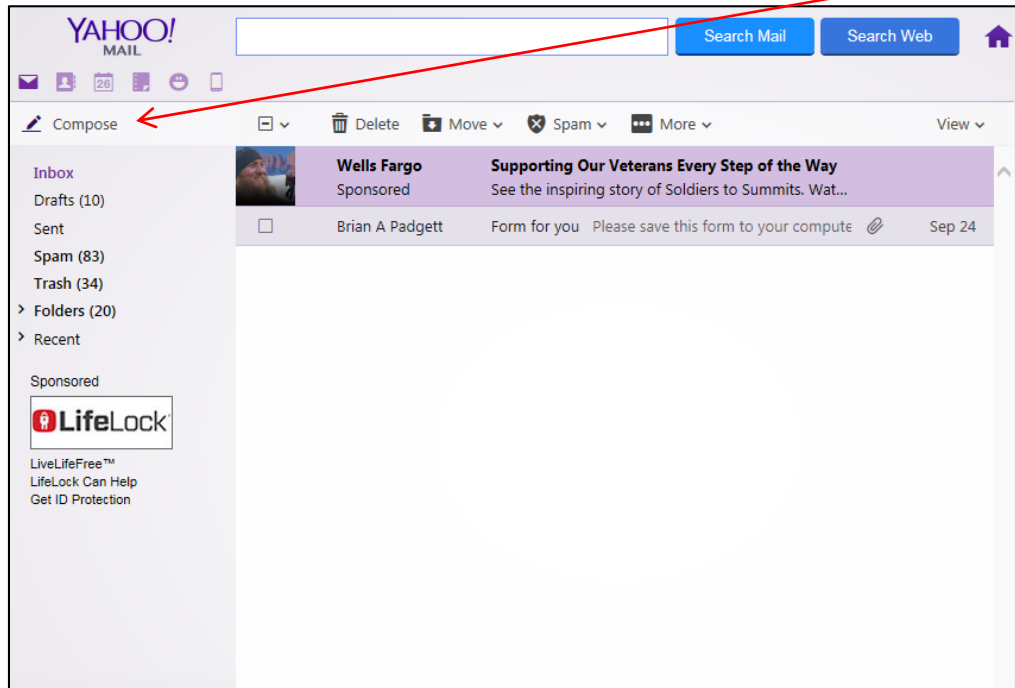


# Emailing Attachments to WCA with Yahoo Mail

Here are the steps to email a form back to us.

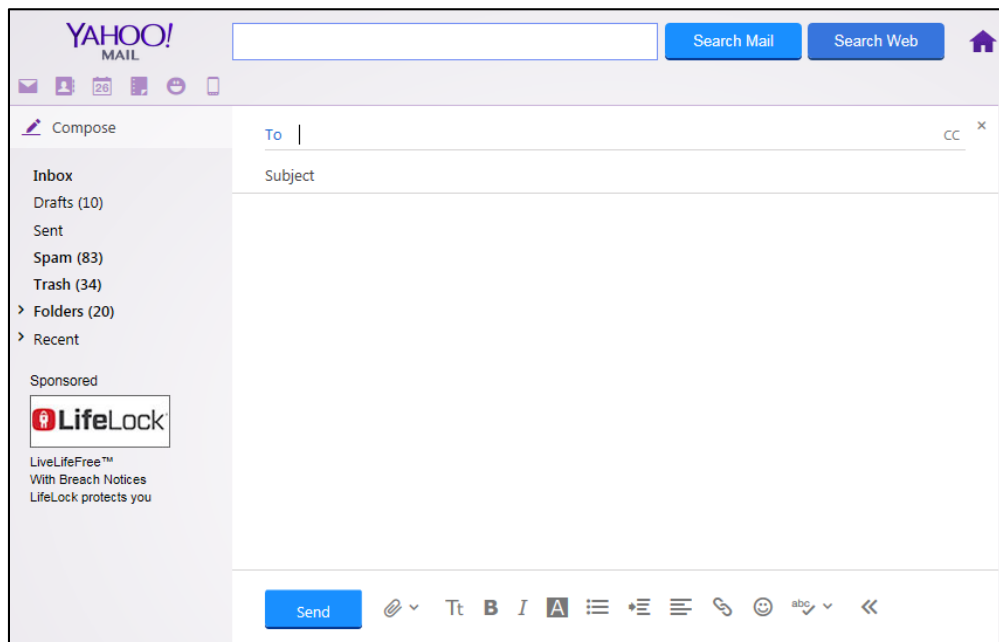
## For Starters

When you're logged into Yahoo Mail, you will see the word "COMPOSE" on the left:



