Attaching a Document in Webmail
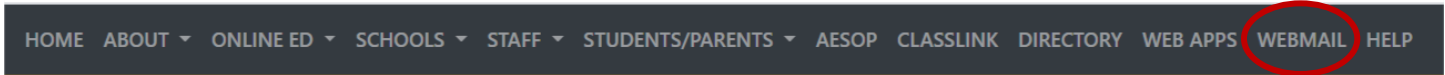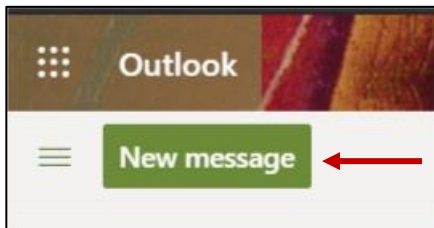
1. Open the MCSD webpage (www.mcsdk12.org) and choose **WEBMAIL** from the menu.

HOME   ABOUT ▾   ONLINE ED ▾   SCHOOLS ▾   STAFF ▾   STUDENTS/PARENTS ▾   AESOP   CLASSLINK   DIRECTORY   WEB APPS   WEBMAIL   HELP

2. Enter your **SCHOOL username and password**.
   You only need to enter your username, not your email address.

3. Click **NEW MESSAGE** in the top left corner.

4. Begin typing the last name of the person you are sending the email to. If the name does not appear in the suggestion list, click **SEARCH DIRECTORY** at the bottom to find the name. Click on the name to add it to the To: section.
   NOTE: You can add more than one person in the To: field.
   NOTE: If the person you are emailing is not in MCSD, you can simply type the email address in the To: field. Separate each name with a semi-colon.
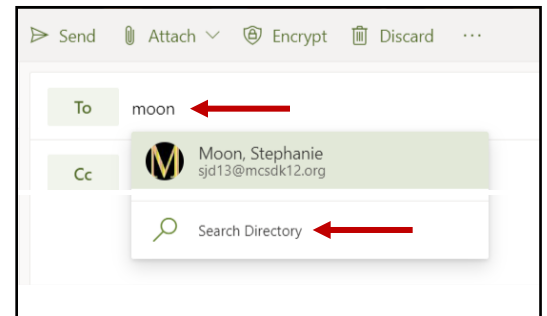
5. To attach an item, click the Attach button and choose **BROWSE THIS COMPUTER**. Find the item you would like to attach. Double-click the item or click it once to highlight it and press OPEN.
   NOTE: You can add more than one attachment to the email.
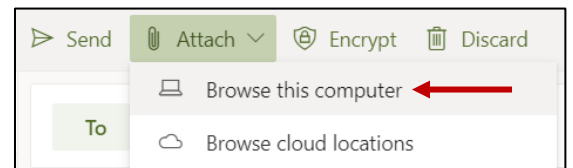
6. Add a **SUBJECT**.

7. Press **SEND** to send the email.