



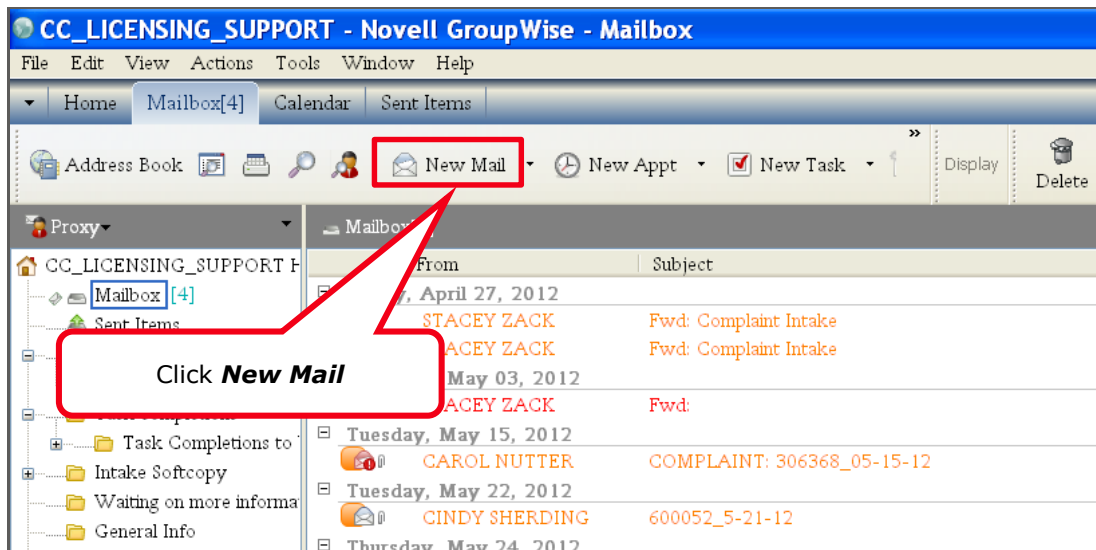
How to Attach a PDF to an E-Mail

Description:

This Job Aid describes the process of attaching a PDF to an E-Mail from a Novell Groupwise mailbox.

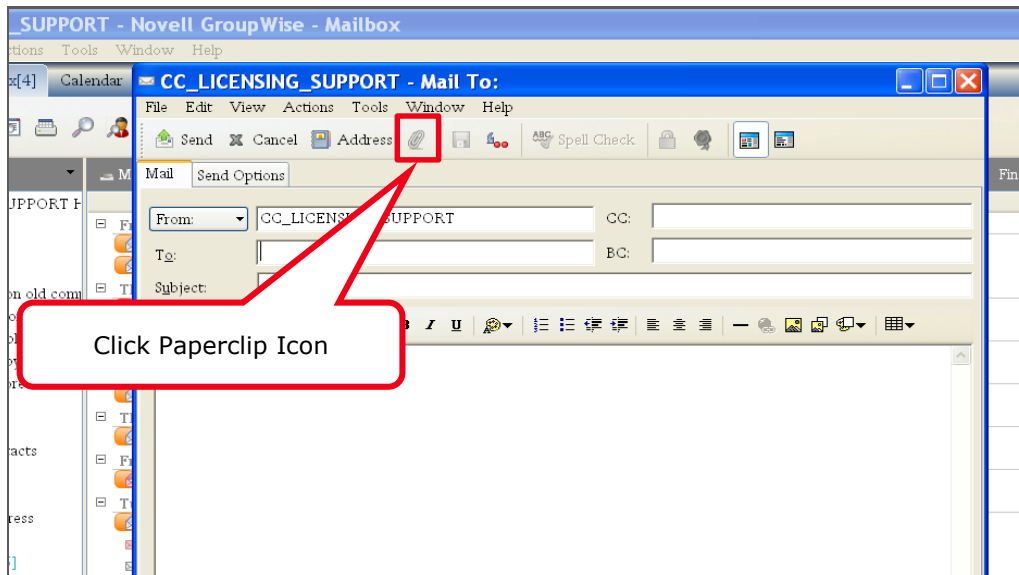
Step 1: Click New Mail

- 1) Open the Novell Groupwise mailbox
- 2) Click **New Mail** to compose an email



