

Sending Attachments to Yourself with Web Mail

It is really easy to send files to yourself as attachments with e-mail. You can log on to WebMail here, and you can log on to it at home the same way if you can connect to the Internet. **If you have the same applications as we do here at school**, you can open and edit the attachments you send to yourself at home, then save your changes, and send the edited file back to yourself here at school. It takes away the need to carry something like a floppy disk, cd, flash drive, or Alpha Smart, (all of which can be lost or broken), back and forth from home to school and vice-versa.

Here's what you do to send yourself an attachment from school:

1. Open WebMail.
 - a. You could just type the URL: <https://webmail.pdschools.org/src/login.php>
 - b. or you can get there from the Tavelli home page: Click the tiger, resources, then the Web Mail button.
2. Log in with your regular login and 4-digit password unless it has been changed.
3. Click Compose near the top of the window.
4. Type your own login in the To: box.
5. Type Homework in the Subject: box.
6. At the bottom of the compose window, you'll see an Attach: box with a Browse button by it.
7. Click on the Browse button.
8. Click the Look in...: dropdown menu and find the file you want to attach and work on.
9. When you've found the file you want to attach, double click on it. It should appear in the attach box. If you don't want to attach any more files, then you can click the Send button. If you want to attach more files, click Add and repeat as many times as you need.
10. You have now sent yourself the attachment. It will be in your INBOX until you delete it. You can now go home and log in to WebMail and follow the next steps.

Saving an attachment at home and resending it to yourself at school:

1. Open WebMail the same way you did it at school. The Tavelli web site URL is as follows:
<http://schoolweb.pdschools.org/tavelli/>
2. Click the tiger, Resources, then the Web Mail button.
3. Log in.
4. Open your Homework e-mail.
5. Near the bottom of your window, under Attachments, you will see what you attached at school. To the right of it, you will see the download application link. Click on it.
6. Click the Save in...dropdown menu and save the file where you want to save it.
7. Minimize the Web Mail window and open the file you just downloaded.
8. Work on your file and save the changes you make.
9. Click the PSD WebMail button on you taskbar.
10. Click Compose near the top of the window.
11. Type your login in the To: box
12. Type Finished Homework in the Subject: box.
13. Click the Browse button near the bottom of the window.
14. Use the Look in...: dropdown menu to help you find the file you were just working on and double click on it.
15. If you don't want to attach anything else, click the send button. If you want to attach more files, click Add and repeat as many times as you need.
16. You will now have this file in your INBOX. It will be there until you delete it.
17. When you get back to school, download the attachment and replace your old one with it.