DOWNLOADING EMAIL ATTACHMENT TO A FLOPPY

1. Put a floppy diskette into the A: drive (if this is your 3.5 floppy drive).
2. Click on the ATTACHMENT or DOWNLOAD tab at the bottom of the email.   A box will pop up on the screen. At the top is a small box with SAVE TO: , this should say Floppy A:. If it doesn't click the down arrow and select the Floppy A:
3. The name of the file being downloaded will be placed in the box at the bottom.
4. Click SAVE. The file will be saved to your diskette in the A: drive.
5. Now check it for viruses before opening. (Right Click START and select SCAN FOR VIRUSES)

To look at a file on a floppy disk:
1. Click START...RUN...click BROWSE.
2. If you do not see the file listed in the box that opens, click the down arrow at the bottom and select ALL FILES.
3. Now, select the file you want to see and click OPEN or just doubleclick the file name.

Revised 6/15/2009 JMM