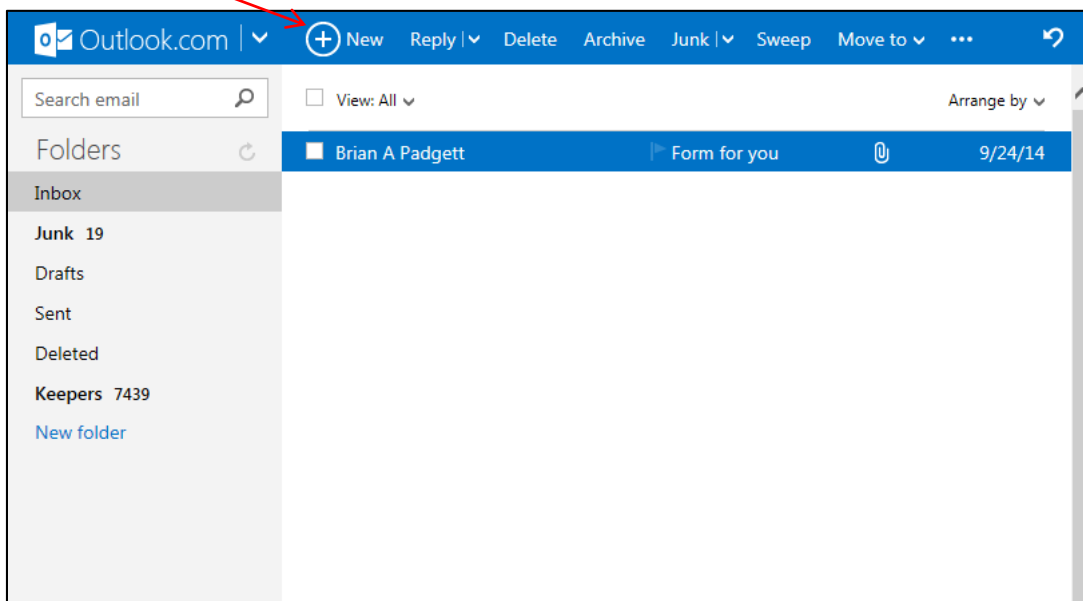


Emailing Attachments to WCA with Microsoft Mail

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

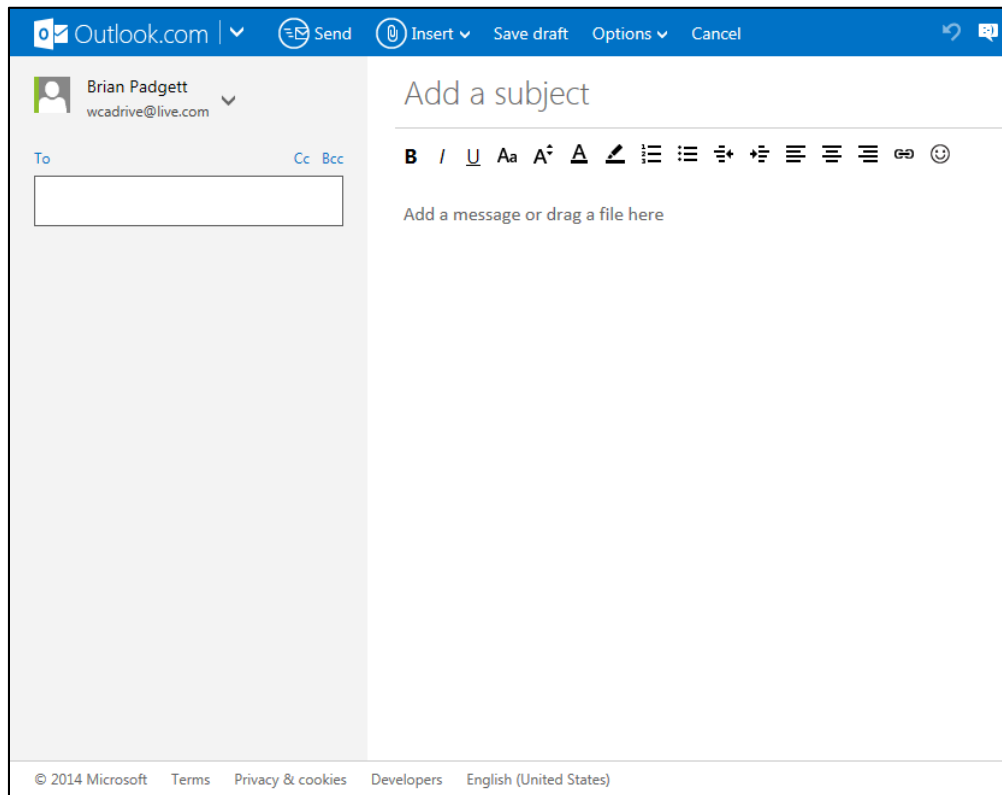
For Starters

When you're logged into Microsoft Mail (like Hotmail, MSN, or Outlook.com), you will see the word "New" at the top:



