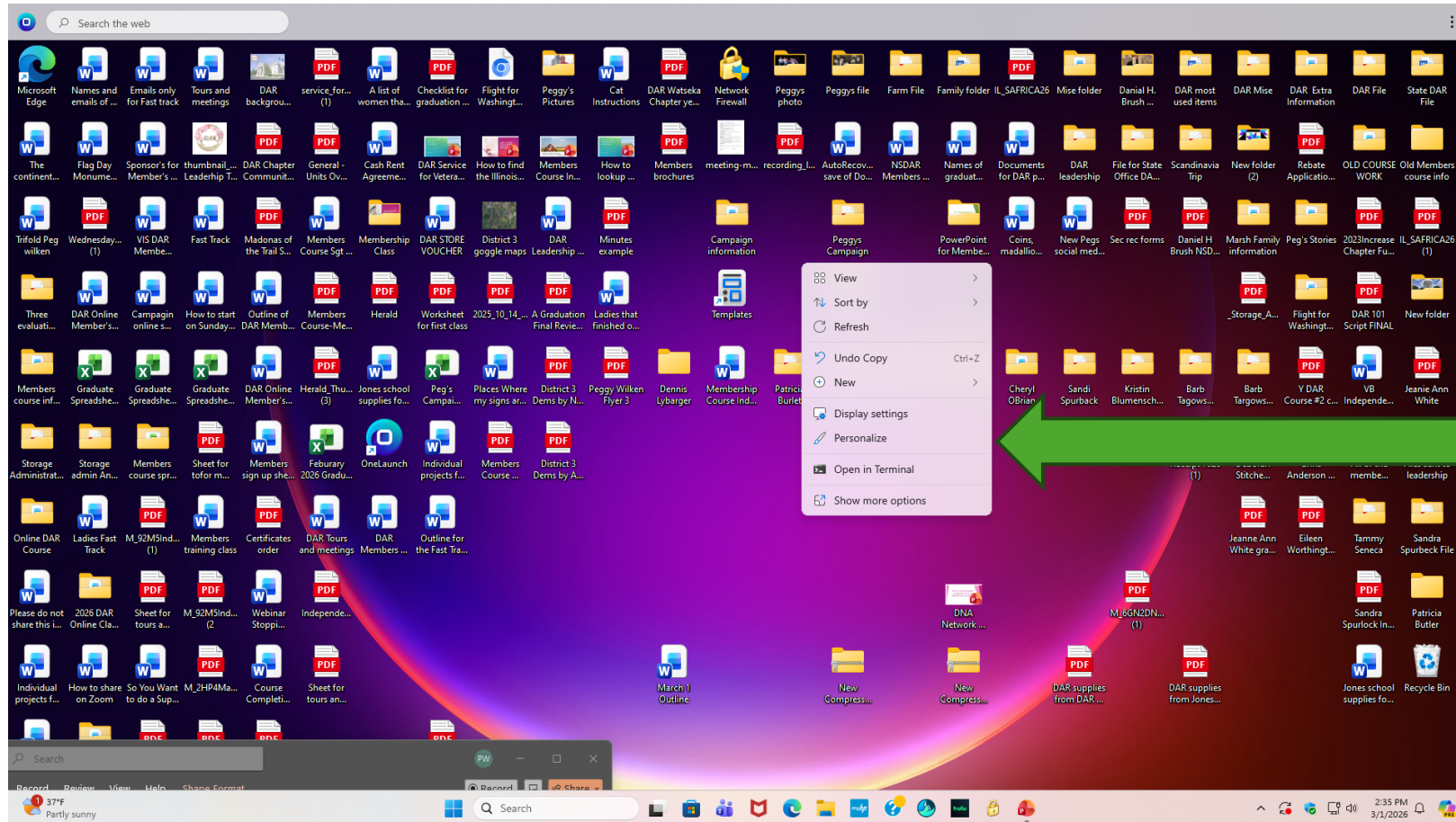


