

# How to Use accessBCC Email

## Attaching and Sending Files

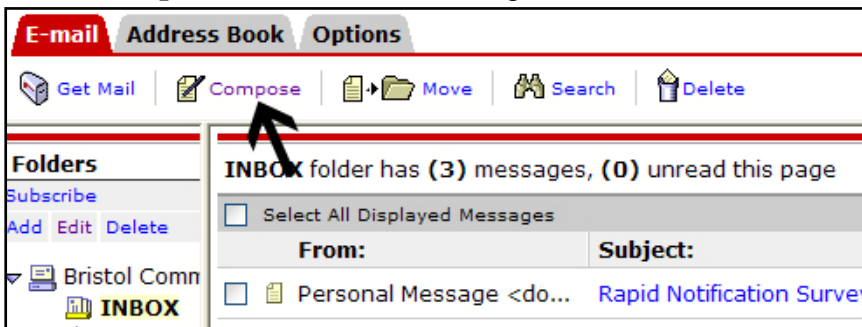
You can send files such as a Word document, Excel file, PowerPoint presentation, or other type of file through email by attaching the file(s) to the email message.

To attach a file to a message:

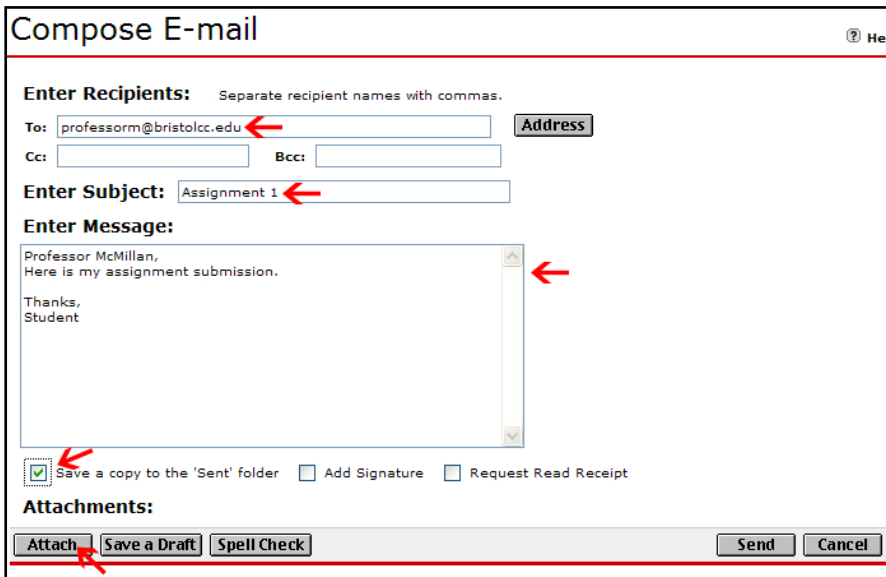
1. Login to your **My accessBCC** account.
2. Click on the email icon.



3. Select **Compose** to create a new message.



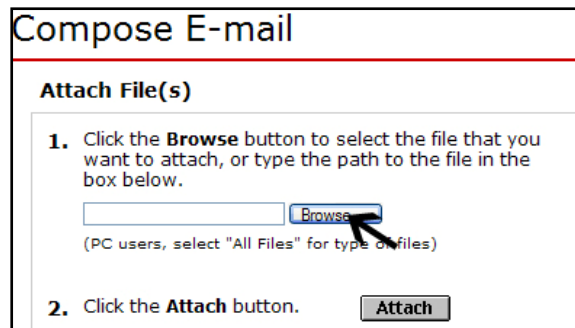
4. The **compose e-mail** window appears.



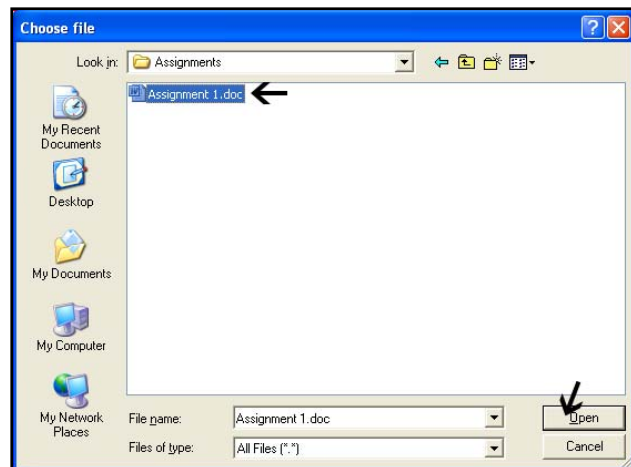
In the compose e-mail window;

5. Enter the **recipient's email address** in the To: text box area.
6. Enter a short but descriptive **subject** in the subject line.
7. Enter text in the message field area.
8. Select the check box next to **Save a copy to the "Sent" folder**, if you would like to save a copy of your message.

