remove a selection by highlighting the file on the list and clicking on the *Remove* button.
- Once the required files have been chosen, click on the *Done* button.
- You will return to your message and click on the *Send* button. Your message and the attached file have been sent.

Receiving An Attachment

An attachment can be sent to you from other people using the appropriate software. The attachment will be displayed along with the message, represented by a bullet at the left:



To view the attachment, open the message with the bullet then click on attachment. The attached filenames are displayed, click on Save to save them to the desired location.