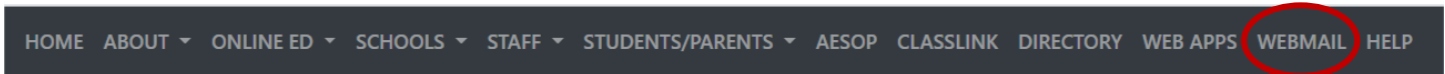


Attaching a Document in Webmail

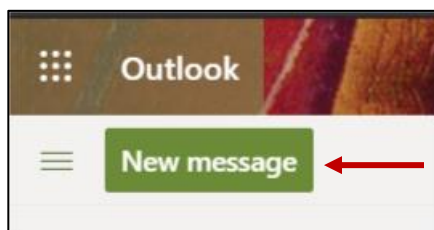
1. Open the MCSD webpage (www.mcSDK12.org) and choose **WEBMAIL** from the menu.



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

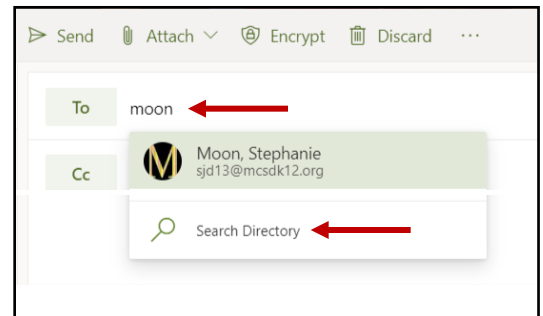


3. Click **NEW MESSAGE** in the top left corner.



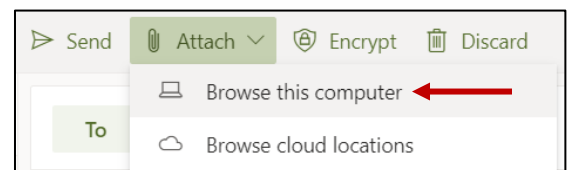
4. Begin typing the last name of the person you are sending the email to. If the name does not appear in the suggestion list, click **SEARCH DIRECTORY** at the bottom to find the name. Click on the name to add it to the To: section.

**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.**

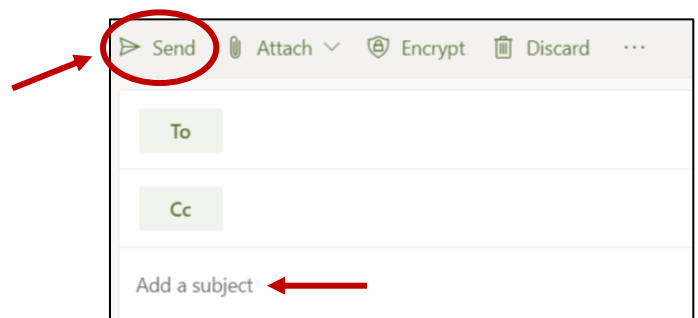


5. To attach an item, click the Attach button and choose **BROWSE THIS COMPUTER**. Find the item you would like to attach. Double-click the item or click it once to highlight it and press OPEN.

NOTE: You can add more than one attachment to the email.



6. Add a **SUBJECT**.



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