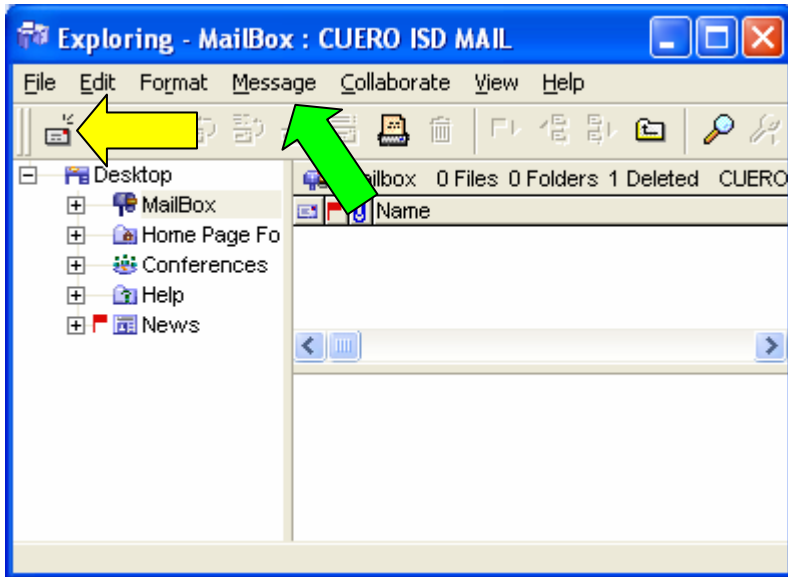
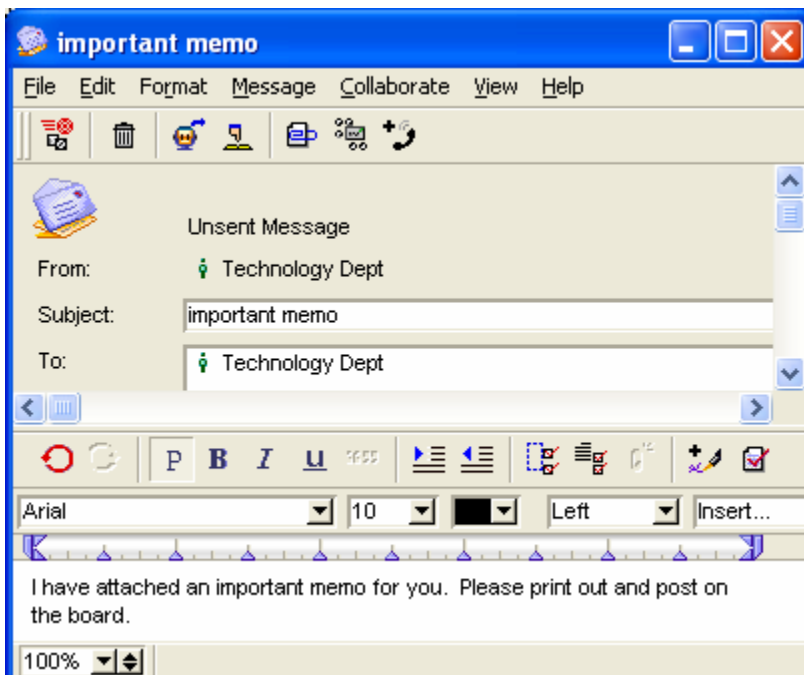


How to attach a document to an email in First Class:

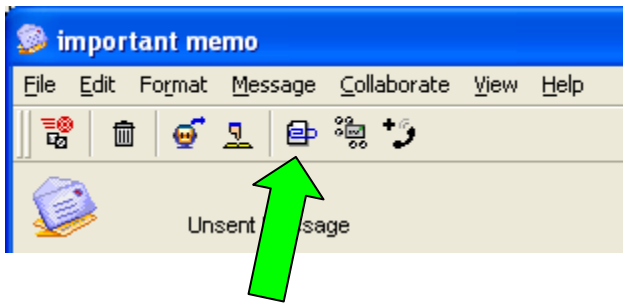
1. Begin by logging in to First Class
2. Begin a new email message by clicking on the first icon on the toolbar or selecting Message – New Message