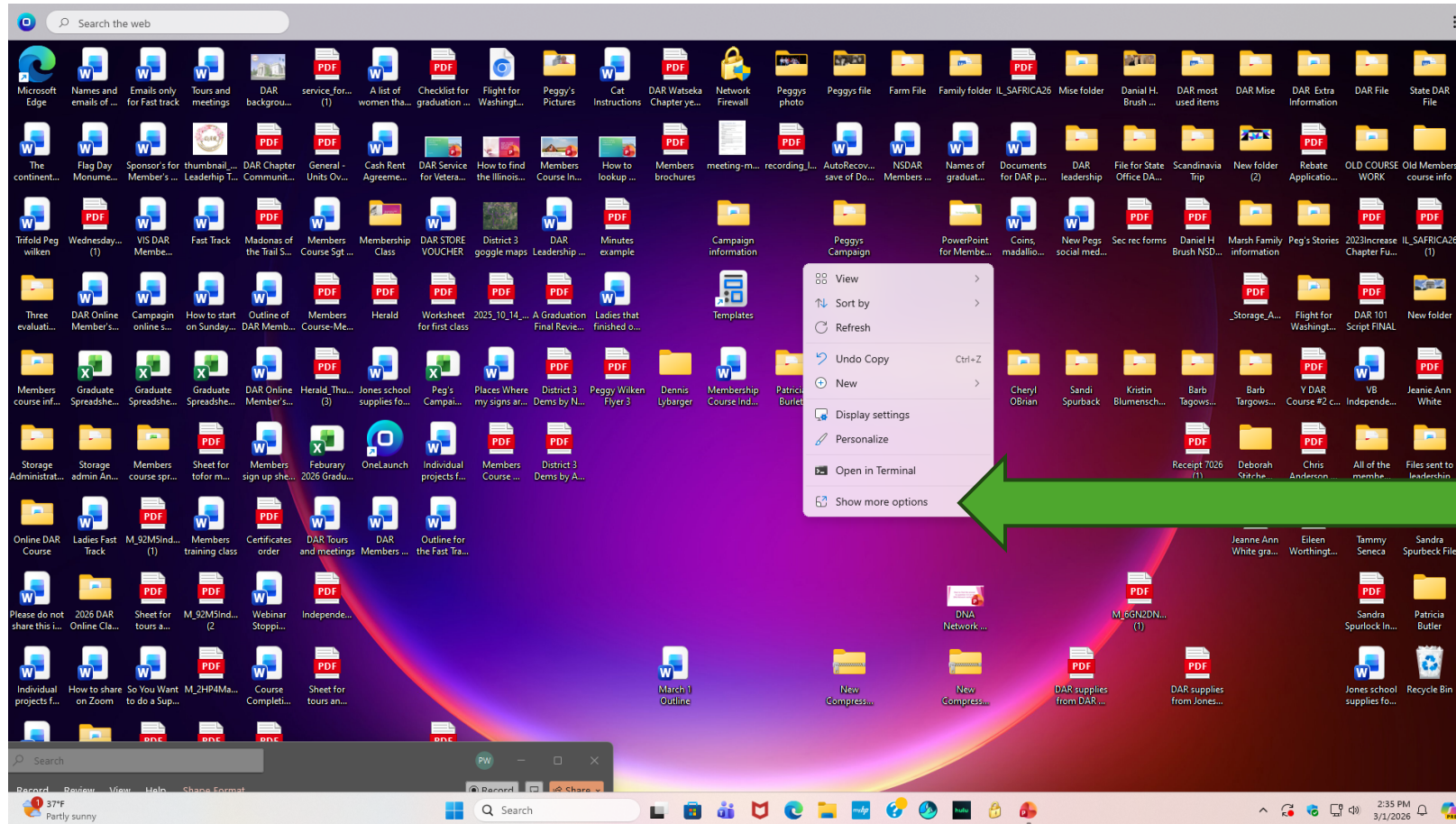
How to
create and
send a
zipped file.