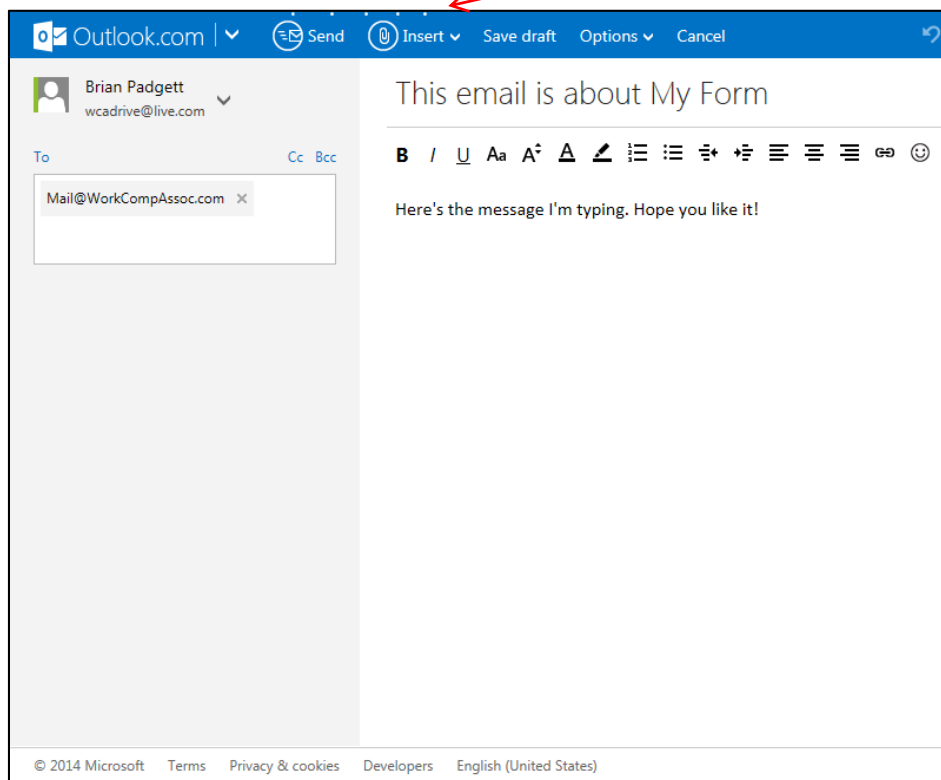
Step 1

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



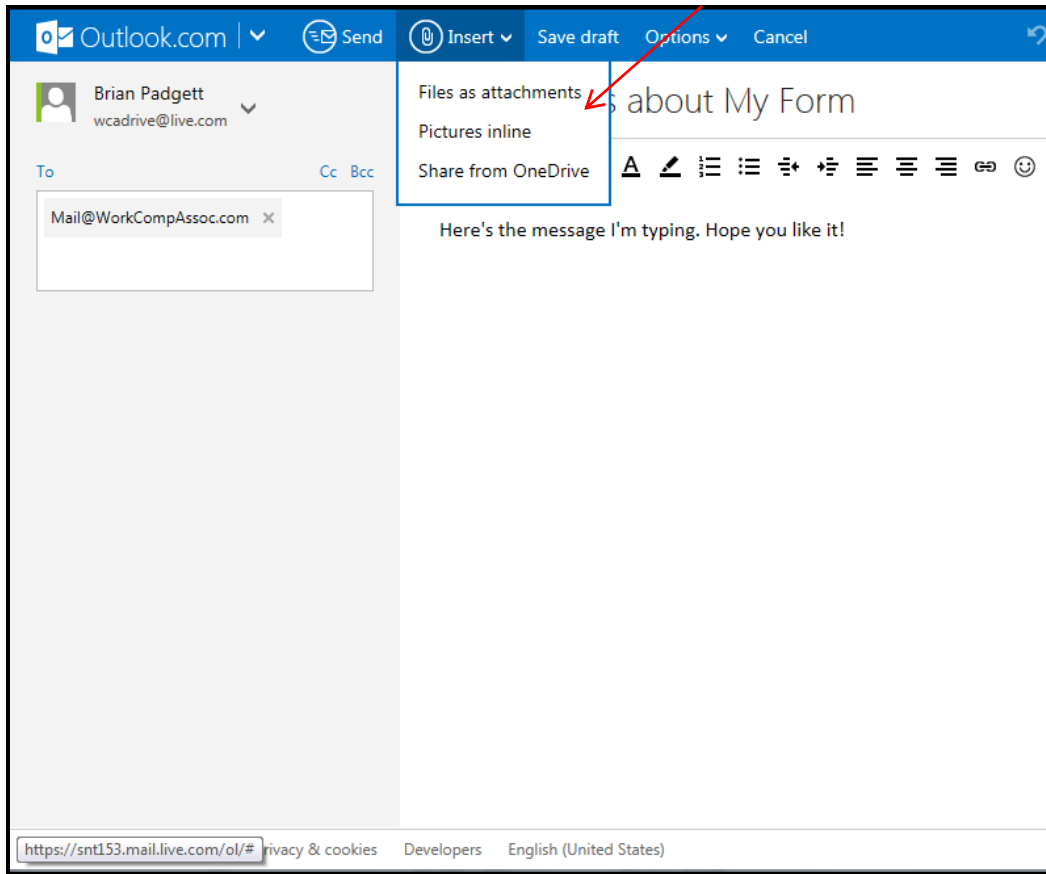
Step 2

Enter "Mail@WorkCompAssoc.com" for the "To" address. Enter a