

Lesson 2: Working with an attached file



Working with an attached file



[View video](#)

You can use Office Communicator to send and receive files. As with Outlook, certain file types, such as executable files (.exe) and Access files (.mdb) are blocked and cannot be sent as attachments.

In this lesson, you will learn how to:

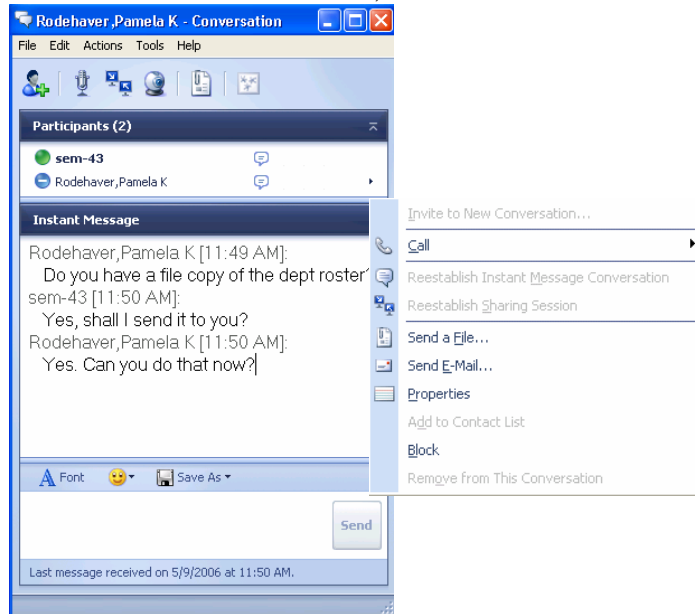
1. [Send an attached file](#)
2. [Accept or decline a file](#)
3. [Open an accepted file](#)

Lesson 2: Working with an attached file**Exercise 1: Send an attached file**

You can send and receive a variety of file types, such as documents, music or pictures, in Communicator. The file may be sent either while in a conversation with the person or the request to send a file can initiate a conversation.

To attach a file to a participant during a conversation:

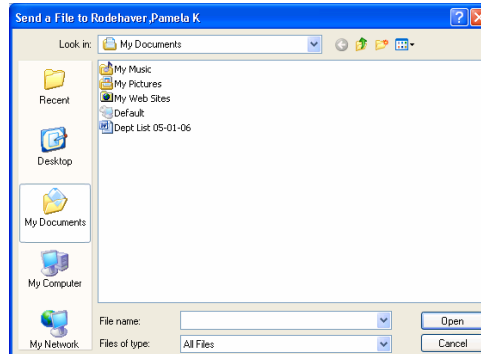
1. In the Conversation window, click on the arrow next to the person's name.



TIP:
To start a
Conversation, see
page 6 of lesson 1

This shortcut menu
is displayed.

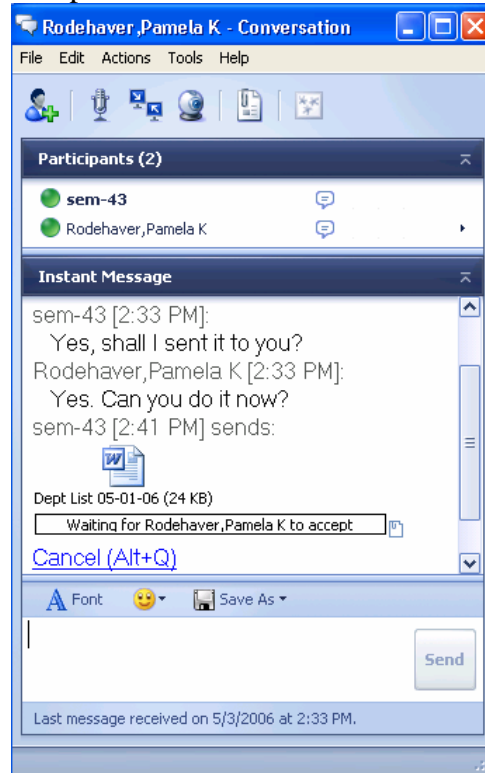
2. Click on Send a file. The Send a file dialog box is displayed.



