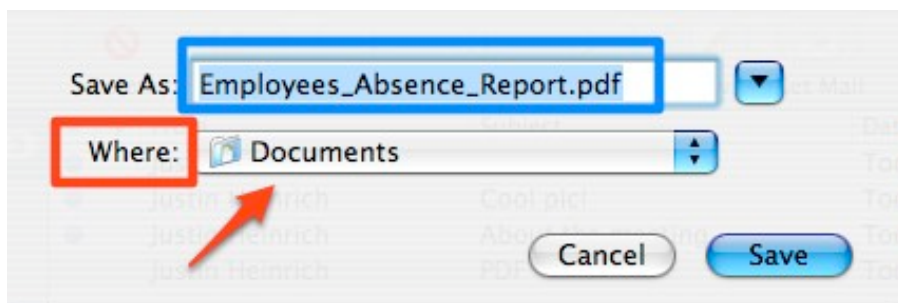
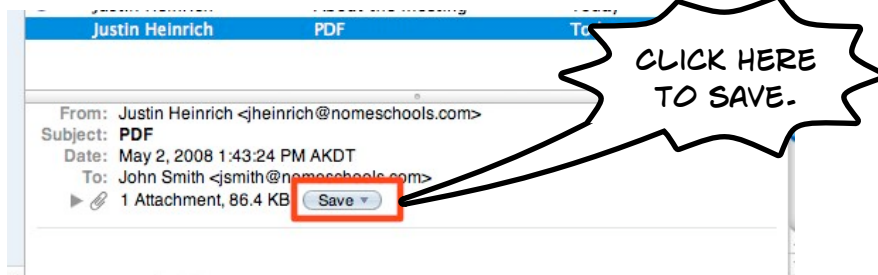


EMAIL ATTACHMENTS

HOW TO SAVE THEM...

WE GET PICTURES AND DOCUMENTS IN OUR EMAIL OVER THE YEAR. HERE IS A GOOD WAY FOR YOU TO SAVE THOSE PICTURES AND DOCUMENTS TO YOUR COMPUTER'S HARD DRIVE SO YOU CAN BACK THEM UP AND DELETE THE EMAIL FREEING UP SPACE IN YOUR EMAIL ACCOUNT.

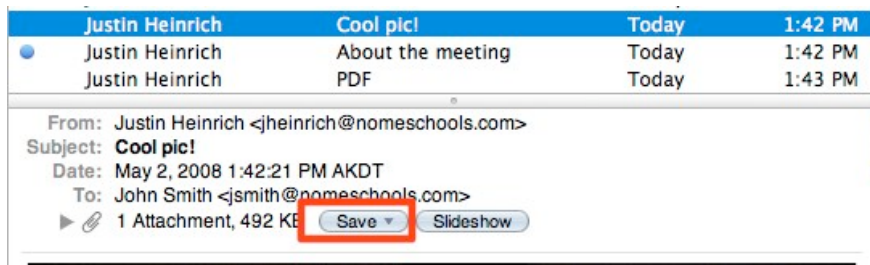
AS YOU CAN SEE, THERE IS AN ATTACHMENT IN THIS EMAIL. TO SAVE IT, CLICK ON THE "SAVE" BUTTON THAT IS AFTER THE NAME OF THE



YOU NOW CAN CHOOSE WHAT TO SAVE IT AS, AND WHERE TO SAVE IT.

PICTURES CAN BE IMPORTANT DIRECTLY TO YOUR IPHOTO IN A SIMILAR WAY.

CLICK AND HOLD ON THE SAVE BUTTON ON YOUR EMAIL.



A WINDOW WILL DROP DOWN AND A LIST OF OPTIONS WILL SHOW. AT THE BOTTOM IS "ADD TO IPHOTO" CLICK ON THAT AND MAIL WILL IMPORT YOUR PHOTOS TO IPHOTO. WITH THE PHOTO'S SAFELY IMPORTED, YOU CAN DELETE THE EMAIL AND FREE UP SPACE.



HOW TO ARCHIVE

YOUR MAILBOXES



Archiving mailboxes

You can archive (create a backup copy) of a mailbox so you can retrieve messages if needed.

To archive a mailbox:

- 1 Select one or more mailboxes to archive.
Shift-click to select mailboxes that are next to each other in the list, or Command-click to select mailboxes that are not next to one another.
- 2 Choose Mailbox > Archive, or choose Archive from the Action pop-up menu (looks like a gear) at the bottom of the sidebar.
- 3 Choose a folder or create a new folder where you want to store the archives, and then click Choose.
Mail archives the mailboxes as .mbox packages. If you've already archived a mailbox, Mail does not overwrite the existing file but appends a number to the filename to create a new version of it.

If you need to restore messages, you can import an archived .mbox file as "Mail for Mac OS X."

Importing messages

If you set up Time Machine to back up files, you can use it to recover previous versions of a mailbox.

Recovering mailboxes and their content