

## Email 201

### Common tasks that give people problems

#### Opening attachments:

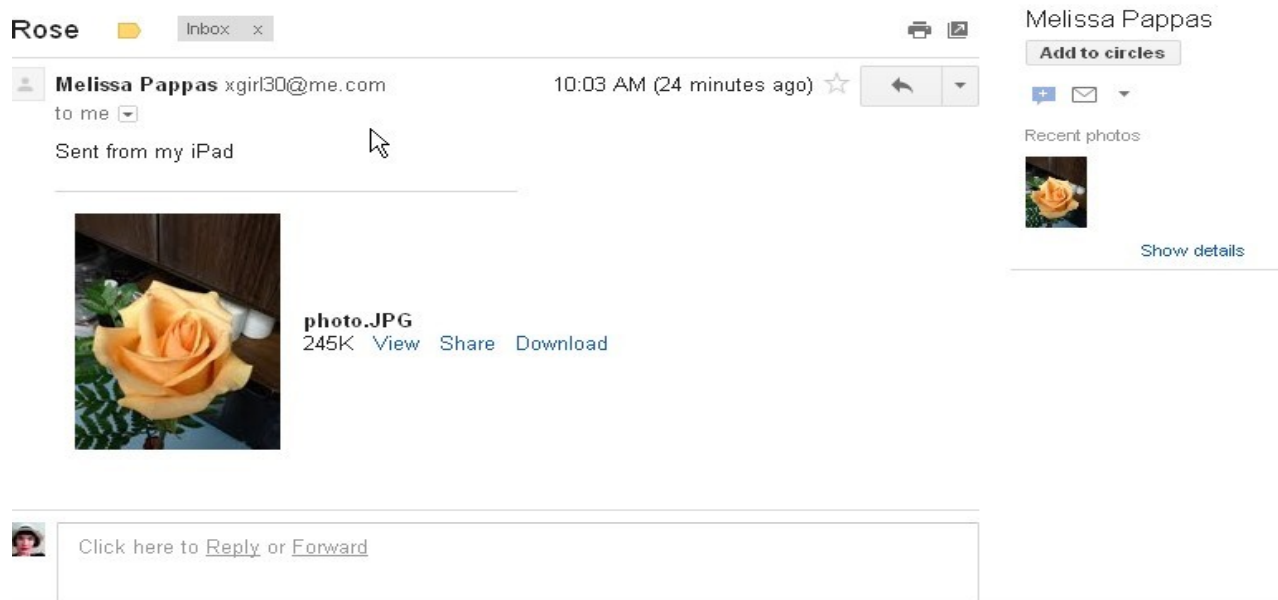
It is very likely you will receive emails with files attached. The most common types are PDF files, Office documents (.doc, .xls, .ppt, .docx, .xlsx), and photo files (.jpg, .gif, .png, .tiff, .bmp)

You also might receive music and video files. (mp3, mp4, mpeg4, wmv, wma, rmv)

Be careful opening any attachment you weren't expecting to receive. This is especially true for office files and .exe files. Both of these can contain hidden viruses or malware. If you have any question about a file you receive the best thing to do is email the sender back and ask if they meant to send the file. (Some viruses can take control of the email program on an infected computer and send emails without the owner's knowledge.)

If you want to open an attachment it is very simple.

First, photo files.

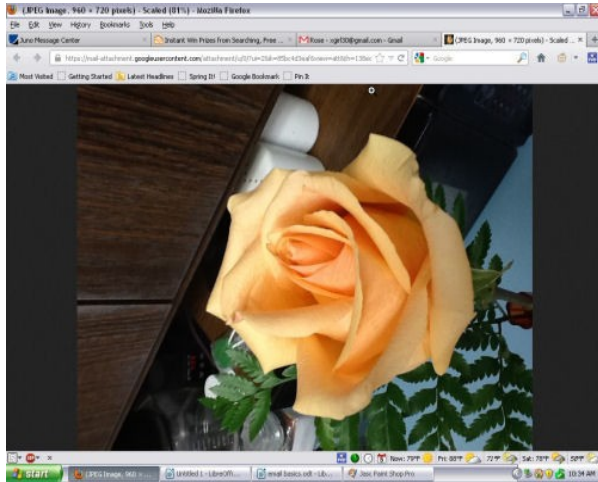


Here is a typical email with attached photo.

Next to the image are options for viewing and downloading it.

