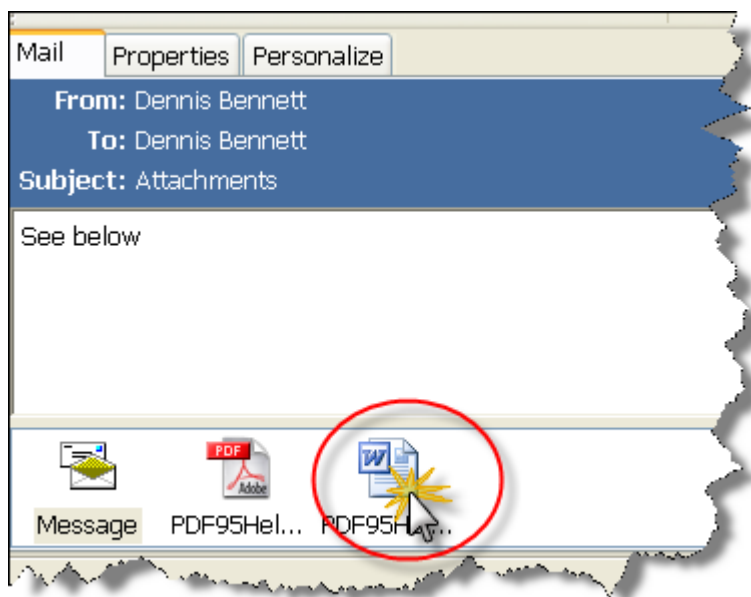




Help Sheet

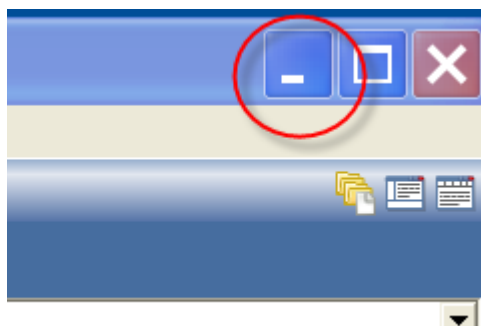
Attachment Does Not Open!

In most cases, just clicking on an attachment will launch the program that is associated with that document.

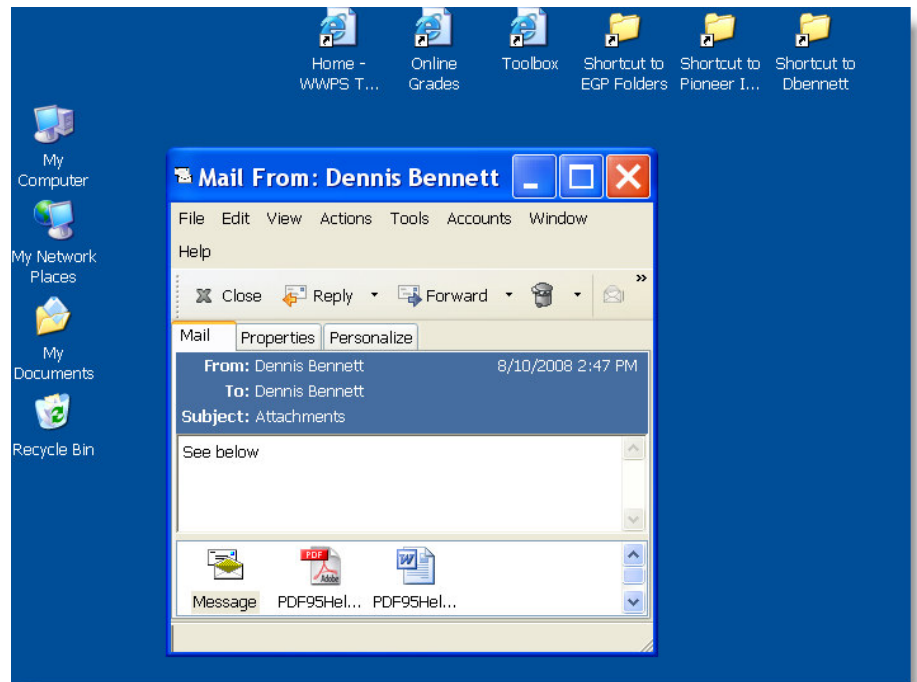


However, if clicking on the document does not launch the associated program, then drag the attachment to your desktop and then launch it.

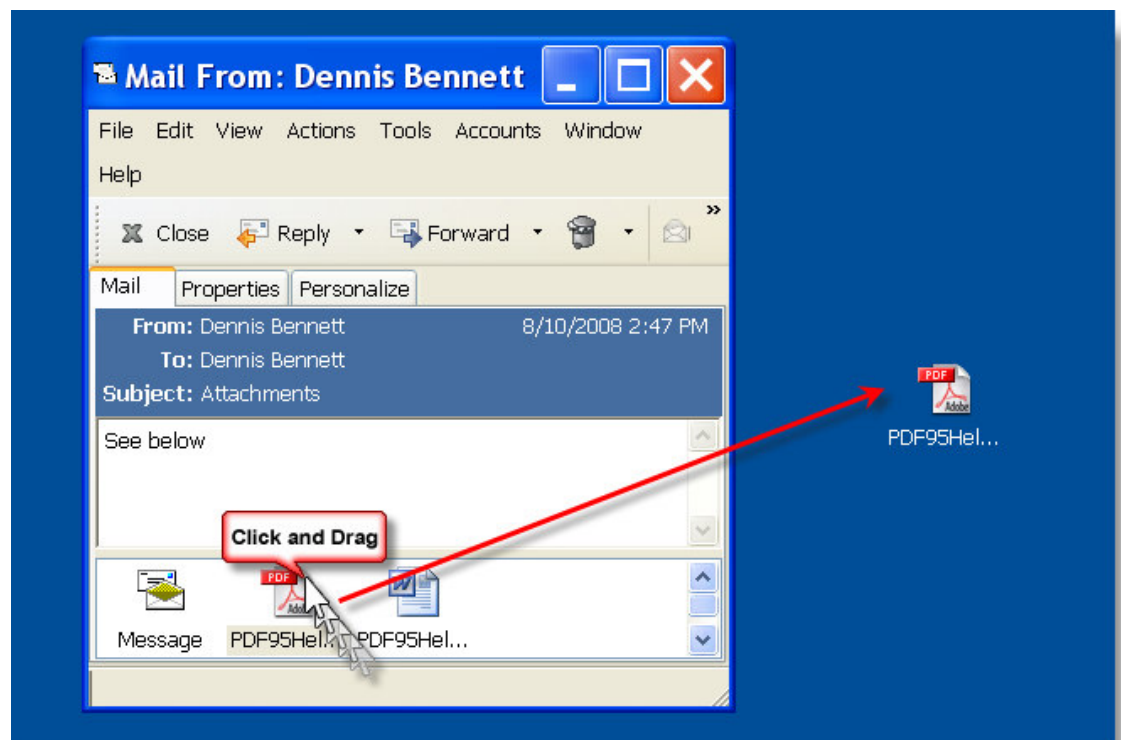
1. Minimize all of your open windows except your email window by clicking on the minimize symbol at the top right corner.



2. You should now be left with just your opened email window and a view of your desktop.



3. Simply "Click and Drag" the attachment to your desktop.



4. "Double click" the attachment on your desktop to open it.