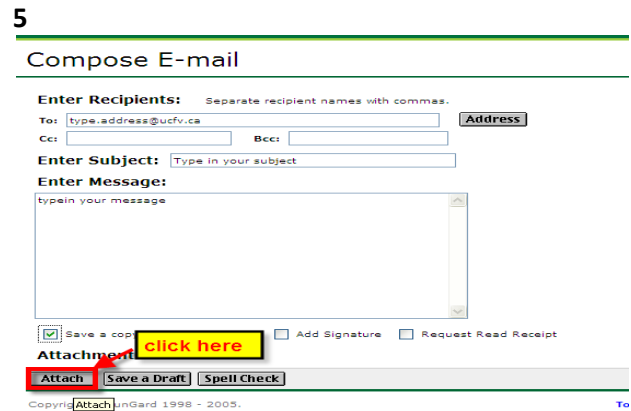
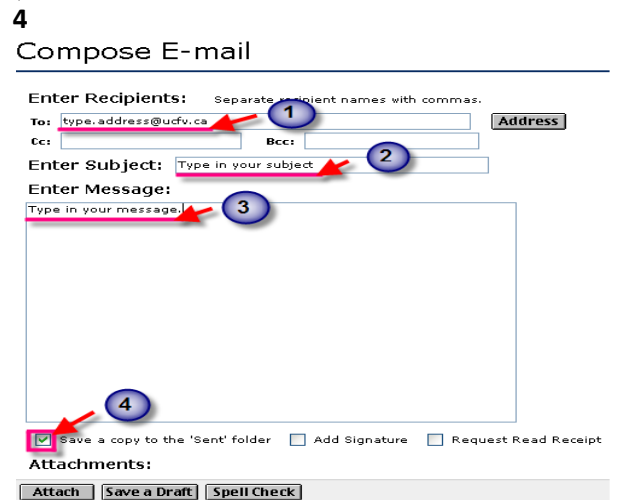
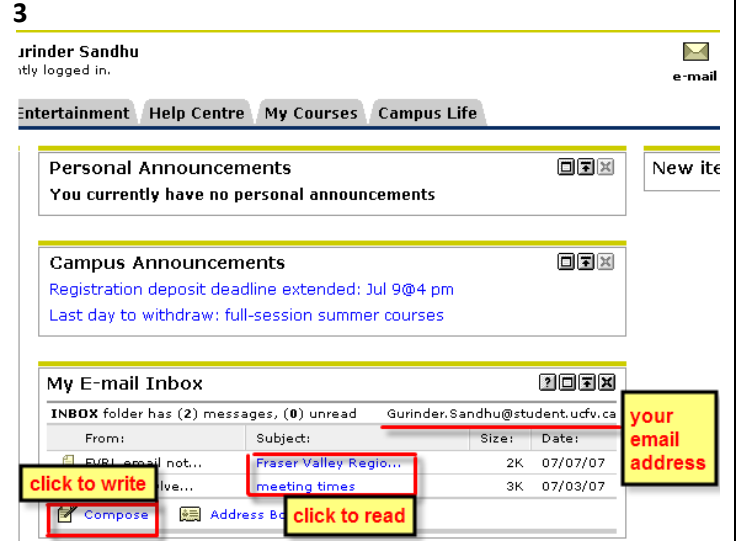
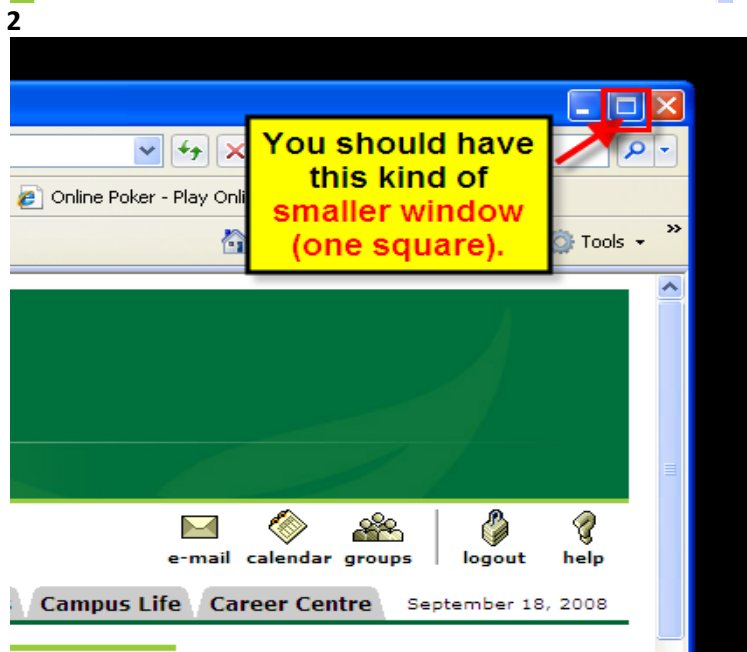
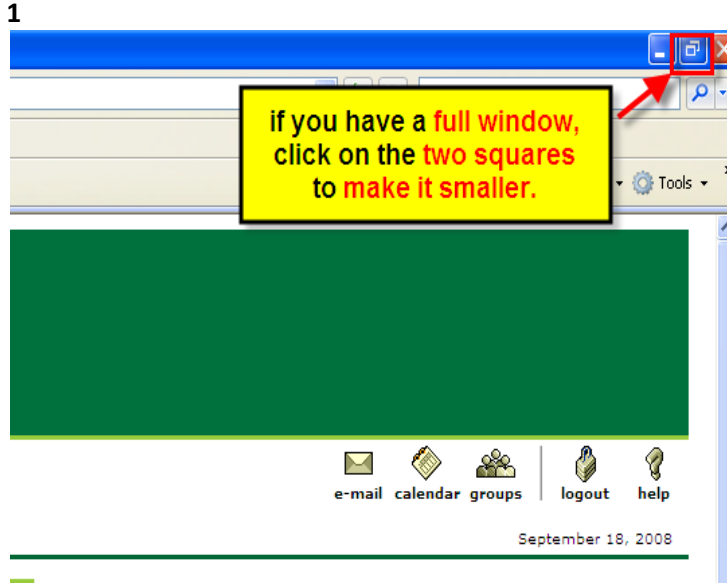