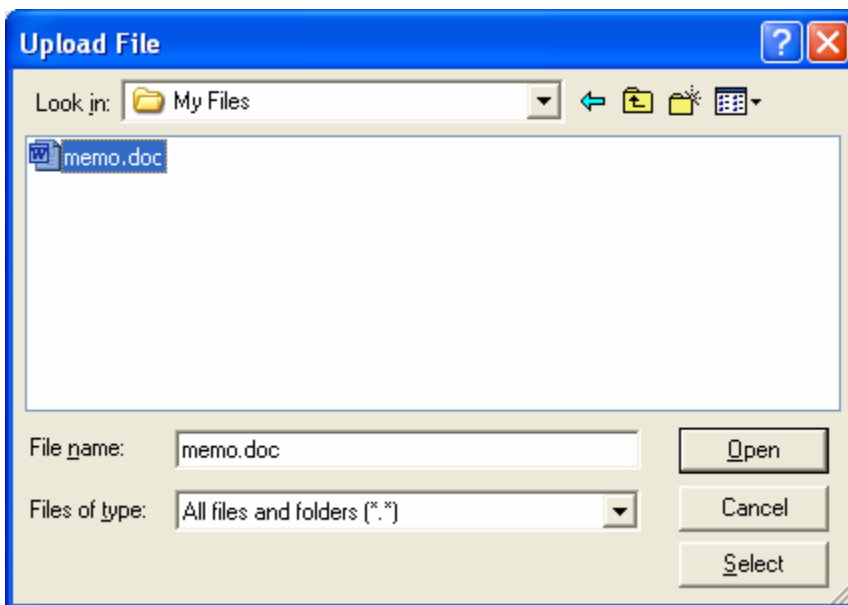
3. Address the email as usual and fill in the body of your email as desired.



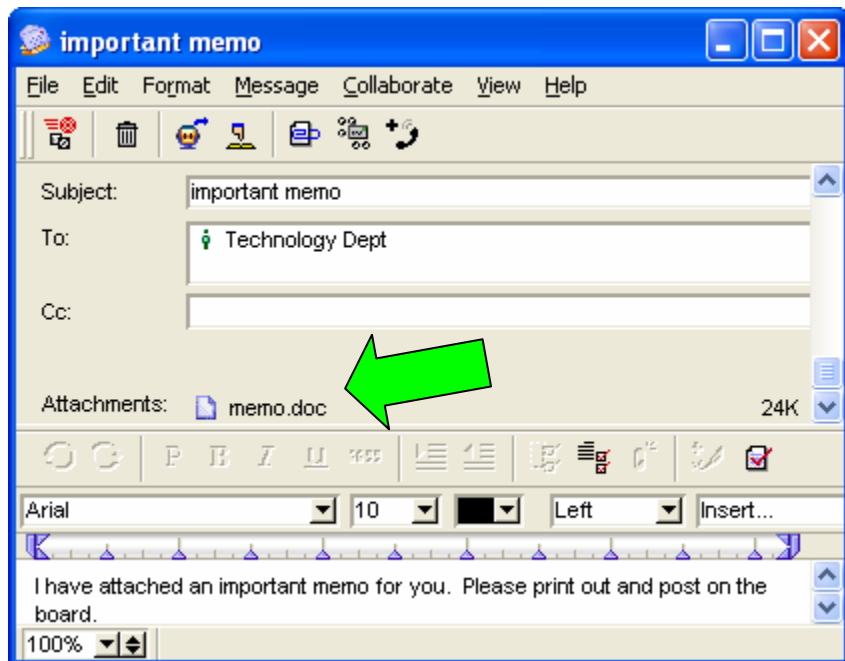
4. To attach the document, click on the paper clip icon on the toolbar.



5. An "upload file" window will open up. Select the location of your file in the "Look In" drop-down box. Then select the file you want to attach and click Select. Click close after the document has uploaded.



6. Notice that you now have an added line under the "To" section that displays the name of your file.



7. Repeat steps 4 and 5 to add multiple attachments.

8. Send your email as usual.