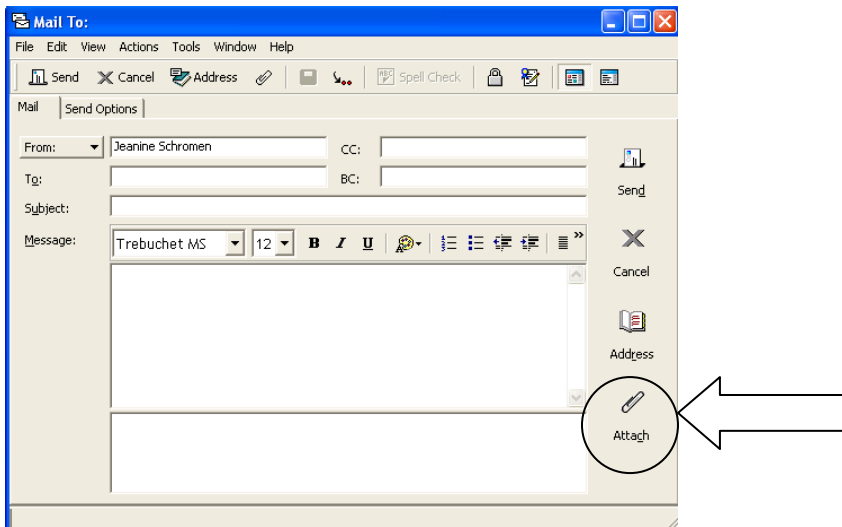


## GROUPWISE 7.0

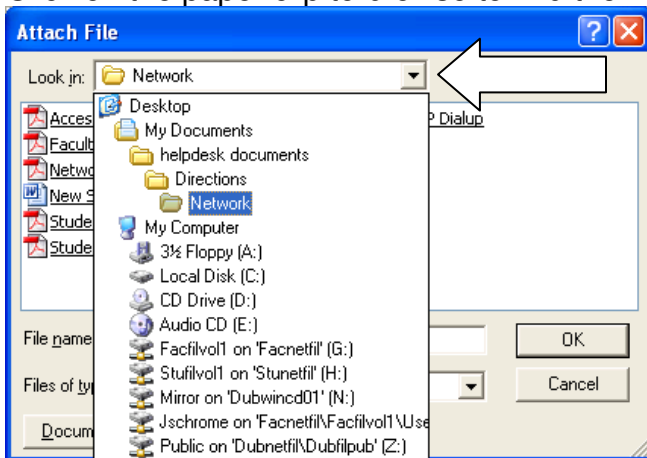
### HOW DO I ATTACH A DOCUMENT/FILE TO AN EMAIL?

To attach a document

- Open GroupWise and compose a new message



Click on the paper clip to browse to find the file you wish to attach.



In the Look In section, click the down arrow to browse to the location of the file you wish to attach. Once you locate the file, and select it, you will see the attached file on the email message.