subject and message text if you wish. Then click the word "Insert" at the top of the new message:



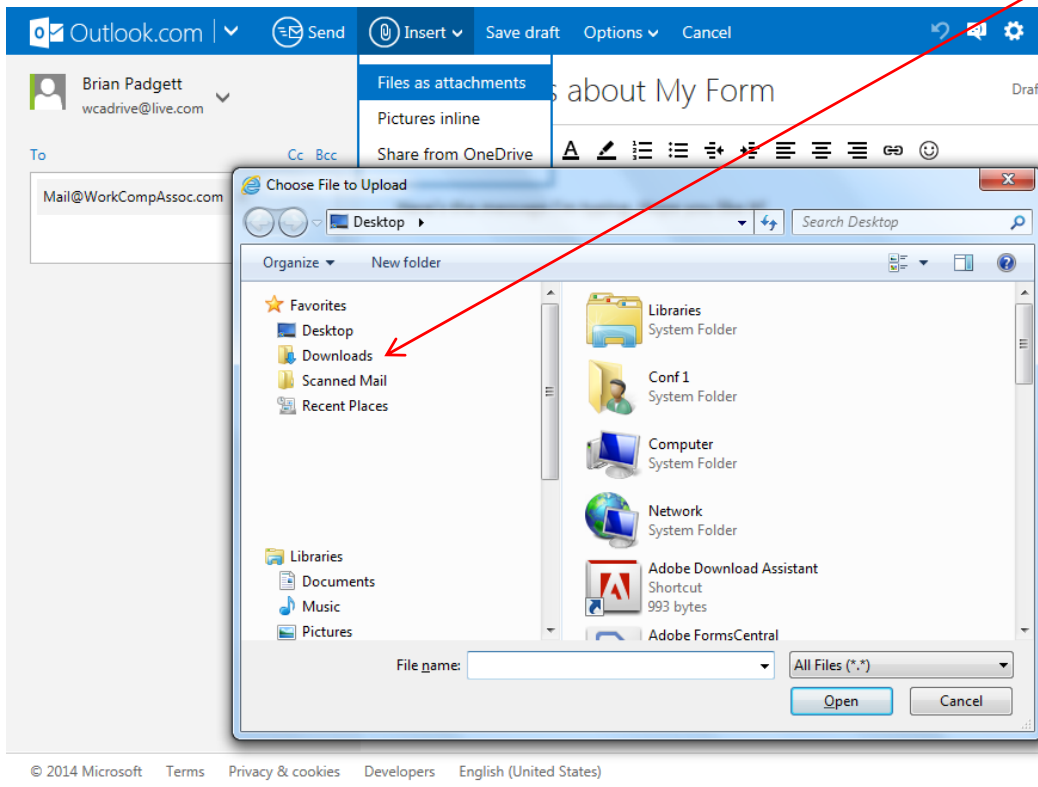
Step 3

Some options display. Click the option for “Files as attachments”:



