

# How to Attach Documents to an E-Mail

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Attaching your personalized virtual calendar (VC) to your email message is easy to do. Just follow the steps below:

1. Open your e-mail program
2. Click on the NEW button to start a new message (in Outlook)



or Compose in Yahoo! Mail



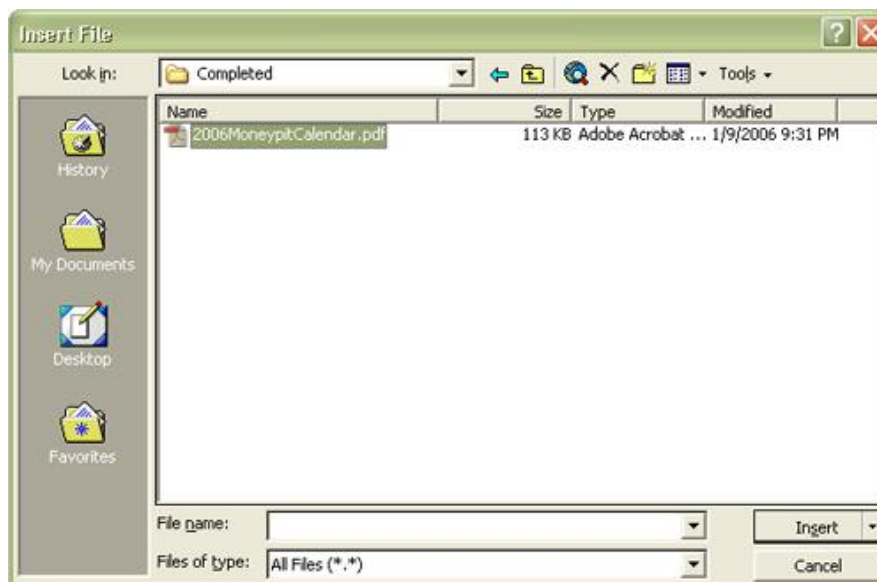
3. Click the Attach button.



or



4. Locate the file you want to attach, select it, and click the **Insert** button in



5. The selected file and its location appear in the first attachment field.