

The image shows a presentation slide with a yellow header bar. On the left of the header is the 'The LISTEN Project' logo, and on the right is the 'UNIVERSITY of TENNESSEE HEALTH SCIENCE CENTER' logo. Below the header, the text 'BOLT: Brief Online Learning Tutorial' is centered. The main content area features the title 'How to Send an E-mail attachment' in a large, black, sans-serif font. To the right of the title is a large, semi-transparent icon of a stethoscope with a white RSS feed symbol in the center, all contained within a rounded square with a gradient from orange to yellow. The icon has a reflection effect below it.

This is a Brief Online Learning Tutorial (or BOLT) brought to you by the LISTEN project, a HRSA-funded project focused on improving the information literacy competencies of nursing students and professional nurses.



In the clinical setting it is important to understand how to send and receive information electronically so you can collaborate effectively with other health care professionals. In order to send different types of information electronically you will need to attach them to an e-mail. This BOLT will walk you through the steps of how to attach items to an e-mail.

What is an e-mail attachment?

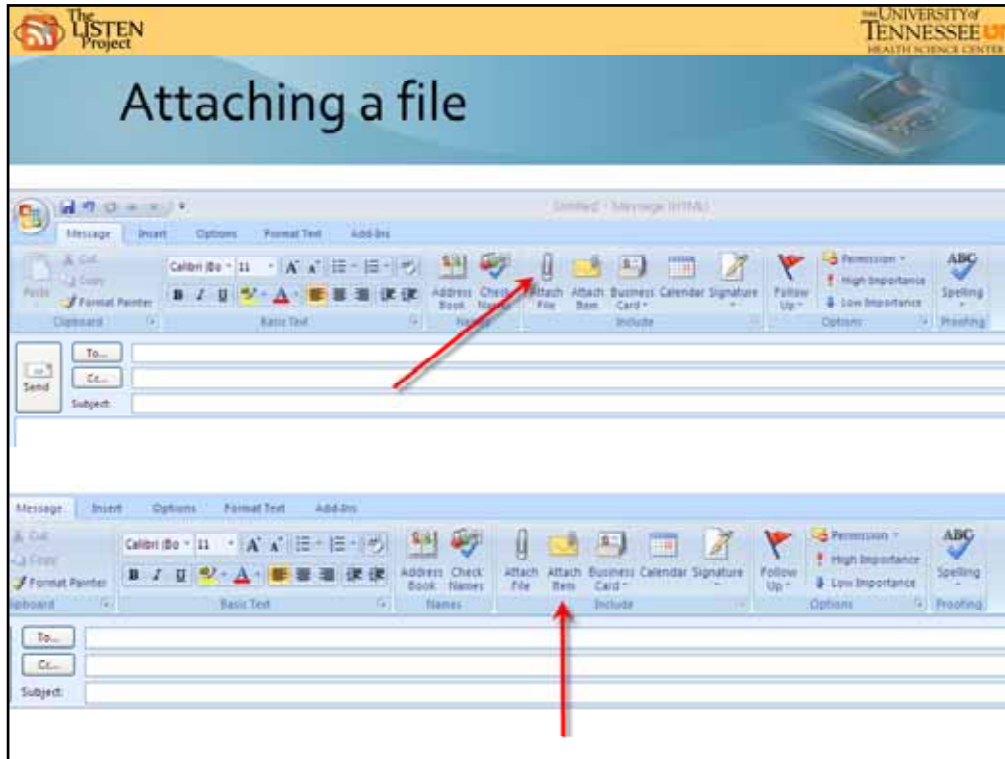
Attachments can be

- ✓ written documents
- ✓ messages
- ✓ folders
- ✓ ext files
- ✓ pictures



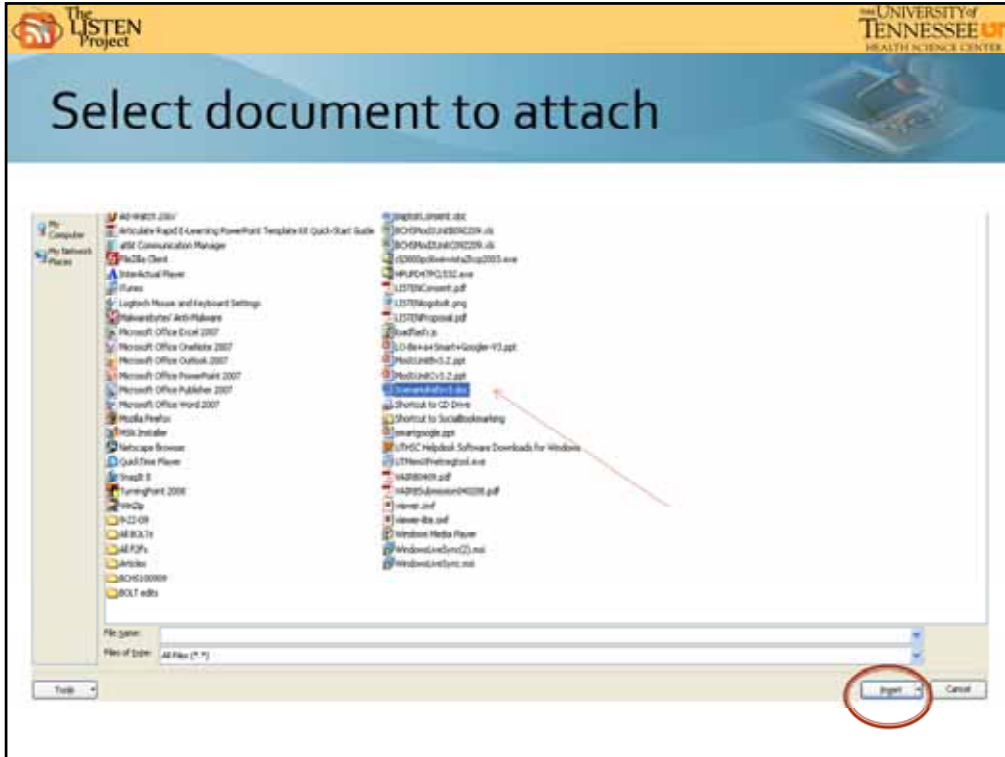
The process of attaching something to an e-mail creates an “attachment”. The process is much like physically attaching papers together with a paperclip, except the items that are attached are various electronic files, such as, pictures, audio files, and various types of computer documents.