**photo.JPG**  
245K [View](#) [Share](#) [Download](#)

If you click on the view link the image will open in a new tab.



Here is an example of what that will look like.  
This works the same in both Windows and Linux.

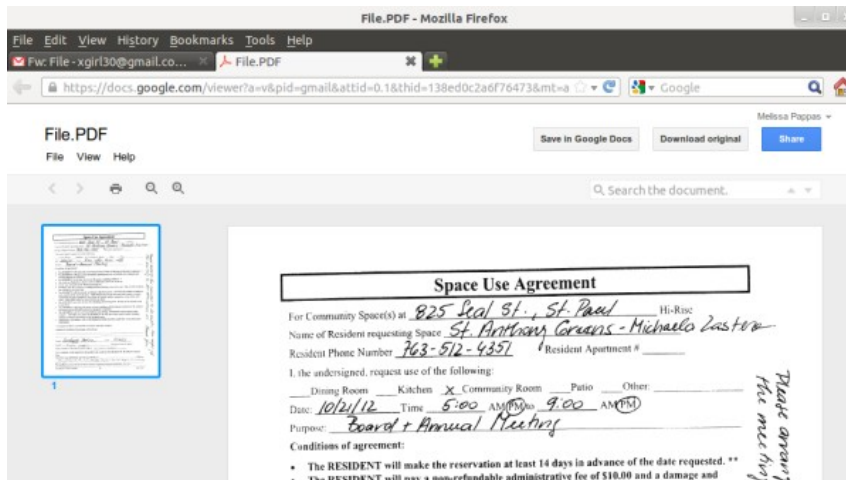
Viewing a PDF file is similarly easy.

In Gmail you will see a link like this in the email message.



Click here to [Reply](#) or [Forward](#)

Clicking on view will open the file in Google Docs.



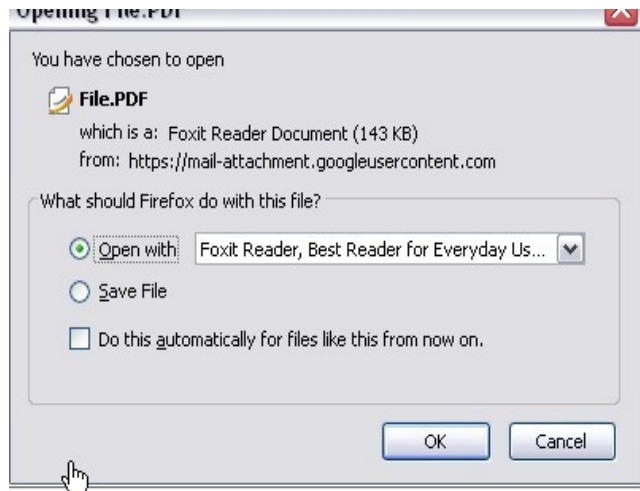
There are options at the top of the window for downloading or saving the file.

Save in Google Docs

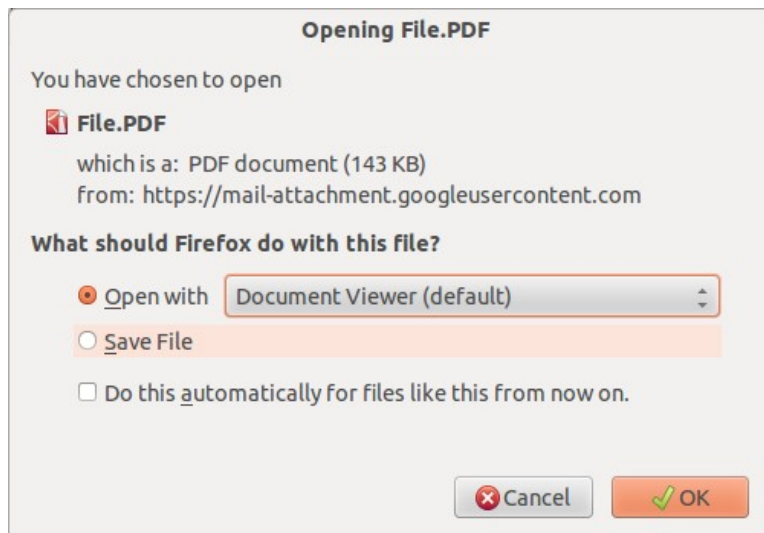
Download original

Share

If you click on the download link you will see this box in Windows:



And this one in Ubuntu:



In Ubuntu the Document Viewer program is fine for viewing PDFs and printing them. The options for opening other types of files will be very similar. If you're not sure which program to use here are some suggestions.

