

ADDING ATTACHMENTS IN PANTHERMAIL

ABOUT PANTHERMAIL

PantherMail is Georgia State University's campuswide email system for students. PantherMail is hosted by Windows Live and includes new features such as Mail, Spaces, and Calendar. The system is user-friendly and customizable.

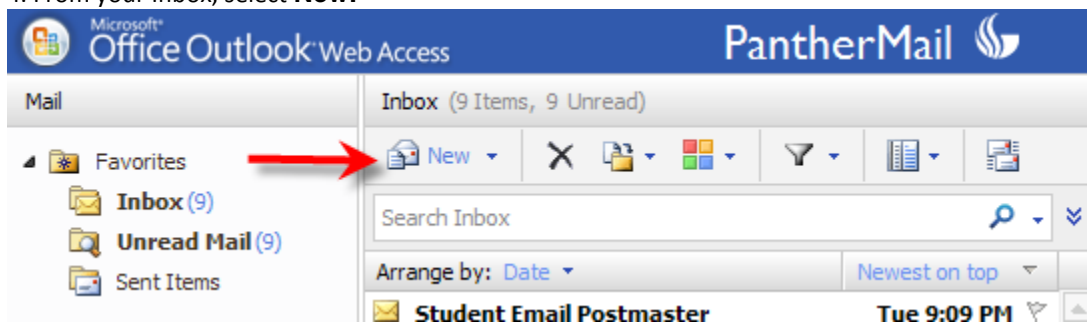
GETTING FAMILIAR WITH THE PANTHERMAIL ENVIRONMENT

The purpose of this documentation is to familiarize you with the PantherMail environment. PantherMail has many features, including Mail, Calendar and Contacts, which are all easily accessible from the email home page. Before using this guide, login to PantherMail using your email address and student number. For more information about logging in, click [here](#).

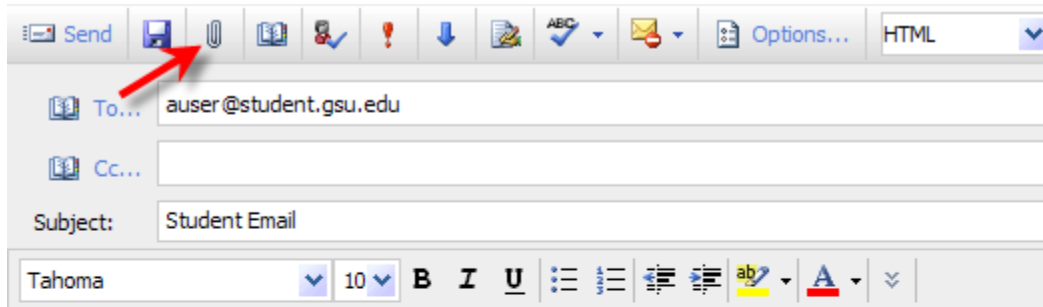
ADDING ATTACHMENTS

Follow the steps below to add attachments to an email in PantherMail.

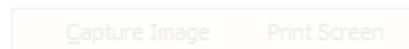
1. Using your email address and password, login to the PantherMail.
2. From the home page, select **Mail**.
3. Select **Inbox** from the email sidebar if it is not already selected.
4. From your Inbox, select **New**.



5. Compose your message by entering the recipient's address, the Subject heading and message body.
6. Click **Attachments...**



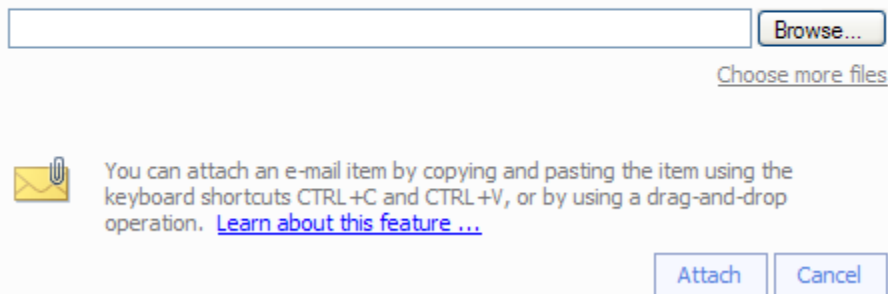
Welcome to PantherMail.



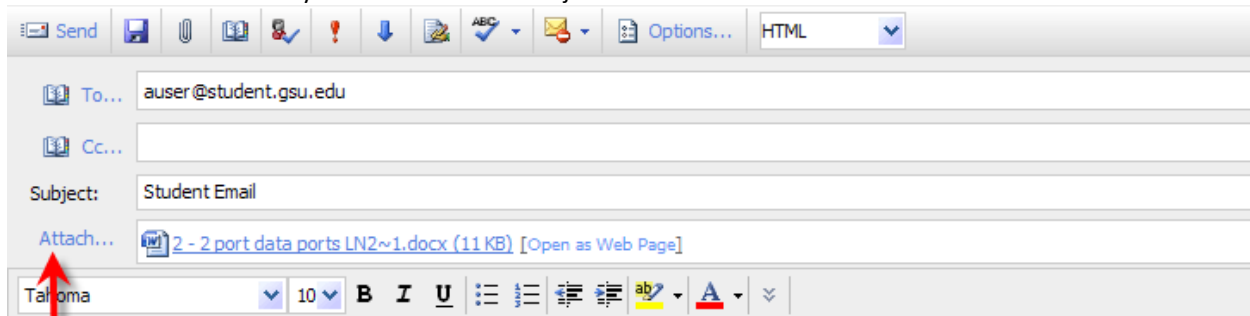
7. When you click the attachment icon, an Attach Files Webpage Dialog box will appear. Click **Browse**.
8. Select the correct the file, and verify that the file is present and click **Attach**.

Include Attachments

To include an attachment, click Browse, and then select the file. After you have selected the file, click Attach. The file will be uploaded to your message.



9. Once the file is attached you see it under the subject line.



Welcome to PantherMail.

11. The file is now attached to the email message. When you are finished editing the message, click **Send**.

FURTHER SUPPORT

[Capture Image](#) [Print Screen](#)

Further support for using PantherMail is available from the IS&T Help Desk at 404.413.4357.