How to add attachments at *my.UFV.ca*



6 Compose E-mail

Attach File(s)

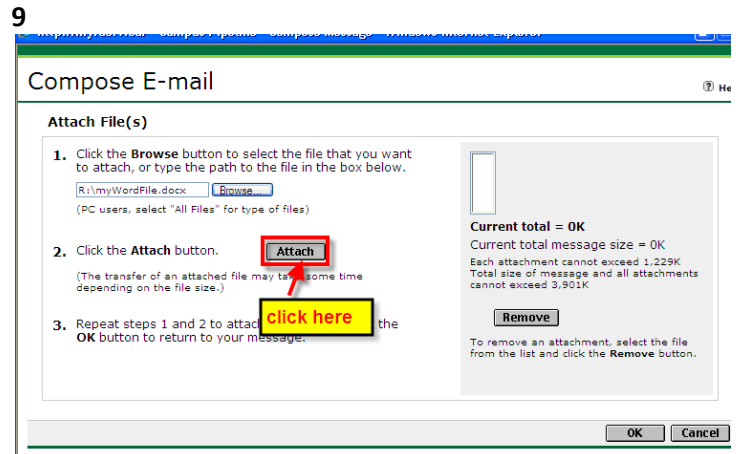
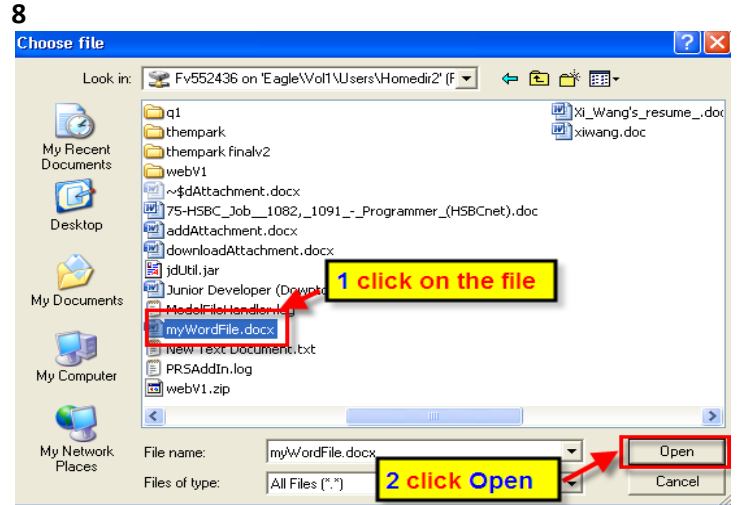
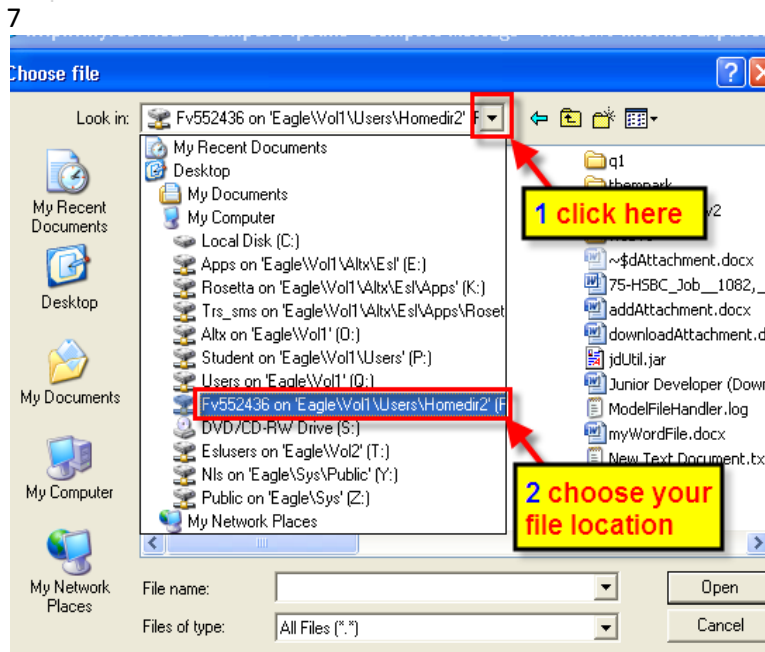
1. Click the **Browse** button to select the file that you want to attach, or type the path to the file in the box below.

