

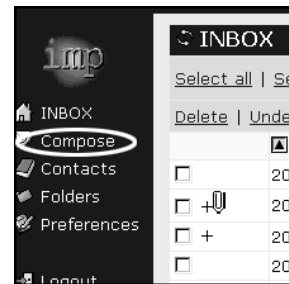
# User Services

**October 2001**

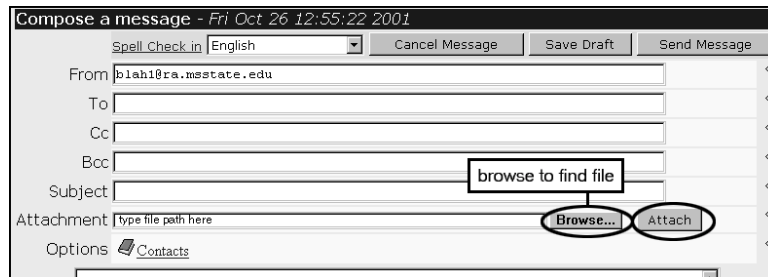
## Attaching a File Using IMP Webmail

**IMP (IMAP webMail Program)** is a Web-based email program that MSU students use to check their MSU student email account. IMP is similar to other Web-based email systems available on the Internet, however, it is targeted to MSU users. Advantages include on-campus support, increased security, and better performance for the MSU user community. IMP's "point-and-click" interface allows user to access their account from any computer that is connected to the Web. This factsheet will provide step-by-step instructions on attaching files using webmail.

1. Log in to IMP at [webmail.msstate.edu](http://webmail.msstate.edu) (for more information on how to log in, see the ITS factsheet entitled *Using Webmail to Access Student Email*). After you are logged in to your email account, click on the **Compose** button.



2. When the **Message Composition** dialog box appears, find the field labeled **Attachment**. Within the field, either type the path for the file you would like attached, or click the **Browse** button at the end of that field. Clicking **Browse** will allow you to locate files on your local hard drive that you want to attach.



3. After selecting the file that you want to be attached, it will appear in the **Attachment** field. Then click the **Attach** button.
4. After clicking the **Attach** button, your file will appear in the **Attachments** section along with the file size. Your file is now attached and will be sent with that email.



5. To remove the attachment, select the checkbox beside the attachment and click the **Remove Attachment** button and you file will no longer be attached.
6. Congratulations, you have successfully attached a file using IMP Webmail.

### Contact Information:

Voice: 325-0631

E-mail: [helpdesk@msstate.edu](mailto:helpdesk@msstate.edu)

Web: [www.its.msstate.edu](http://www.its.msstate.edu)