

Attachments

About Attachments

Learn how to send, view, and save attachments in Messenger.

Attachments are files that are sent along with email messages. If email messages were paper memos, attachments would be files that you fastened to the memo with a paper clip. You can attach web pages, sound files, image files, and executable files. You can attach files and web pages from any New Message window.

In messages that you receive, you can view image files and web pages either inline (displayed in the body of a message) or as links. Messenger represents other types of files, such as sound files and executable files, as links. You can save all types of attachments for later use.

Attaching a File

You can attach a file to an outgoing email message while in the New Message window. To attach a file to a message, follow these steps:

1. From the **File** menu, choose **Attach**; then choose **File**.
2. In the dialog that appears, select the file you want to attach and click **Open**.

The file's icon and name appear in the Attachments List.

While in a New Message window, you can also drag and drop files into and out of the Attachments List:

- Find the file you want to attach; then drag the file's icon to the attachments list.

The file's icon and name appear in the attachments list.

Attaching a Web Page

You can attach a web page to an outgoing email message while in the New Message window. To attach a web page to a message, follow these steps:

1. From the **File** menu, choose **Attach**; then choose **Web Page**.
2. In the text box, enter the URL of the web page you want to attach.
3. Click **OK**. (On the Mac OS or Unix, click **Attach**.)

The icon and title of the web page you have attached appears in the attachments list.

While in a New Message window, you can also drag and drop web pages into and out of the

attachments list:

- Go to the web page you want to attach; then drag the location icon, located next to the URL, to the attachments list.

The page's icon and title appear in the attachments list.

Viewing Attachments

In messages you receive, you can view image and web page attachments either inline (displayed in the body of the message) or as links.

- To view image and web page attachments inline, from the **View** menu, choose **Attachments**, then choose **Inline**.
 - To view image and web page attachments as links, from the **View** menu, choose **Attachments**, then choose **As Links**. Or, click the paper clip icon in the message header of any message containing an attachment.
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Saving an Attachment

How you save a received email attachment depends on its type.

Saving Inline Image Attachments

1. Right-click the image. (On the Mac OS, click the image and press the mouse button.)
2. From the pop-up menu, choose **Save Image As**.

Saving Attachments That Appear as Links

1. Right-click the attachment's link. (On the Mac OS, click the attachment's link and press the mouse button.)
2. From the pop-up menu, choose **Save Link As**.

Saving Attached Web Pages

To save an attached web page, follow these steps:

1. From the **View** menu, choose **Attachments**, then choose **As Links**.
 2. Right-click the link. (On the Mac OS, click the link and press the mouse button.)
 3. From the pop-up menu, choose **Save Link As**.
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Opening an Attachment

How you open a received email attachment depends on the attachment's type. To open an attachment, follow these steps:

1. If you haven't already done so, from the **View** menu, choose **Attachments**, then choose **As Links**.
2. Click the attachment's link.
3. Image and web page attachments open in a Navigator window. When you open other types of attachments, Messenger gives you two options from which to choose:
 - Opening the attachment in its native application (such as a word processing application)

 - or
 - Saving the attachment to your computer