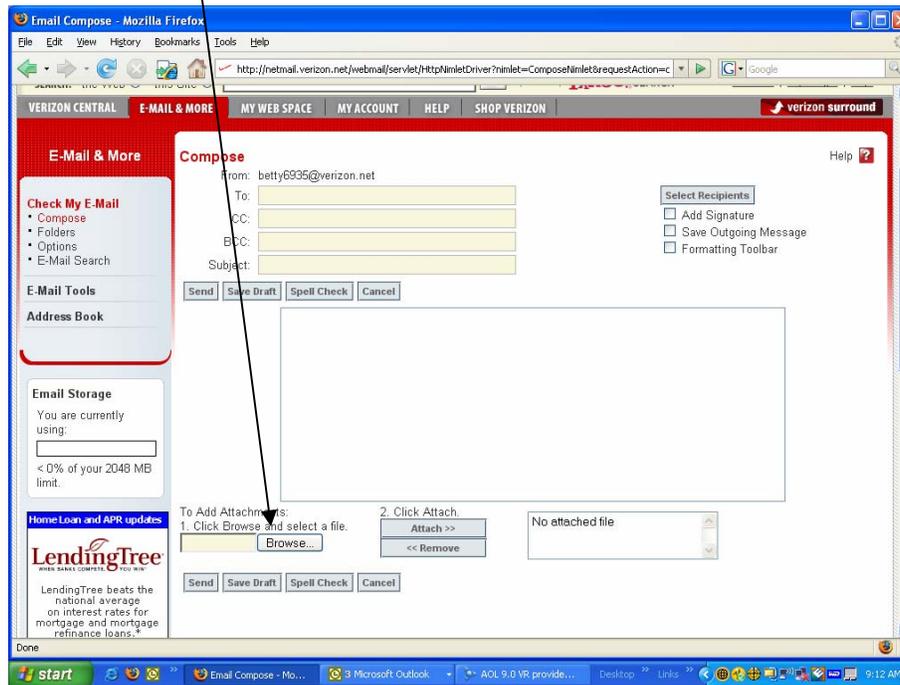
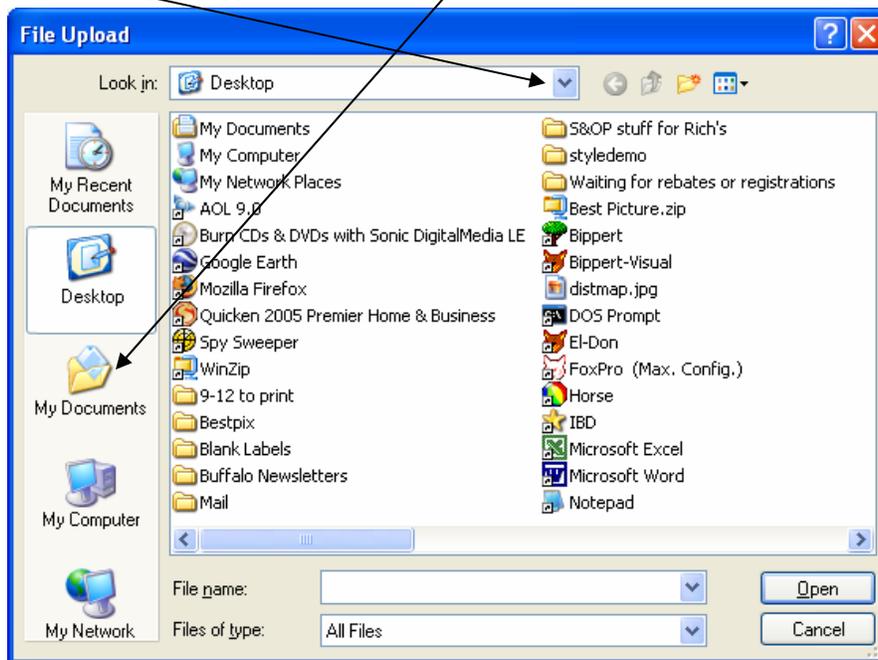


Attaching a file to your Verizon e-mail.

