



Emailing an Attachment

1. *Open Outlook* (Email).
2. *Select New Message*.
3. In the **To:** window *type* or *select* the person you are going to E-mail.
4. Type your message first.
5. When you are ready to attach your Excel Spreadsheet, locate the **paper clip** on the toolbar and click on it (you can also *select Insert* and then **File** from the drop-down menu. This will open up the “**Insert File**” window.
6. You will now have to locate your Excel spreadsheet. Once you find it, *select* it and then *click Insert*. (You may have to change the “**Look in**” to where you have saved the spreadsheet.
7. Now you are ready to send your email.



Saving Email Attachments

1. When you receive an email with an Excel spreadsheet attached, you will want to save that spreadsheet to your computer before entering any data into it. To do this, **right-click** on the attachment and select **Save As**.
2. Change “**Save In**” to **Desktop**.
3. Click on **Save** to finish.
4. Now the spreadsheet will appear right on your desktop. To enter scores. **Double-click** the **spreadsheet** on your desktop.
5. Make sure to save your changes as you go.
6. **To save to a disk**, follow the directions above but in **step 2**, change the “**Save In**” to **3 ½ floppy (A)** - (make sure the disk is in your computer when you do this).
7. Click on **Save** to finish.
8. **To save to a jump drive**, follow the directions above but in **step 2**, change the “**Save In**” to **My Computer** and then select **Removable Disk** (make sure the jump drive is in your computer when you do this).
9. Click on **Save** to finish.

If you have any difficulty with this at all, please don't hesitate to call me and I would be happy to walk you through the process.

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