

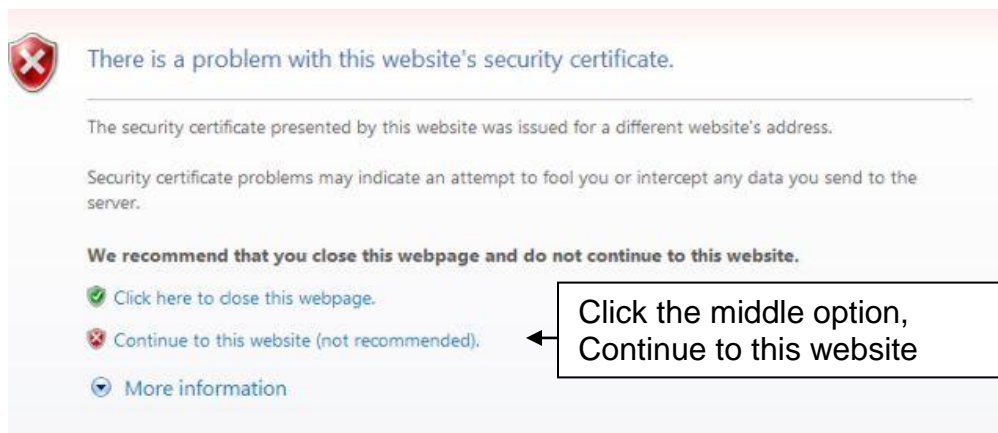
Attach a File to an Email Message

Out of the Office:

Once you have created and/or saved a file to your computer, you may attach it to an email message.

- Save the file to your computer where you can find it. The My Documents folder is a good place to keep your files. You may also create folders within the My Documents folder to organized your files.
- Open Internet Explorer and go to Outlook Web Access – Exchange. You may click this link (for out of office access) <https://southcodistributing.com/owa> (or) go to your Internet Explorer favorites (the Yellow Star) and click the link for Outlook Web Access In Office, (it may say Email In Office) If you are in the office and want to use Exchange, click this link or go to your favorites (the and click the shortcut that we put there. <https://southco9/owa>

The login screen looks like this:



Click the middle option,
Continue to this website

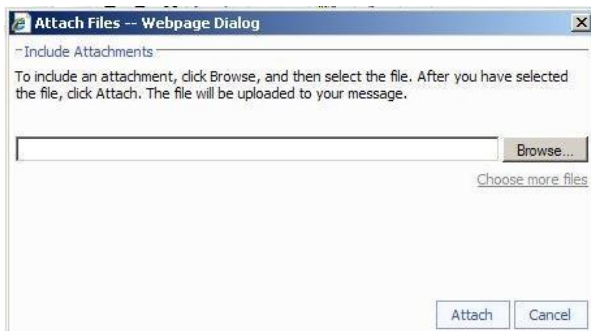
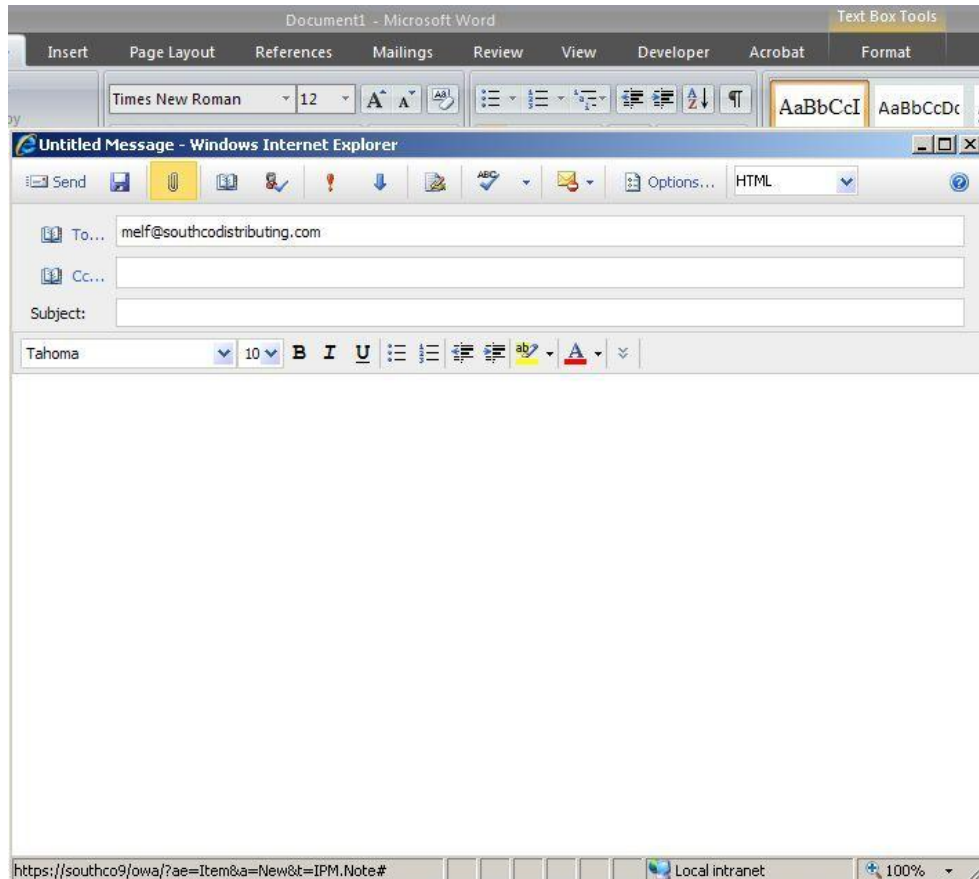