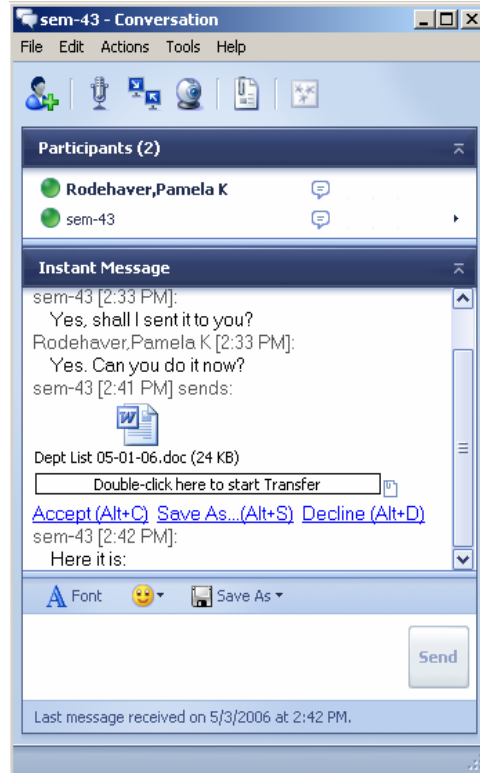
Lesson 2: Working with an attached file

3. Navigate to the location of the file and double-click on it. A sound is heard and a message is displayed.

The person who sent the file sees this:

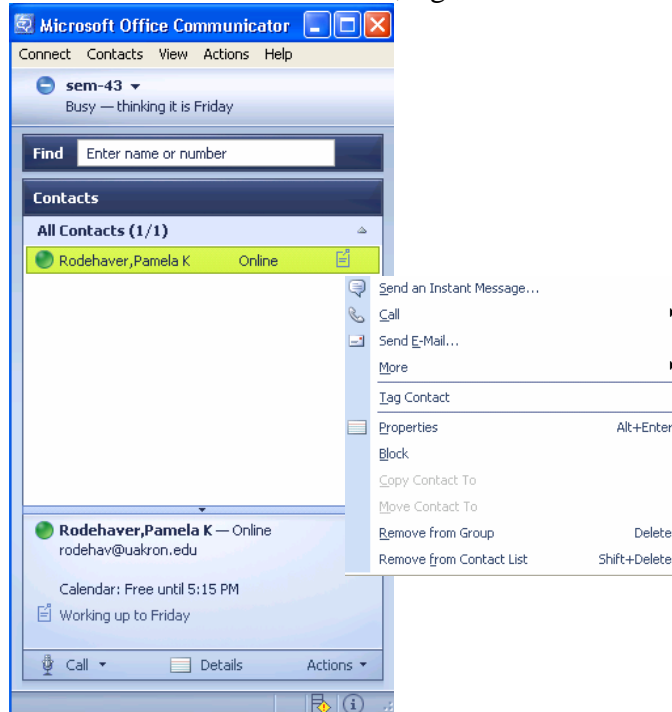


The recipient of the file sees this:

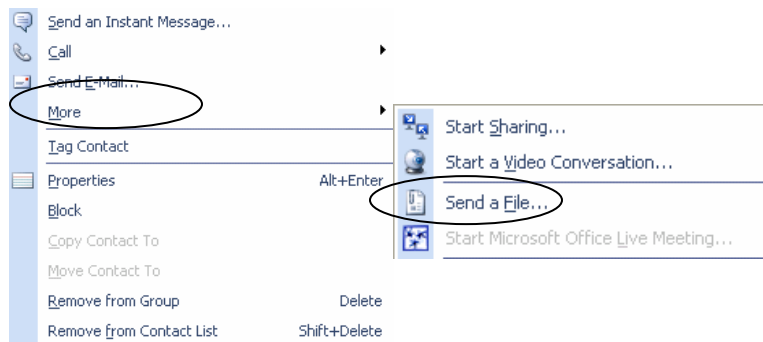


Lesson 2: Working with an attached file**Send a file to initiate a conversation:**