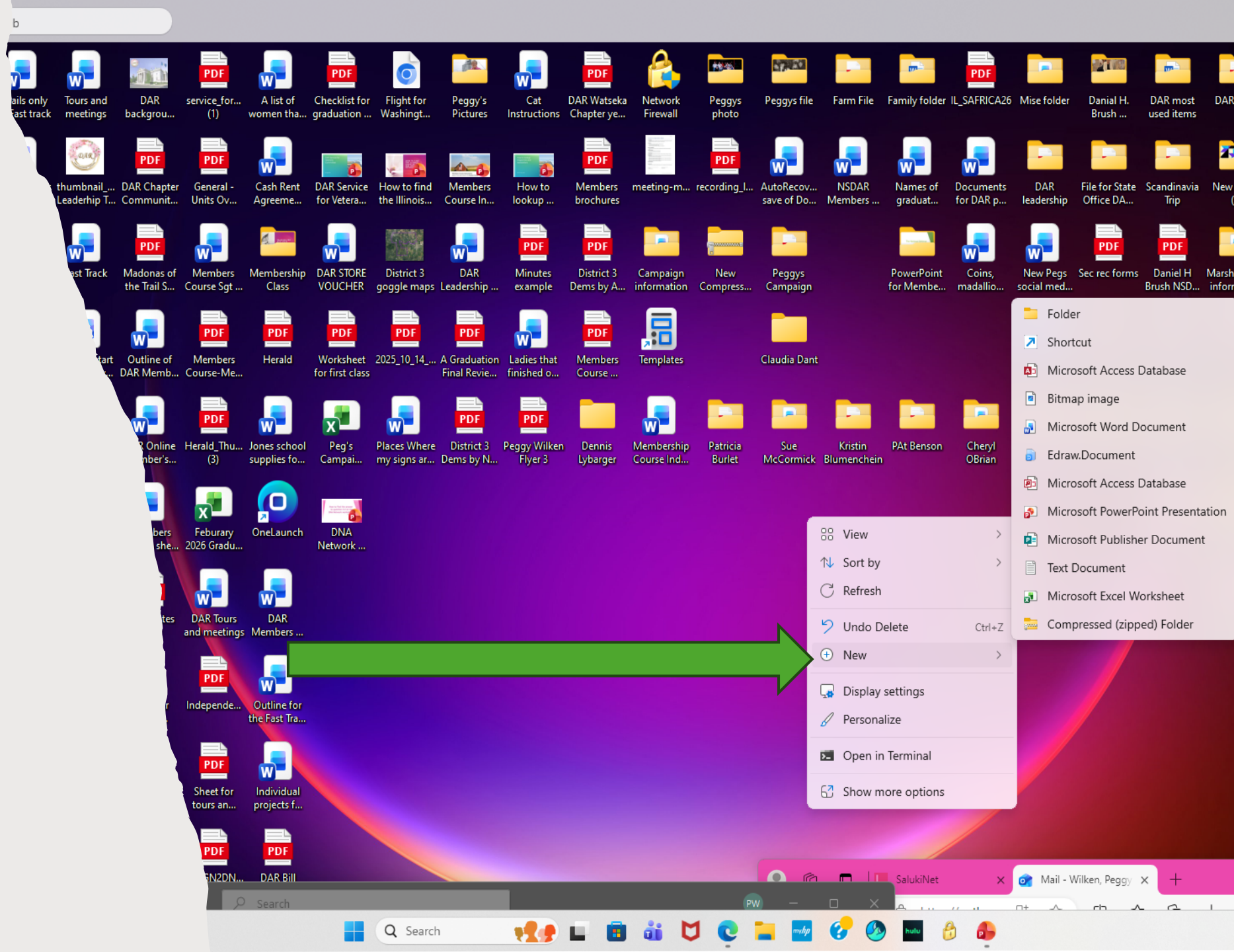
Right click on your computer screen, a menu will appear.



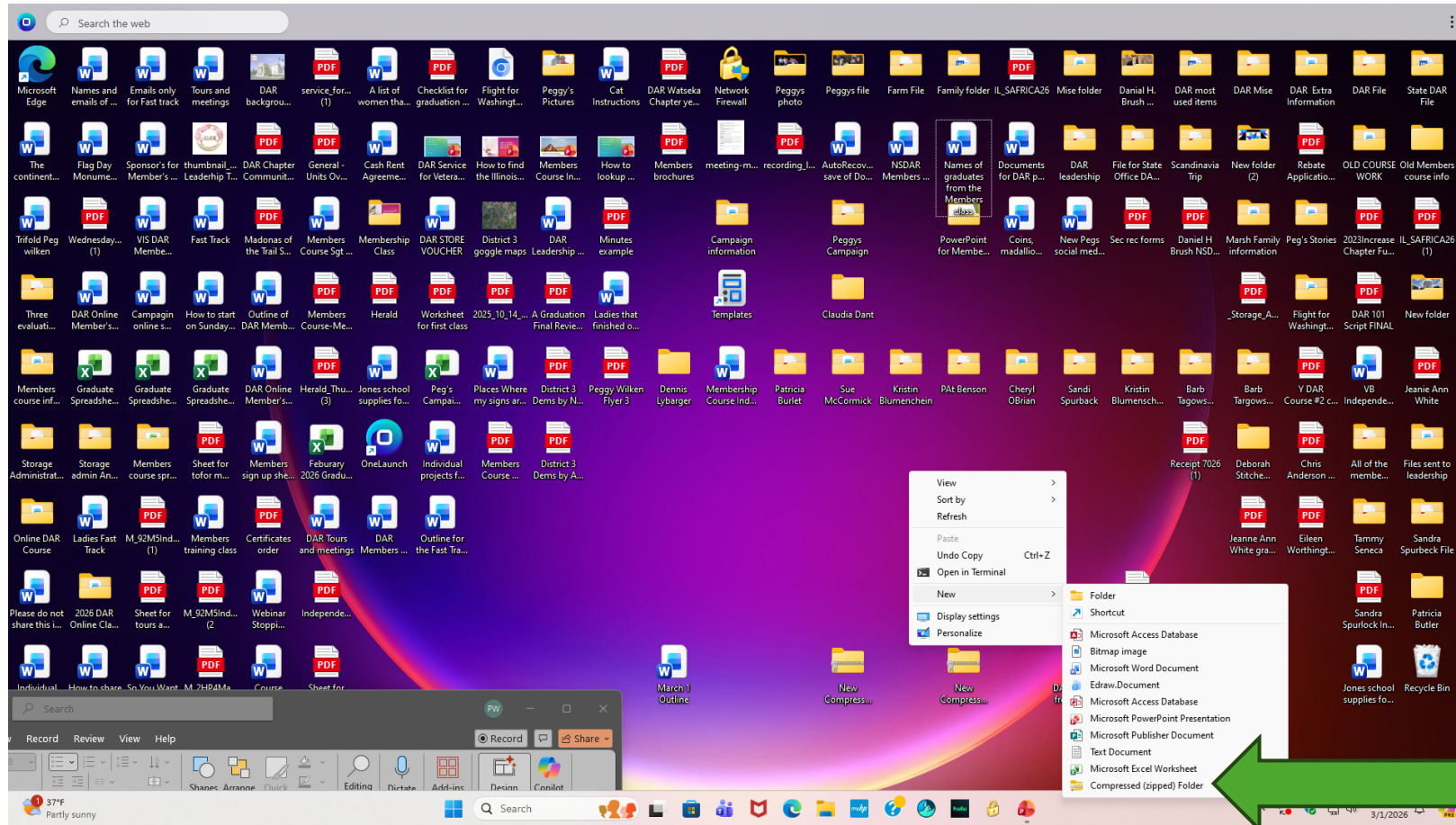
Go down to “See More Options” on the menu and Left click on it.