Examples used during this learning example will focus solely on how to attach document files to an e-mail.

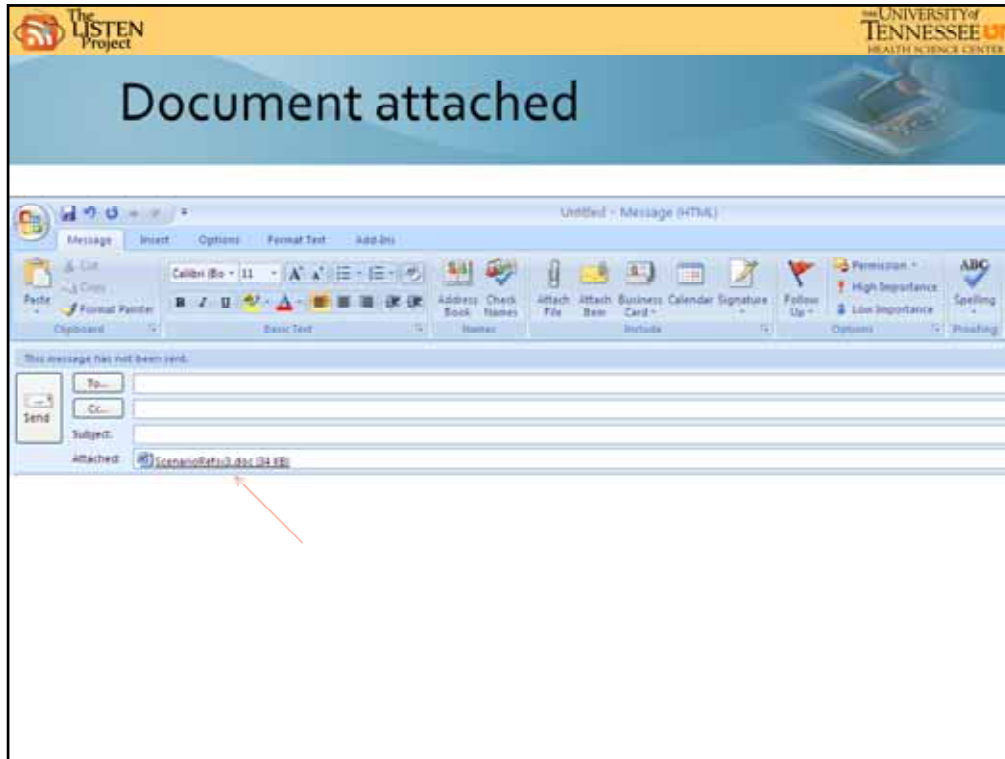


Once you have opened the new e-mail to be sent, Notice how the red arrow is pointing to a paperclip icon on the top row. Click the paperclip to attach a document, link, or various other files.

The second image below has an arrow pointing to an envelope with a paperclip - this icon is for attaching e-mails themselves.



Left click on the document you would like to attach. Then click the Insert button on the bottom right of the screen.



Verify that the document you have uploaded is the correct document you want to send - then enter the To... e-mail address, add e-mail addresses for anyone you want to Cc (carbon copy) the e-mail to, fill in the subject line, complete your e-mail message, and finally, click "Send". This BOLT has helped provide you with the knowledge base to e-mail attach any document you want to share with colleagues. The Cc feature allows you to send the attachment to multiple people at the same time.

For more information visit:
<http://www.listenuphealth.org>

THE LISTEN PROJECT
 Learning Information Seeking and Technology for Evidence-based Nursing

Home

LISTEN: Learning Information Seeking and Technology for Evidence-based Nursing practice

Nurses with good information literacy competencies are able to provide evidence-based nursing practice resulting in positive patient outcomes. Most nurses, however, do not possess necessary attitudes, knowledge, and skills in information technology, nursing informatics, and information literacy.

Patients, and patient care, suffer!
 Employers suffer!
 Nurses suffer!

The Learning Information Seeking and Technology for Evidence-based Nursing practice (LISTEN) project is designed to improve information literacy competencies of student and professional nurses. We are doing this by preparing:

- a series of online learning modules,
- web-based resources, and
- interactive opportunities to learn more.

The LISTEN Project is designed for adult learners who have:

- varying professional backgrounds
- different learning styles
- diverse attitudes, knowledge, and skills

in information technology, information seeking, and information application.

Tip of the Week:
Searching PubMed Using Author's Name
 View PubMed's tutorial on how to search for articles or abstracts by using an author's name.
[Click here for Prior Tip of the Week](#)

Continue to visit the LISTEN website, at listenuphealth.org, for **other** helpful tips on using technology; and, seeking, evaluating, and applying information in nursing to support evidence-based nursing practice.

Developed by Samantha B. Miles, MSN, RN LISTEN Clinical Champion

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