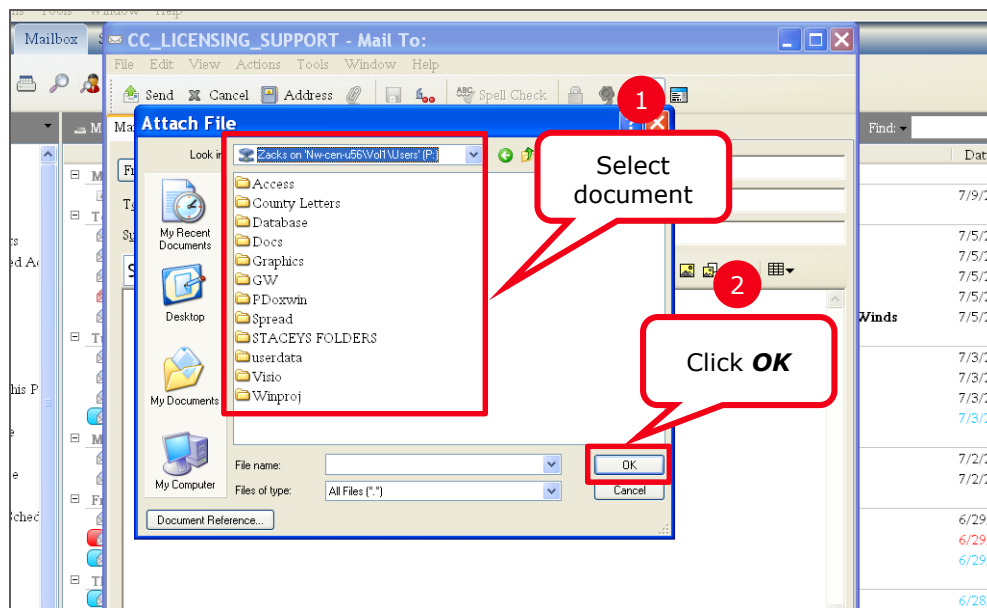
Step 2: Attach a File

- 1) Compose the email message
- 2) Click Paperclip Icon to Attach a File



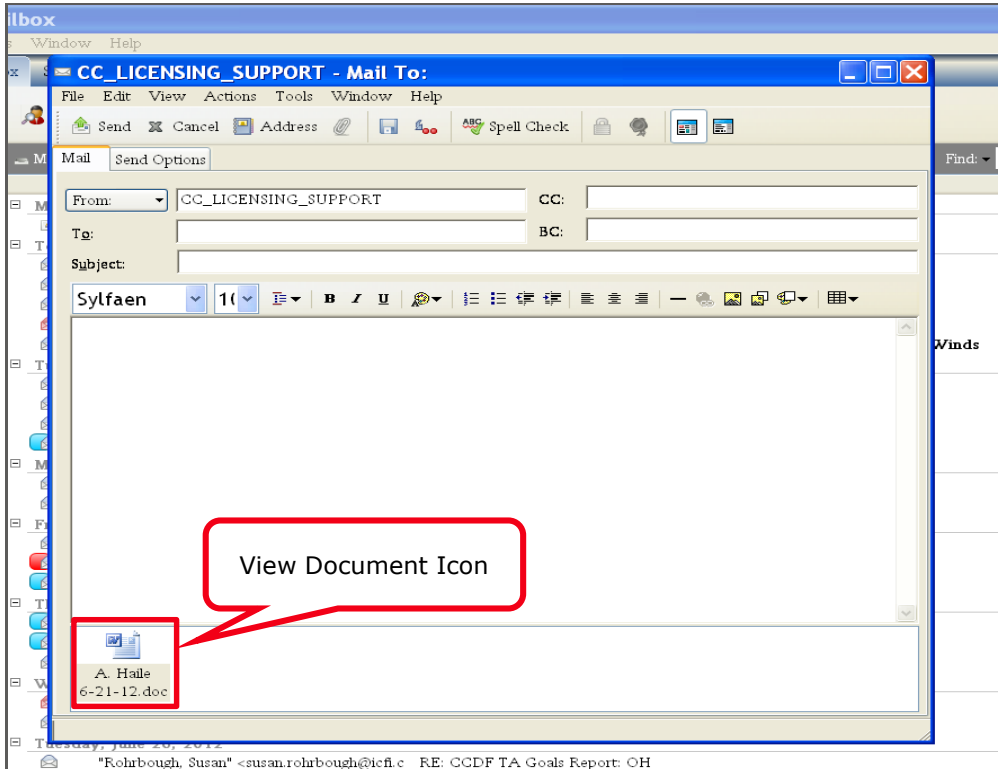
Step 3: View Attached Document

- 1) Select the PDF document to be attached from the location it is saved
- 2) Click **OK**



Step 3: View Attached Document

View the Document Icon at the bottom of the email to confirm that it has been attached



The process of attaching a PDF to an E-Mail from a Novell Groupwise mailbox is complete. Finalize the composed E-Mail and send to the appropriate contact.