The next thing you will see is
this window.

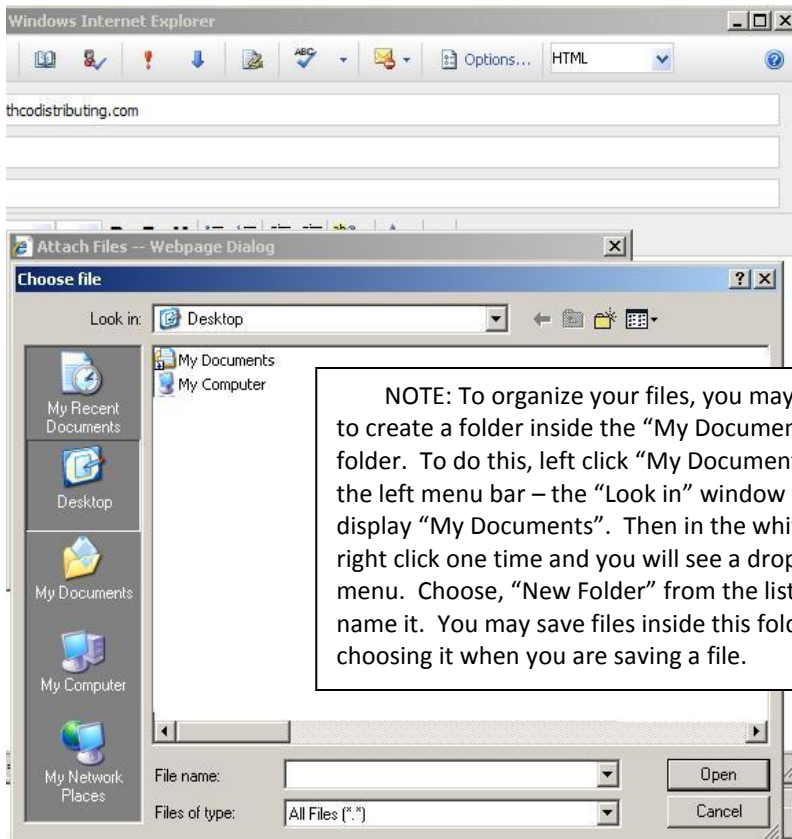
Type in your user id and
password

Click Log On

- Click **New** to create a new email message
- Click To: Choose the email address that you want to send to from the list (or type in the email address you want to send to in the To: window.)
- Underneath the address book, click **To:** in the Message Recipients window. Or if you have typed the email address in, you may proceed with the email message including the Subject line.
- To attach the file: Click the **Paperclip**, the second button over from the Send button.



- You will see this attach files box appear, click the **Browse** button



- **Note:** When you Click the **Browse** button, you will see a **Choose File** window.
- Click the **My Documents** folder on in the left menu bar. Now, My Documents should be in the **Look in** Window.
- If the file that you want to attach is inside a folder that you have created, you will need to double click the folder to open it.
- To choose the file that you want to send, click to select it.
- Click Open in the bottom right-hand corner.

- You will then see the Attach files window again. The file path will appear in the Browse window.
- Click the Attach button.
- Click the Send button.

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- **Note:** **If** the file you want to email is on your Desktop, You should click the Button for **Desktop** on the left of the window, so that Desktop shows up in the Look in window at the top.
 - You may then choose the file you want to send, click it to select it, and then click **Open** in the bottom right corner.
 - You will then see the **Attach** files window again. The file path will appear in the **Browse** window.
 - Click the **Attach** button.
 - Click the **Send** button.