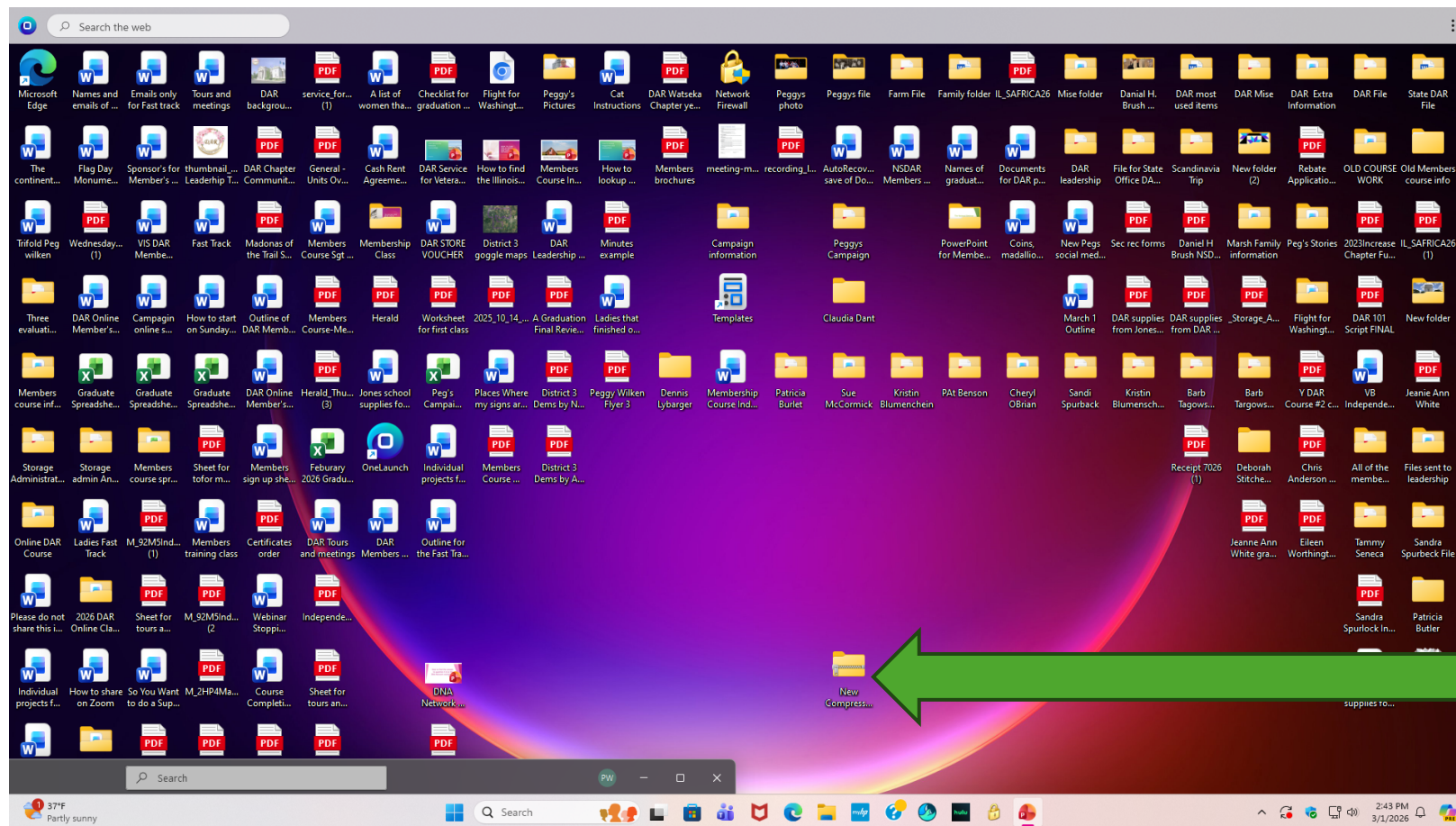
Left Click on
NEW



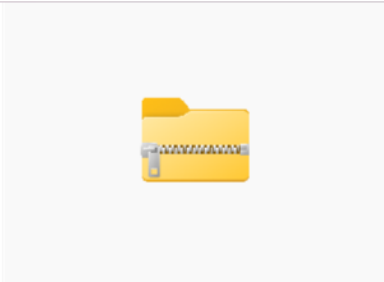
Left click on Compressed Zipped Folder.



