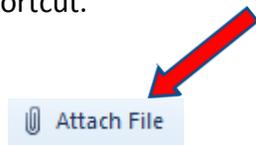


**In all email programs such as Gmail, Yahoo! Mail, Hotmail, Outlook, and Mail– You will want to keep an eye out for a paperclip icon, the universal image for attachments in email.**

**Step 1**– Open the email program (Gmail, Yahoo!Mail, Hotmail, Outlook or other).

**Step 2**– Open a new email message window, usually by clicking the “New Message” or “Compose Email” icon or the CTRL+N keyboard shortcut.



**Step 3**– Click on the icon with the paperclip that says “Attach a file” or something similar. A pop-up window will appear that displays computer’s folders and files.

**Step 4**– Browse through the computer’s folders to locate folder called “Data Logger Downloads” (typically housed on the desktop) or “My Logtag Data” and click to select the files you want to attach. Always attach a .ltd (log tag file)  **not PDF.**

 1060000872 Started 2-28-2013, Finished 3-4-2013.ltd

**Please Note: Downloaded files are typically found on the desktop. If you cannot locate the folder on the desktop, click “Start”. Select “Search programs and files” and type in “My Logtag data” and press enter. The location of the folder should appear. Return to the email program and repeat step 4.**

**Step 5**– Click “Open”, “Choose File” or another similar button to attach the file to the email.

**Step 6**– Compose your email (address it to [ahs.vdhimmunizationprogram@vermont.gov](mailto:ahs.vdhimmunizationprogram@vermont.gov)) and click “Send”.

