

## Downloading Internet Files to your Computer

1. Click on the file to download (a box may pop up asking you if you are sure you want to open this file, if you trust the source click yes)
2. A box will pop up and ask you if you want to **Open** or **Save** the file, **click Save**.
3. Choose the location where you would like to save the file (make sure you remember where you saved the file so that you will know where to go to attach it later). You can rename the file here if you want to.
4. **Click Save**
5. Another Box will pop up, from here you can either open the file (click **Open**) or close the box (**Close**)

## Filling out the Excel Form

1. Open the form you saved either by going to the file *directly and double clicking* or go to **Excel/File/Open**
2. Find the file, select it and click **Open**
3. Fill out the form, then **Save**

## Sending Attachments through E-mail

You can send the attachment 1 of 2 ways:

1. *This option can only be used if you use Outlook or Outlook Express for your e-mail.*
  - a. With Excel and the file still open (after you've saved it) go to **File/Send To/Mail Recipient (as Attachment)**
  - b. A new email box will pop up, type in the e-mail address
  - c. Click **Send**
2. *This option can be used no matter what you use for your e-mail (aol, hotmail, yahoo, outlook, etc.)*
  - a. **Open** your e-mail
  - b. Create a **New Message**
  - c. Type in the e-mail address and subject
  - d. Click the *paper clip, button that says attachment or a drop down box that says attach*
  - e. You want to **Attach a File**
  - f. Click **Browse** and find the file you want to send
  - g. Click **Open**
  - h. Click **Attach**
  - i. Click **Send**