A Zipped folder will appear. Left click on the zipped folder. It should look like the next slide.



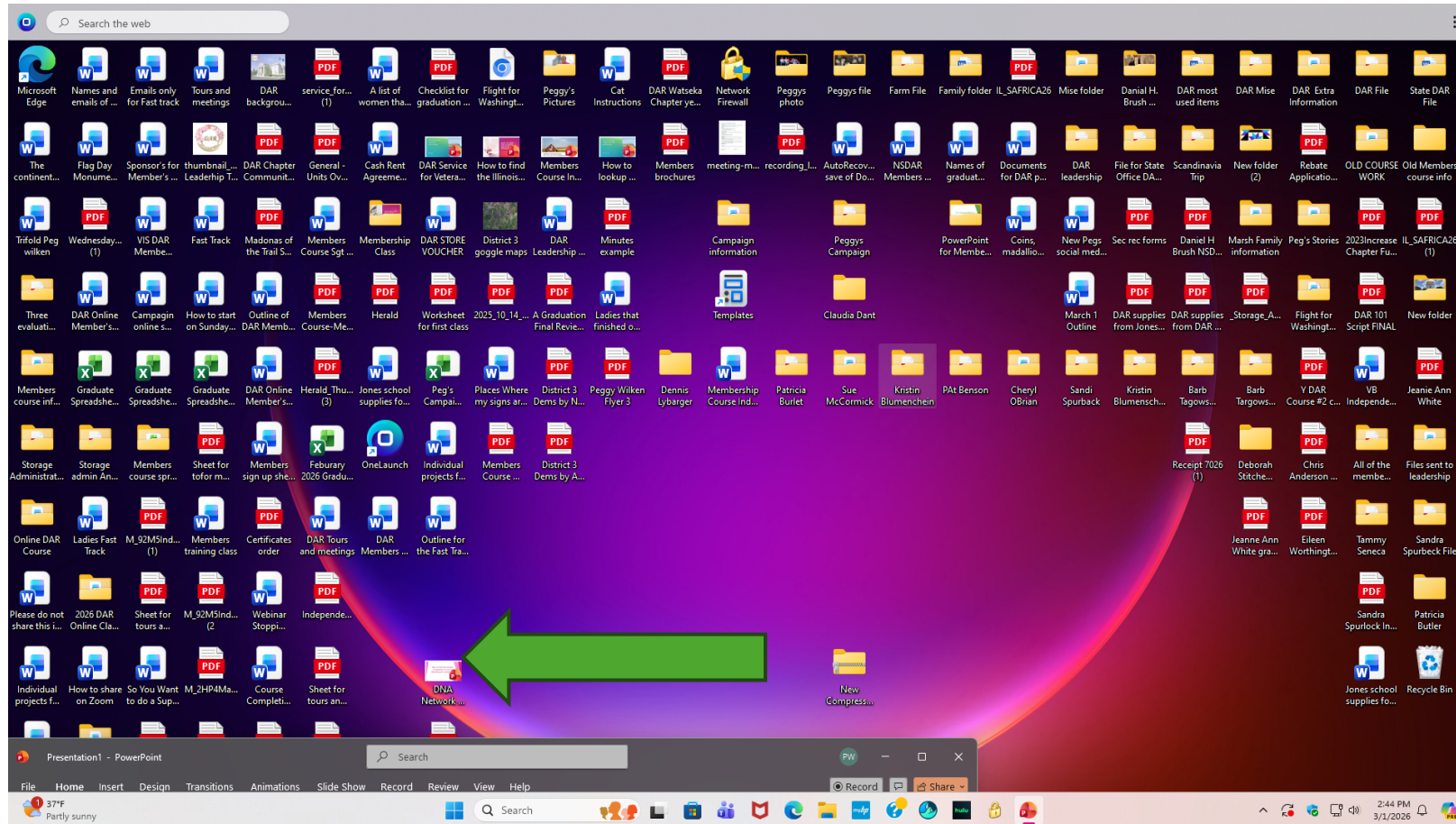
Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