1. In the Communicator window, right-click on the name of a Contact.

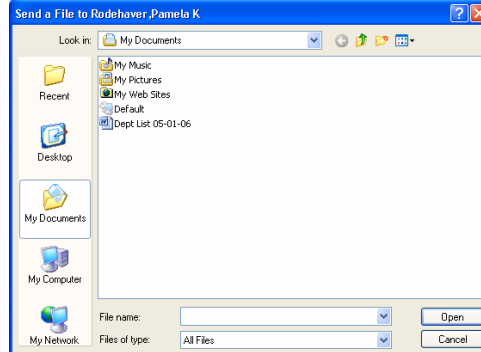


2. From the shortcut menu that appears, trace to **More** and click on **Send a File**.



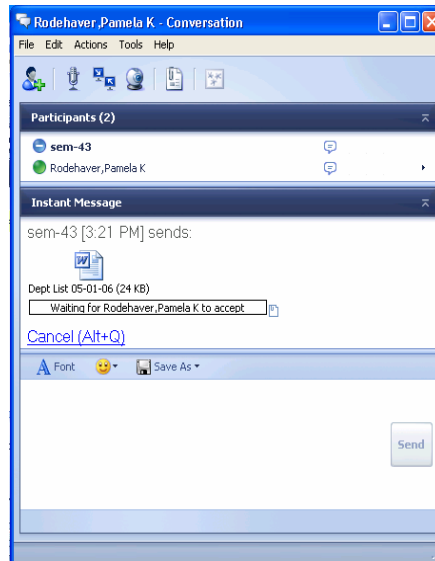
Lesson 2: Working with an attached file

3. The Send a file dialog box is displayed.

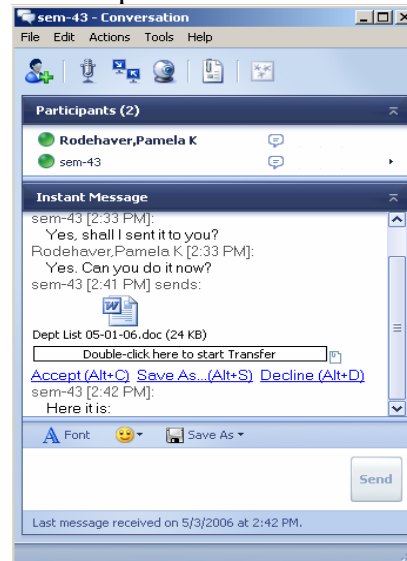


4. Navigate to the location of the file and double-click on it. A conversation window is opened.

The sender of the file sees:



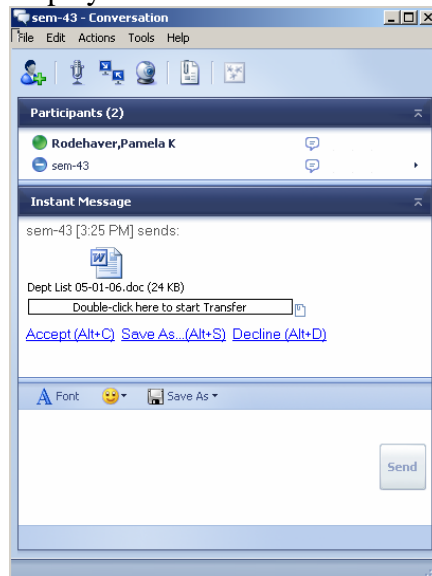
The recipient sees:



5. The recipient of the file will hear a tone, a message is displayed and a flashing icon is present on their taskbar as an alert.

Lesson 2: Working with an attached file

6. When the recipient clicks on the flashing icon on the taskbar, the conversation window opens on their computer and a message about the sent file is displayed.



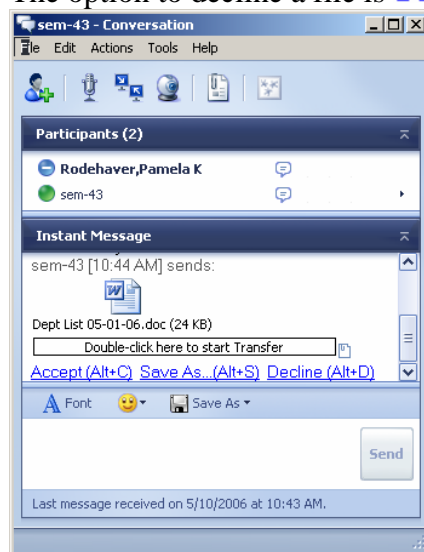
Lesson 2: Working with an attached file**Exercise 2: Accept or decline an attached file**

When a file is sent to you, you may accept the file or decline the file in the Conversation window. The sender is notified of your choice.

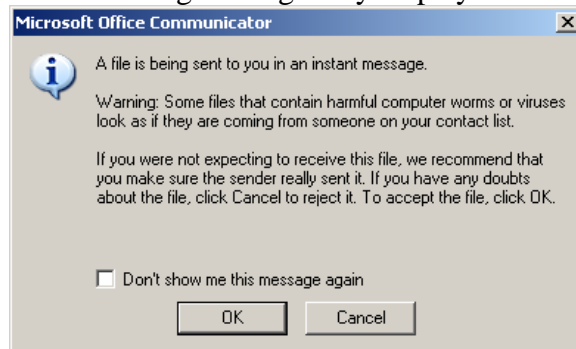
1. The recipient of the attached file elects from the available options.

The recommended option to accept a file is [Accept \(Alt+C\)](#).

The option to decline a file is [Decline \(Alt+D\)](#).