(PC users, select "All Files" for type of files)

2. Click the **Attach** button.

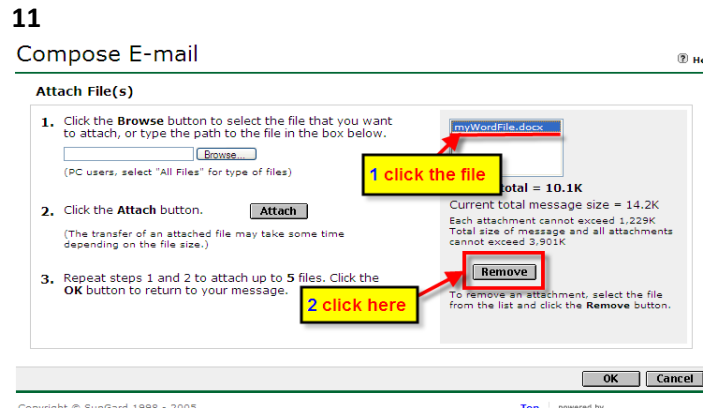
(The transfer of an attached file may take some time depending on the file size.)

3. Repeat steps 1 and 2 to attach up to 5 files. Click the **OK** button to return to your message.



10 If you want to attach more files, repeat step 6-9.

If you want to remove an attached file, do step 11. Otherwise skip step 11.



12 Compose E-mail

Help

Attach File(s)

1. Click the **Browse** button to select the file that you want to attach, or type the path to the file in the box below.

(PC users, select "All Files" for type of files)

2. Click the **Attach** button.

(The transfer of an attached file may take some time depending on the file size.)

3. Repeat steps 1 and 2 to attach up to 5 files. Click the **OK** button to return to your message.

myWordFile.docx

Current total = 10.1K
Current total message size = 14.2K
Each attachment cannot exceed 1,229K
Total size of message and all attachments cannot exceed 3,901K

To remove an attachment, select the file from the list and click the **Remove** button.

click here

Copyright © SunGard 1998 - 2005.

Top

powered by **SUNGARD**
SCT - HIGHER EDUCATION

13

Compose E-mail

Help

Enter Recipients: Separate recipient names with commas.

To:

Cc: Bcc:

Enter Subject:

Enter Message:

Save a copy to the 'Sent' folder Ask to send Read Receipt

Attachments: myWordFile.docx

click here

Copyright © SunGard 1998 - 2005.

Top

powered by **SUNGARD**
SCT - HIGHER EDUCATION