This folder is empty.						



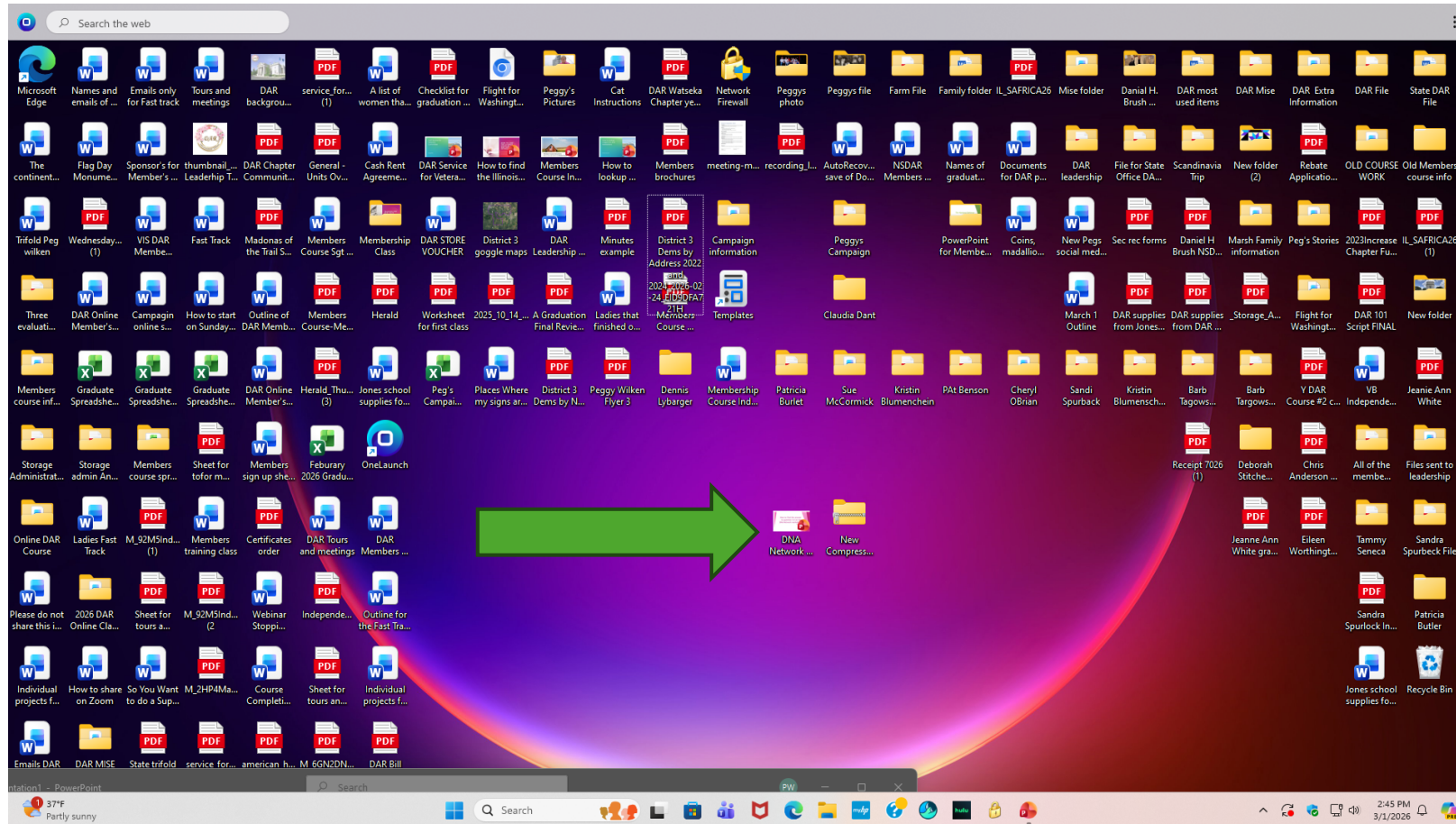
New Compressed (zipped) Folder (0 items)

Select a single file to get more information and share your cloud content.