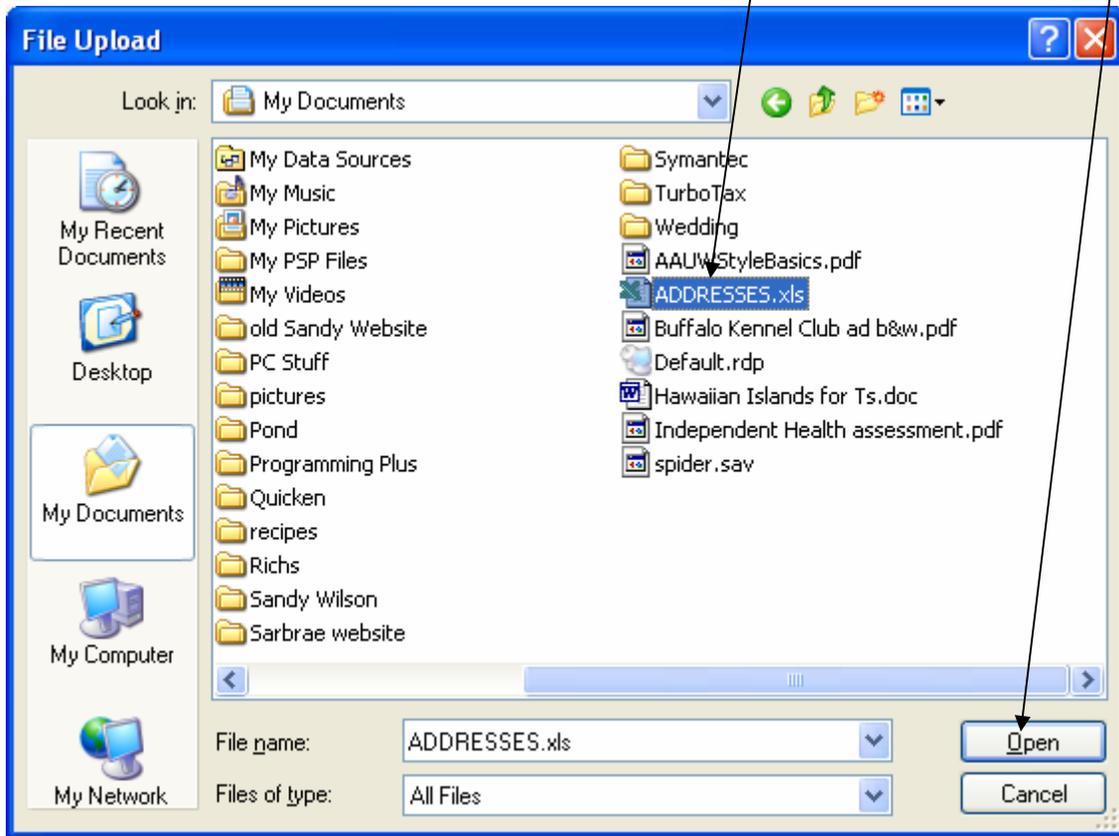
1. After you compose the message, you have to use the “Add Attachments” section at the bottom. First you need to click the “Browse” button.



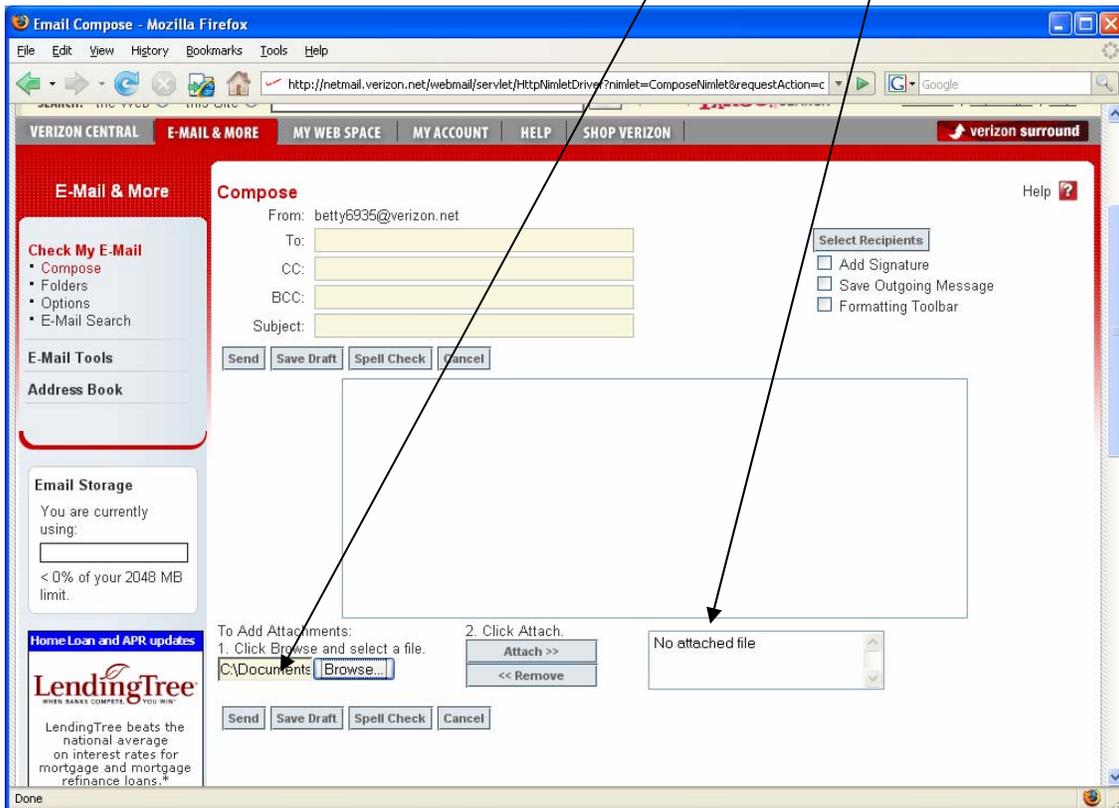
2. That will bring you to a “File Upload” screen. If your file is in “My Documents”, either click the arrow at the end of the “Look in” box or click the “My Documents” icon on the side.



3. Once you've gotten to the right folder and see the file, click on that file and then click the "Open" button at the bottom.



4. That will take you back to your message screen with the file selected, but it's still not attached.



5. Now click the “Attach” button to actually attach the file to the message. After that, you’ll see that the file is connected to the message. When you send it, the file will go with it.