## Step 1

Click the word "COMPOSE." A new email is started for you:



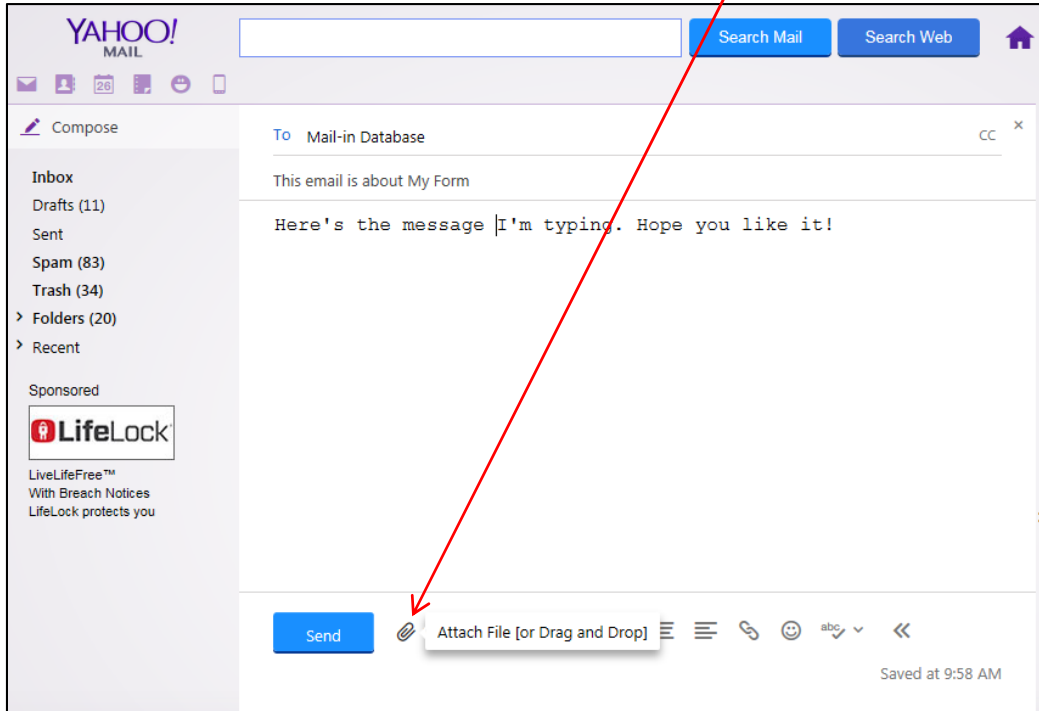
**Work Comp Associates, Inc.**

Florida's Premier Source for Workers' Compensation Coverage & Information

© 2014 Work Comp Associates. All rights reserved.