Office files: Microsoft Office, Libreoffice

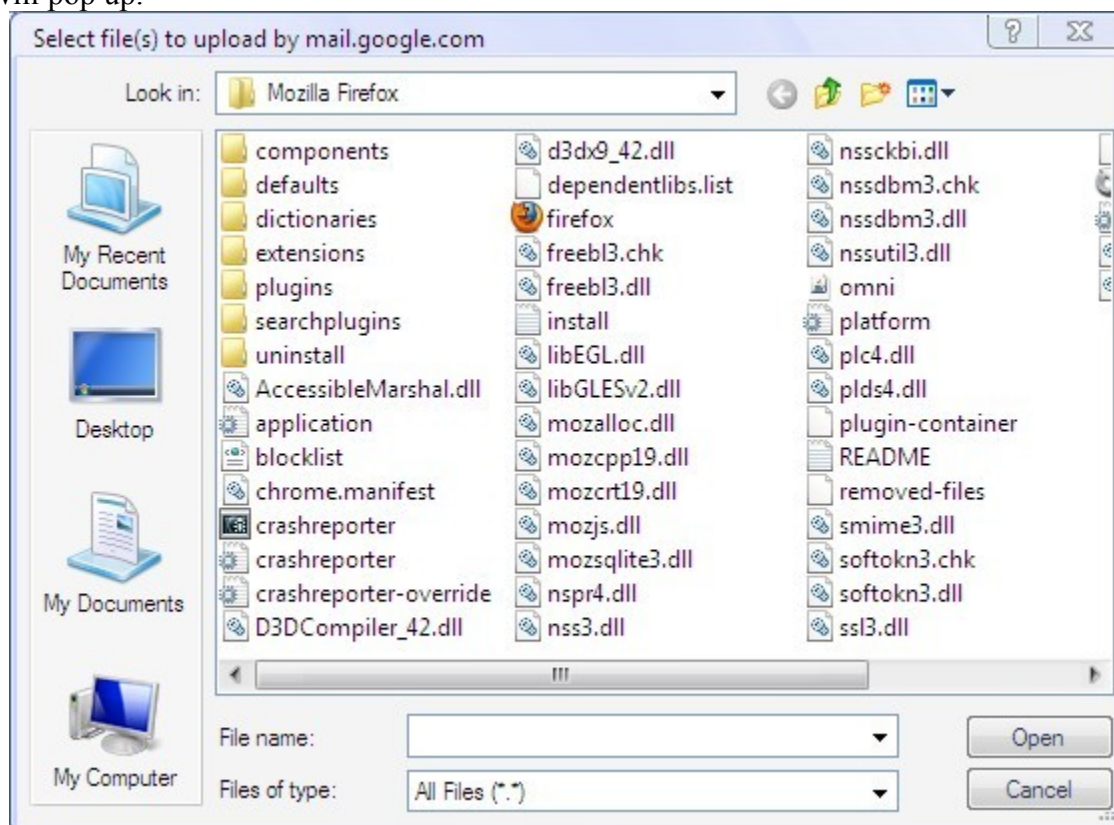
Music and video files: Windows Media Player, VLC media player

PDF files: Foxit reader, Adobe Reader, Ubuntu Document Viewer

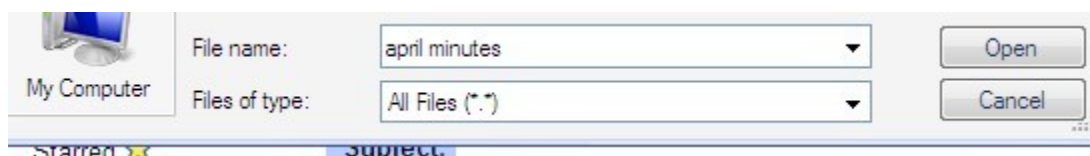
Attaching a file to an email:

To attach a file to an email click on the attach a file link below the subject box.

A box will pop up.



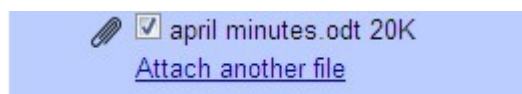
Use the drop down menu at the top to choose the location and then choose the file you want to attach to the email.



Click on it and then click open.

The file will be uploaded and attached to your message.

Click on the attach another file link if you have more files to add.



This should work the same in Ubuntu.