9. Click **Attach**. The Attach Files window appears.
10. Click **Browse** to search for a file to attach to the message.



11. The Choose File window appears. Navigate to where the file resides on your computer.
12. Select the file and click **Open**.



13. Click **Attach**.

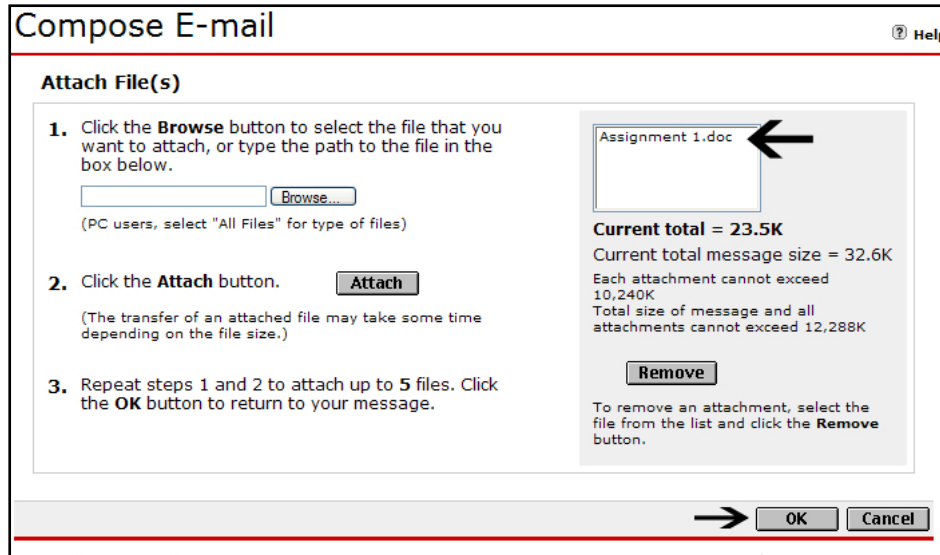


The attached file will appear.

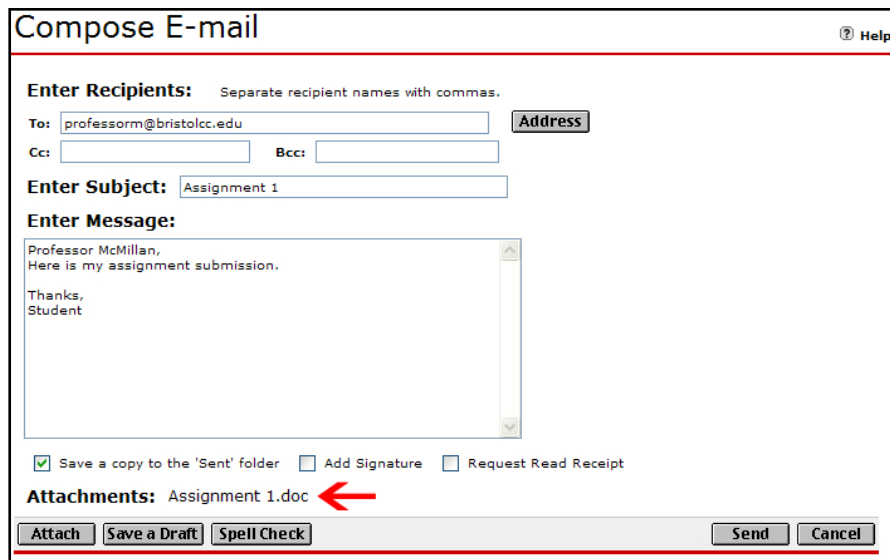
Repeat steps 9-13 if you would like to attach additional files.

Your attachment cannot exceed the file size indicated under the attachment.

To remove the file, select the attachment and click **Remove**.



14. Click **OK**. You will be returned to the message composition window. The attached file now appears within your message.



15. When you are ready to send your message with attached file, click **Send**.