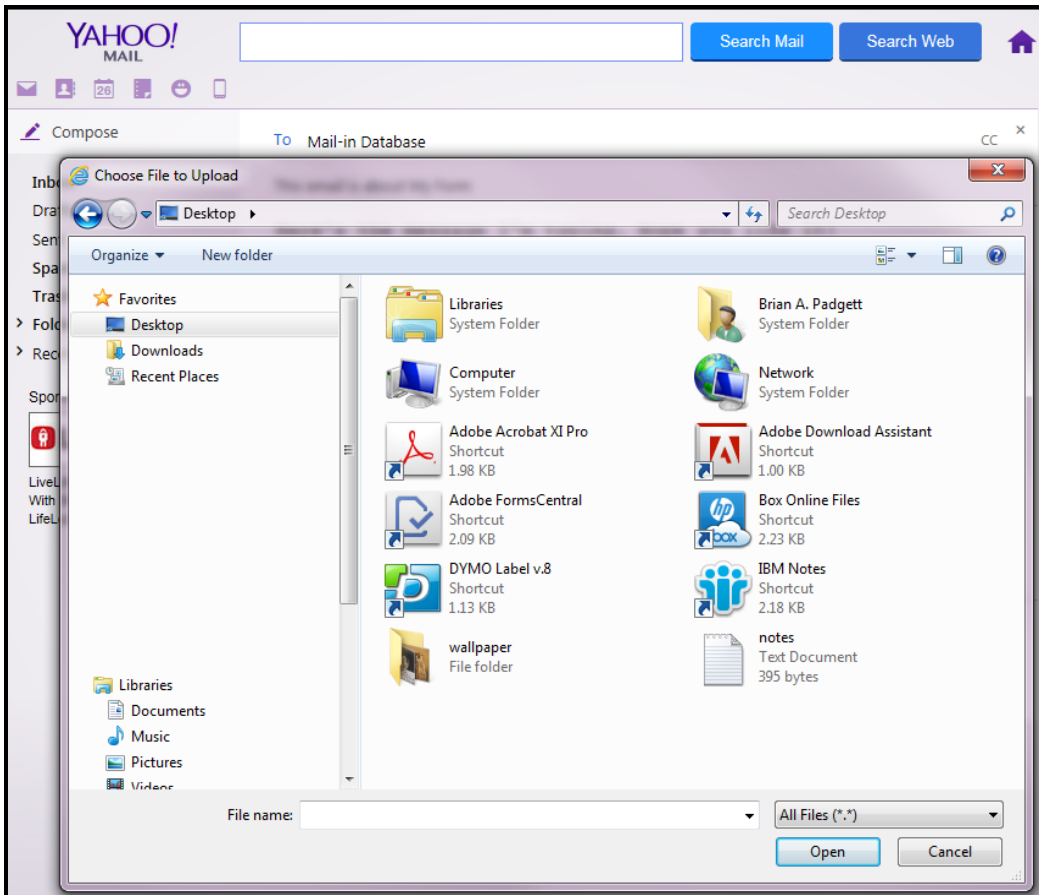
## Step 2

Enter "Mail@WorkCompAssoc.com" for the "To" address. Enter a subject and message text if you wish. Then click the Attachments button—it looks like a paper clip:



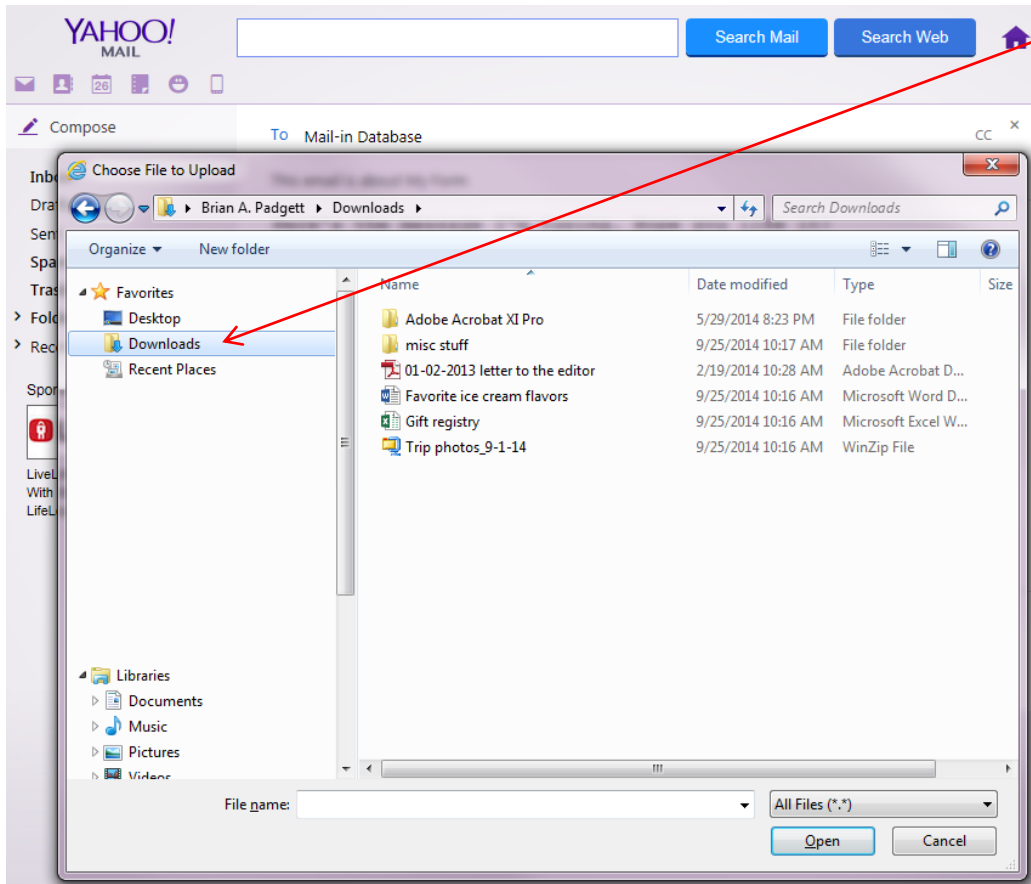
**Step 3**

Click on top of the paper clip button. The "Choose File to Upload" box displays.



## Step 4

Click "Downloads" in the left side of the window. The contents of your Downloads folder are displayed:



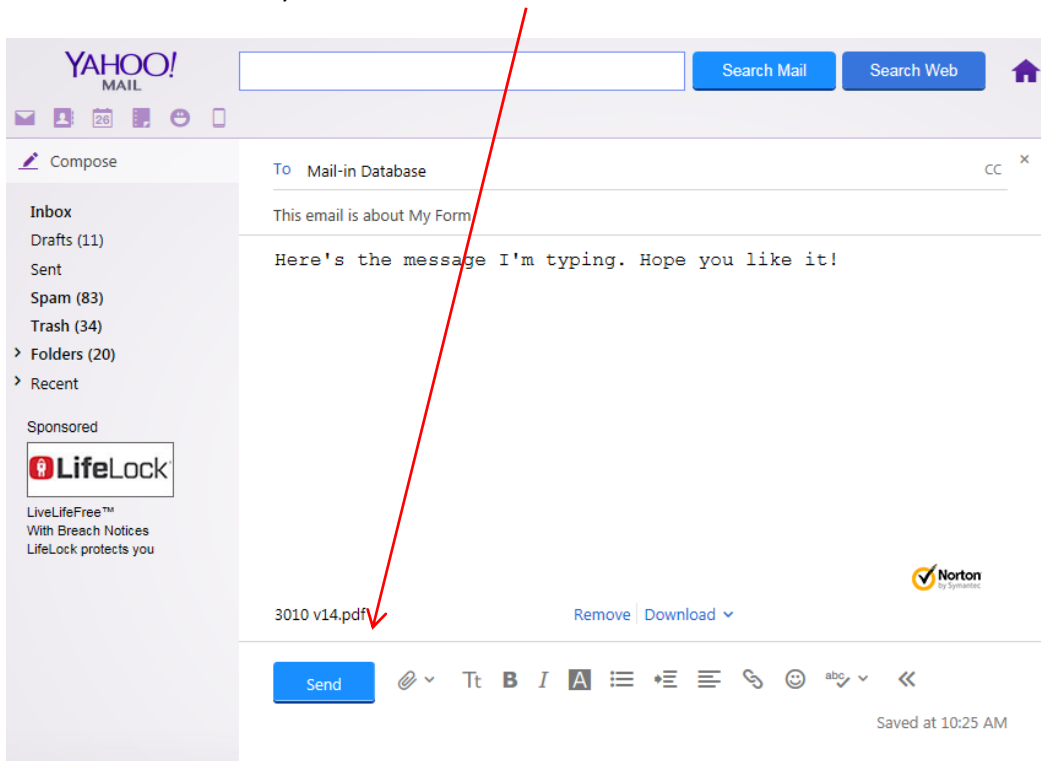
# Work Comp Associates, Inc.

Florida's Premier Source for Workers' Compensation Coverage & Information

© 2014 Work Comp Associates. All rights reserved.

## Step 5

Click once on the file in your Downloads folder that you want to attach, and then click Open. The file is attached and shows in your email like this:



## Step 6

If you have any more files to attach, repeat steps 3 through 5 above to attach them.

## Step 7

When you're done, click the blue "Send" button. The email is sent to us.

