Sending and Retrieving E-mail Attachments

E-mail is great for exchanging messages with acquaintances, professional colleagues, and businesses. It is also great for sharing photos, documents, and other files. Every e-mail system provides this capability, but it is different in each system because the user interfaces are somewhat different.

There are two main ways to access your e-mail account: web-based and client-based.
1. To access your e-mail **on the web**, an Internet browser program is used such as Microsoft Edge, Google Chrome, Apple Safari, and Mozilla Firefox, among others. Enter your e-mail server's name in the URL address bar, for example: Gmail.com, Yahoo.com, Hotmail.com, Outlook.com. If you have an e-mail account @resident.timbercrest.org, the web server login is found at https://apps.rackspace.com. Web-based accounts can be accessed from any computer with an Internet connection.
2. To access your e-mail using **a client** application, the application must be installed on your computer. Windows Mail client is included in Windows, but others must be downloaded. Some of these are free and some are purchased. Examples of client applications are Thunderbird, eM client, Outlook client, Mailbird, Inky, and Windows Mail. Client-based systems run on your personal computer, although they can be installed on multiple computers, for example: home and office. More than one e-mail account can be accessed using an e-mail client.

This TUG Tip demonstrates sending and retrieving attachments using Thunderbird and Windows Mail client systems as well as Gmail and Yahoo web-based systems.

Thunderbird

To send an attachment after opening the Thunderbird client: 1) Click on the "Write" menu and compose your message. 2) Click on the "Attach" button in the upper right corner. 3) Windows Explorer will open. Navigate to the desired file, select it, and click "Open". 4) When finished with your message, click on the "Send" button.
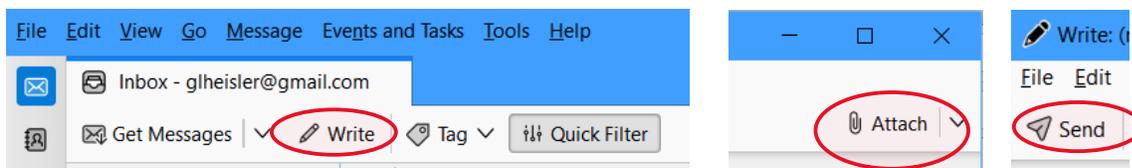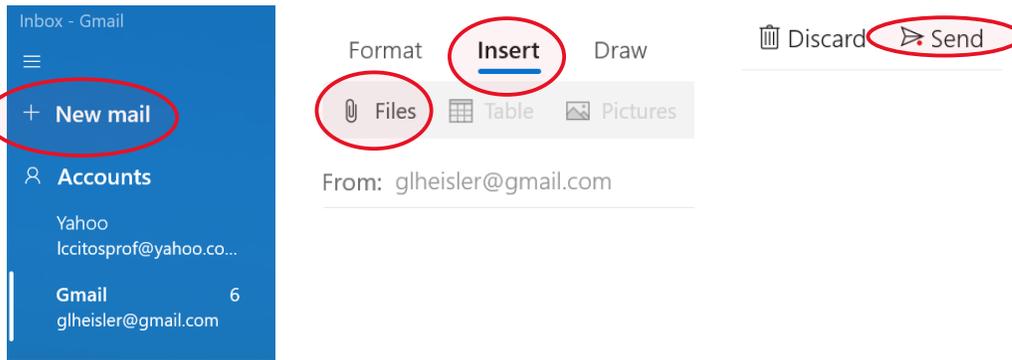

To retrieve an attachment: 1) Right click on the attachment at the bottom of the message. 2) Click either the "Open" or the "Save As" option. 3) For "Save As", Windows Explorer will open. Navigate to the desired location and click "Save".
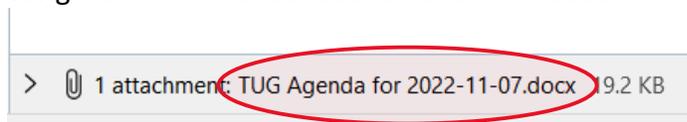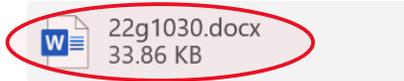
Windows Mail

To send an attachment after opening Windows Mail: 1) Click on "New mail" and compose your message. 2) Use the "Insert" menu to insert "Files". 3) Windows Explorer will open. Navigate to the desired file, select it, and click "Open". 4) When finished with your message, click the "Send" button.
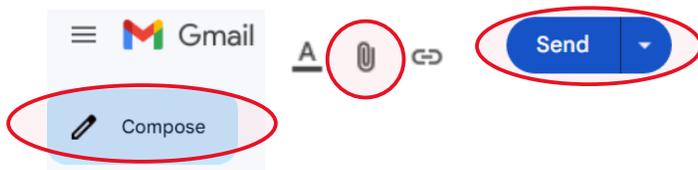

To retrieve an attachment, 1) Right click on the attachment near the top of the message. 2) Click either the "Open" or the "Save" option. 3) For "Save", Windows Explorer will open. Navigate to the desired location and click "Save".
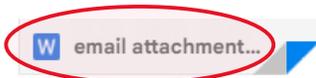

Gmail

To send an attachment after opening Gmail.com in your browser: 1) Click on "Compose" in the upper left and compose your message. 2) Click on the paper clip icon at the bottom of the New Message window. 3) Windows Explorer will open. Navigate to the desired file, select it, and click "Open". 4) Click the "Send" button in the lower left.

To retrieve an attachment, 1) Position your mouse over the attachment near the bottom of the message. 2) Click on the "Download" symbol ⬇. 3) Windows Explorer will open. Navigate to the desired location and click "Save".

Yahoo Mail

To send an attachment after opening Yahoo.com in your browser: 1) Click on "Compose" in the upper left and compose your message. 2) Click on the paper clip icon at the bottom of the New Message window and click "Attach files from computer". 3) Windows Explorer will open. Navigate to the desired file, select it, and click "Open". 4) Click the "Send" button in the lower left.

To retrieve an attachment, 1) Position your mouse over the attachment image near the bottom of the message. 2) Click on the download symbol ⬇ in the attachment near the bottom of the message. 2) Windows Explorer will open. Navigate to the desired location and click "Save".