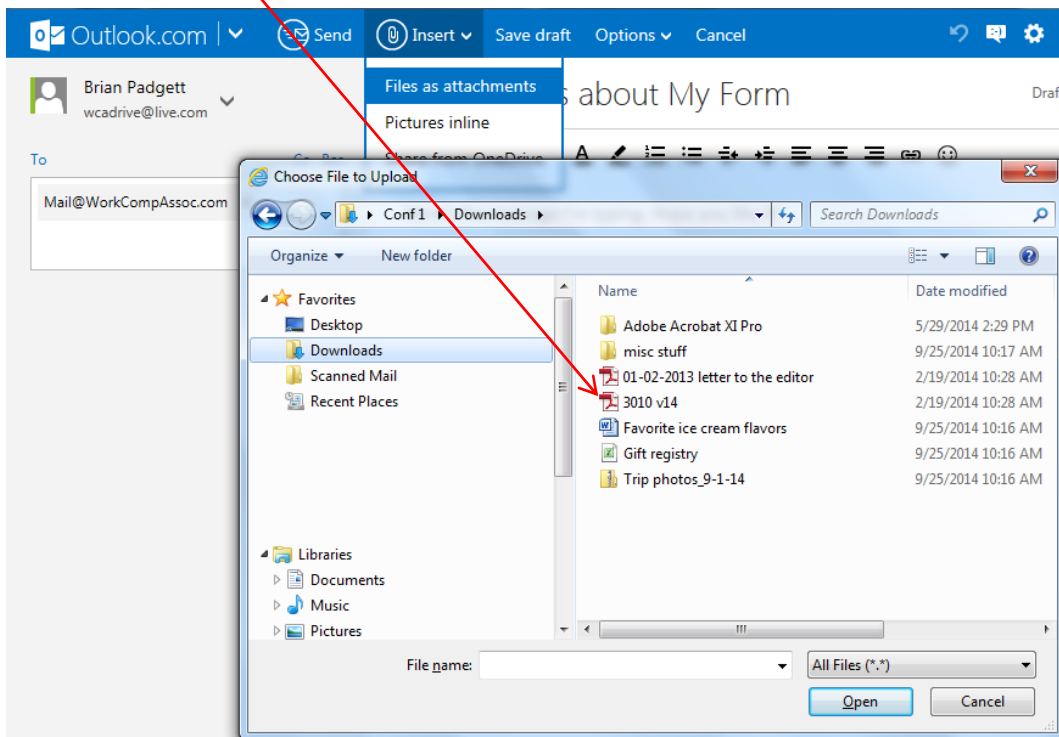
Step 4

The "Choose File to Upload" box is displayed. Click "Downloads" in the left side of the window:



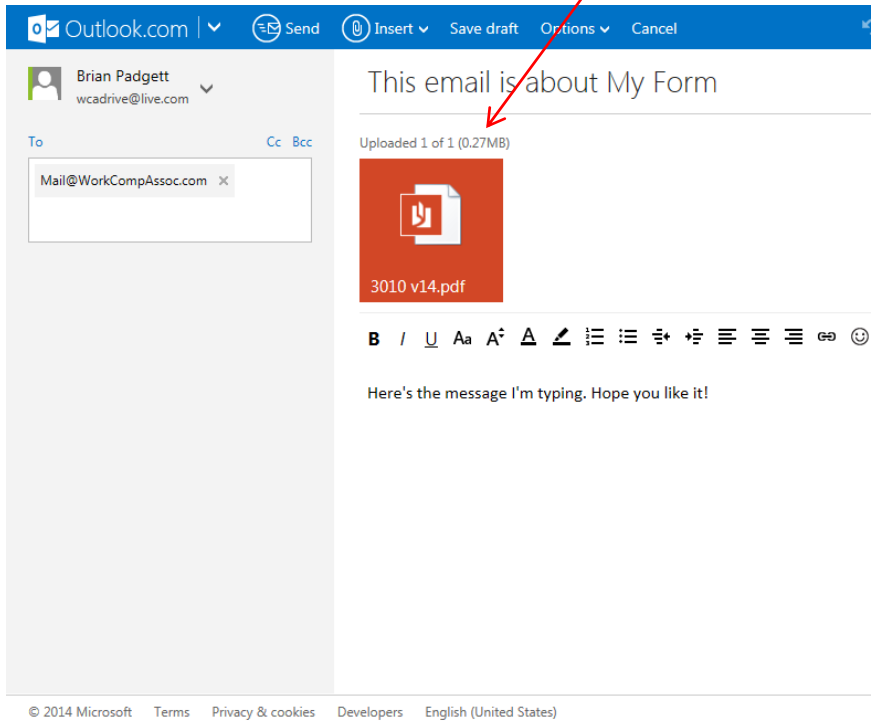
Step 5

The contents of your "Downloads" folder are displayed. Click once on the file that you want to attach, and then click Open:



Step 6

The file is attached and shows in your email like this:



Step 7

If you have any more files to attach, repeat steps 2 through 5 above to attach them.

Step 8

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