

English 345: Women Filmmakers

Instructions for Email Attachments

If you plan to submit a written assignment option this Friday by 4:00 p.m., you may either bring the essay in hard copy to my office (Padelford A-305), or you may submit it via email as a **Word for PC** attachment. If you have a Mac or use a word processing program other than Microsoft Word, then you will need to save your document in rich text format. To do this, choose “rich text format” in the “save as type” box when you save your essay.

To send a document as an email attachment, from WebPine (the web email you access through “My UW”), do the following:

- Choose **Compose**
- Select **Attach File**; in the **Add an Attachment** box that appears, click **Browse** to find your file
- Click **Attach File**; you will return to the compose window
- Address the email to me (kgb@u.washington.edu), and send a copy to yourself
- Click **Send** to send the messages; you’ll get a box asking you to verify the addresses; click **Send** again

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