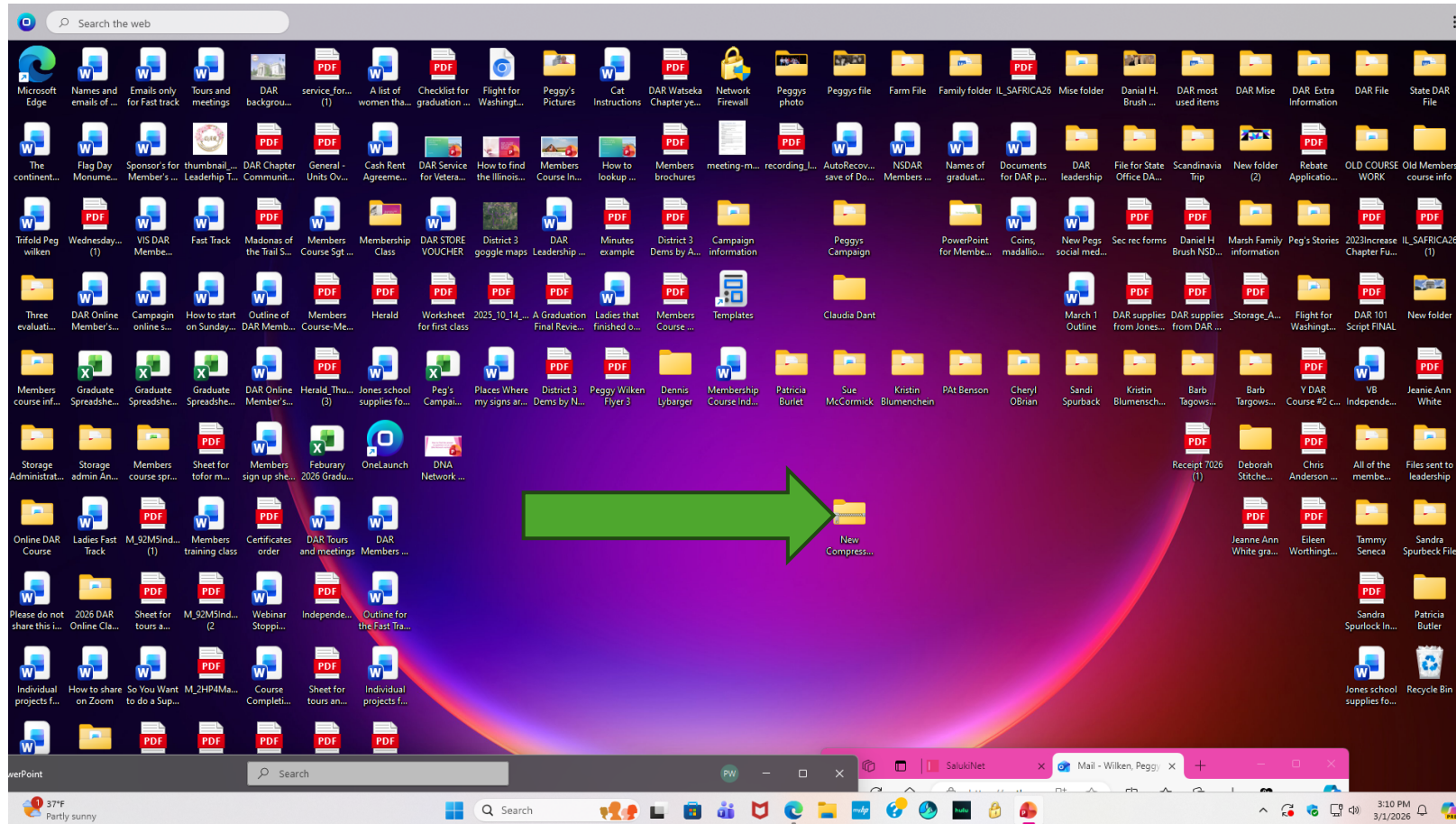
Decide on a file that you want to put into the Zipped folder