2. The following message may display:

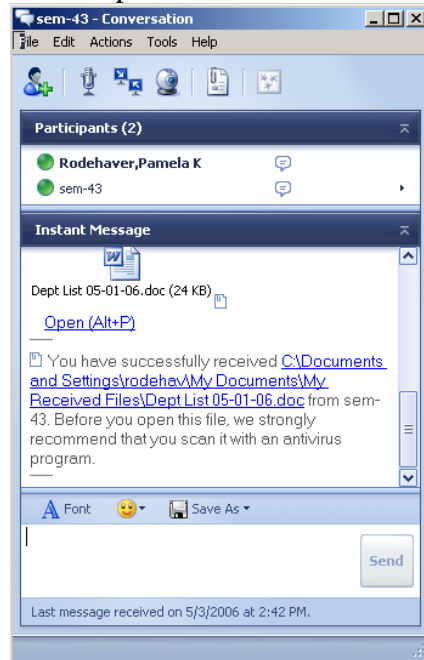


3. Click on .

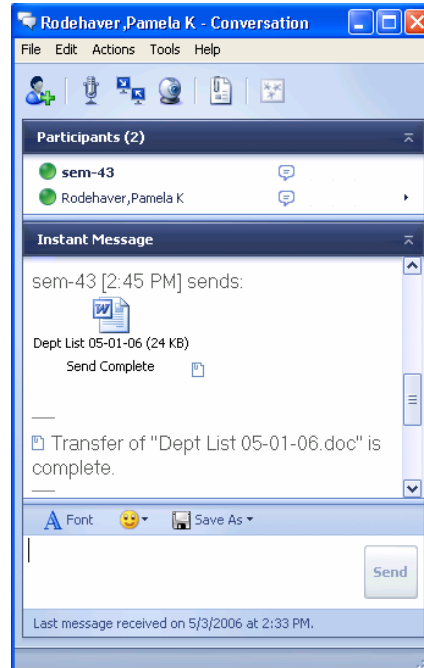
Lesson 2: Working with an attached file

4. If the file is accepted by the recipient:

The recipient of the file sees:

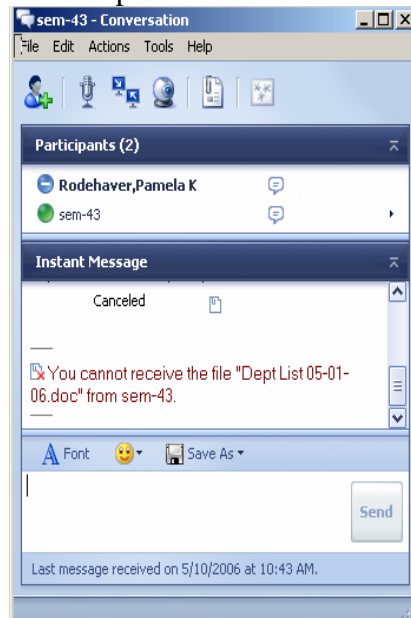


The sender sees:

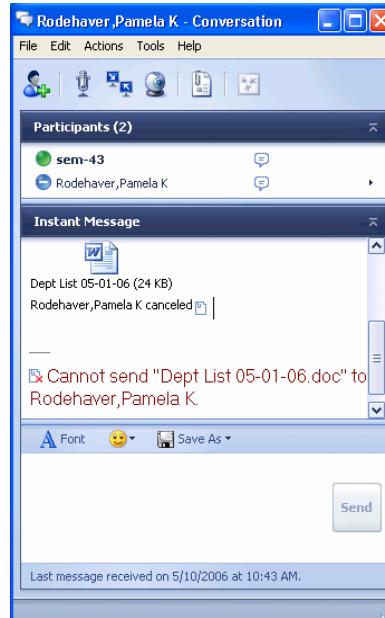


If the file is declined by the recipient:

The recipient of the file sees:

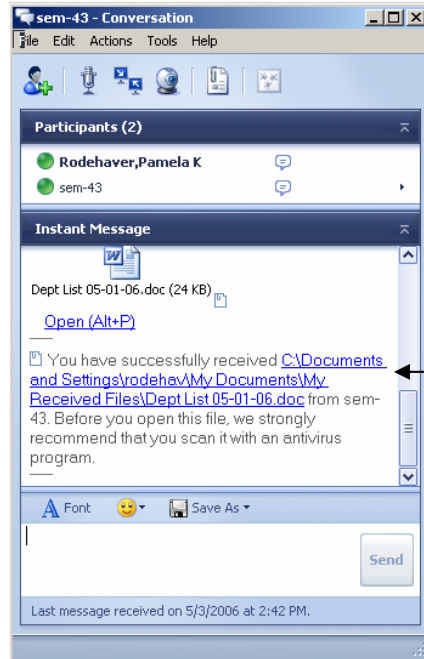


The sender sees:



Lesson 2: Working with an attached file**Exercise 3: Open an accepted file**

1. To open the accepted file, click on its hyperlink in the Conversation window. The hyperlink indicates the file's name including the path. The file is **saved** in this location on the recipient's computer.



The attached file's hyperlink

2. The application in which the file was created will open and the file is displayed.

TIP:

The McAfee software installed on your computer, by default, will scan the file for viruses when you request that the file be opened.

Contact pstrain@uakron.edu or appsupport@uakron.edu .