

HOW TO DOWNLOAD A FILE FROM AOL 3-4.0:

Download the Attached File:

1. Sign on to AOL and Open the new e-mail
2. Click on DOWNLOAD NOW (Download FILE in 3.0) button...The “Download Manager” comes up
3. Click the SAVE button...after a moment you will see a message telling you that it “...has been transferred”. (It will be downloaded to the: ‘C:\AOL*\Downloads’ directory.)
4. Click OK on that message.

Now let’s get your newly downloaded file:

5. Click on START
6. Click on Windows Explorer and navigate to: “C:\AOL*\Downloads”
7. You should see the file that you have downloaded...double click on the file to open it...that’s it!

TO ATTACH A FILE TO AN E-MAIL IN AOL:

1. Open a new e-mail
2. Click on the ATTACHMENT (ATTACH in AOL 3.0) button.
3. Locate file that you wish to attach and choose Open or OK.
4. Finish filling out the E-mail as usual.
5. Click SEND...you will notice your file being sent at this point.

DEFINITIONS:

Download: “To retrieve a file sent to you from another computer to yours”

Attached: “A file that rides piggy back with your e-mail”