Adding Attachments

1. Follow the steps in *Creating Messages* to create a new message.
2. Near the bottom of the **Create Message** screen, click **Add Attachments**.
3. Using the **Get Files** utility, locate the files you want to attach to your message. For more information, please refer to the *WebCT: The Basics* document.
4. Click **OK**. The files you chose are added to the Attachments section.
5. To attach additional files, repeat steps 2 through 4. To remove an attached file, click the **Remove attachment** button next to the file you want to remove.
6. Click **Send** to send the message to the recipients with your attachments.