

# How to Attach your MS Word Document in Yahoo Mail

1. Open Internet Explorer or Netscape and type the address in the address bar. <http://www.yahoo.com/>

2. Click on the Email icon at the top of the window.



3. Log on to your account.

4. Click on the **Compose** button.

5. Enter your email address in the **To:** box

6. In the **Subject** field enter a title

7. Click on the **Attach Files** link

8. Click on the **Browse...** button

9. Select your file from the **Student Data** Folder.  
The computer should automatically open to Student Data/File folder. If it does not Click on Desktop -> Macintosh HD -> Student Data folder.)

10. Click **Open** this will attach your document to your email.

11. Click the **Done** button.

12. Click the **Send** button. A copy of your email will be Sent to your Inbox.

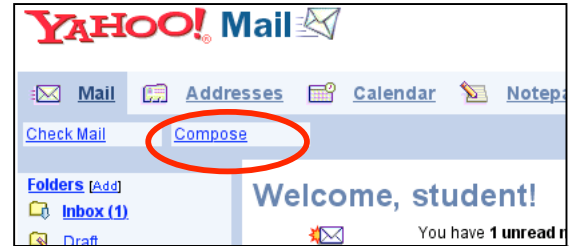
a. To retrieve your document from another location

Log back on to Yahoo.

b. Select the Inbox tab.

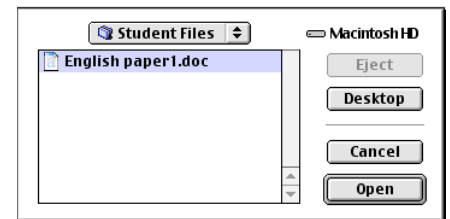
c. Your document will appear in the Inbox listing.

Existing Yahoo! users  
Enter your ID and password to sign in  
Yahoo! ID:   
Password:   
 Remember my ID on this computer  
  
Mode: Standard | [Secure](#)  
[Sign-in help](#) [Password lookup](#)



Compose  
     
[Insert addresses](#) from Address Book or enter [nicknames](#) (separated by commas)  
**To:** studentpvc@yahoo.com  
**Cc:**  **Bcc:**   
**Subject:** My English Paper  
**Attachments:** [\[ Attach Files \]](#)

Attach Files  
Powered by Norton AntiVirus  
**Select Files**  
Click "Browse" to select a file. You can attach up to 3 files for a total of 3.0 encoded megabytes ([what's the?!](#)).  
File 1: English paper1.doc   
File 2:    
File 3:



Compose  
     
[Insert addresses](#) from Address Book or enter [nicknames](#) (separated by commas)  
**To:** studentpvc@yahoo.com  
**Cc:**  **Bcc:**   
**Subject:**   
**Attachments:** [\[ Attach Files \]](#)  
📎 English%20paper1.doc (25k) [\[ Remove \]](#)