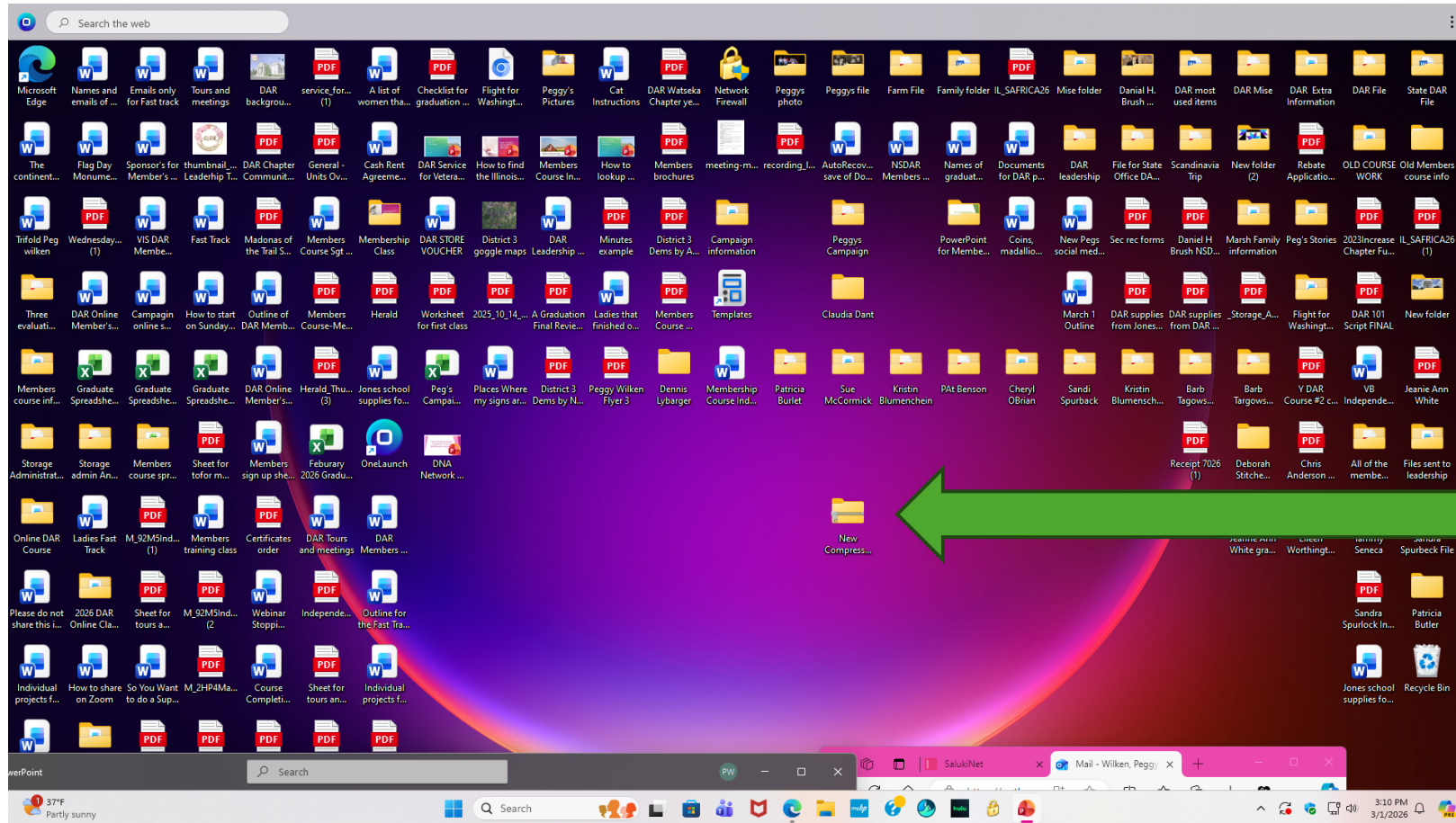
Left click on the file and hold left click, drag the file into the Zipped folder



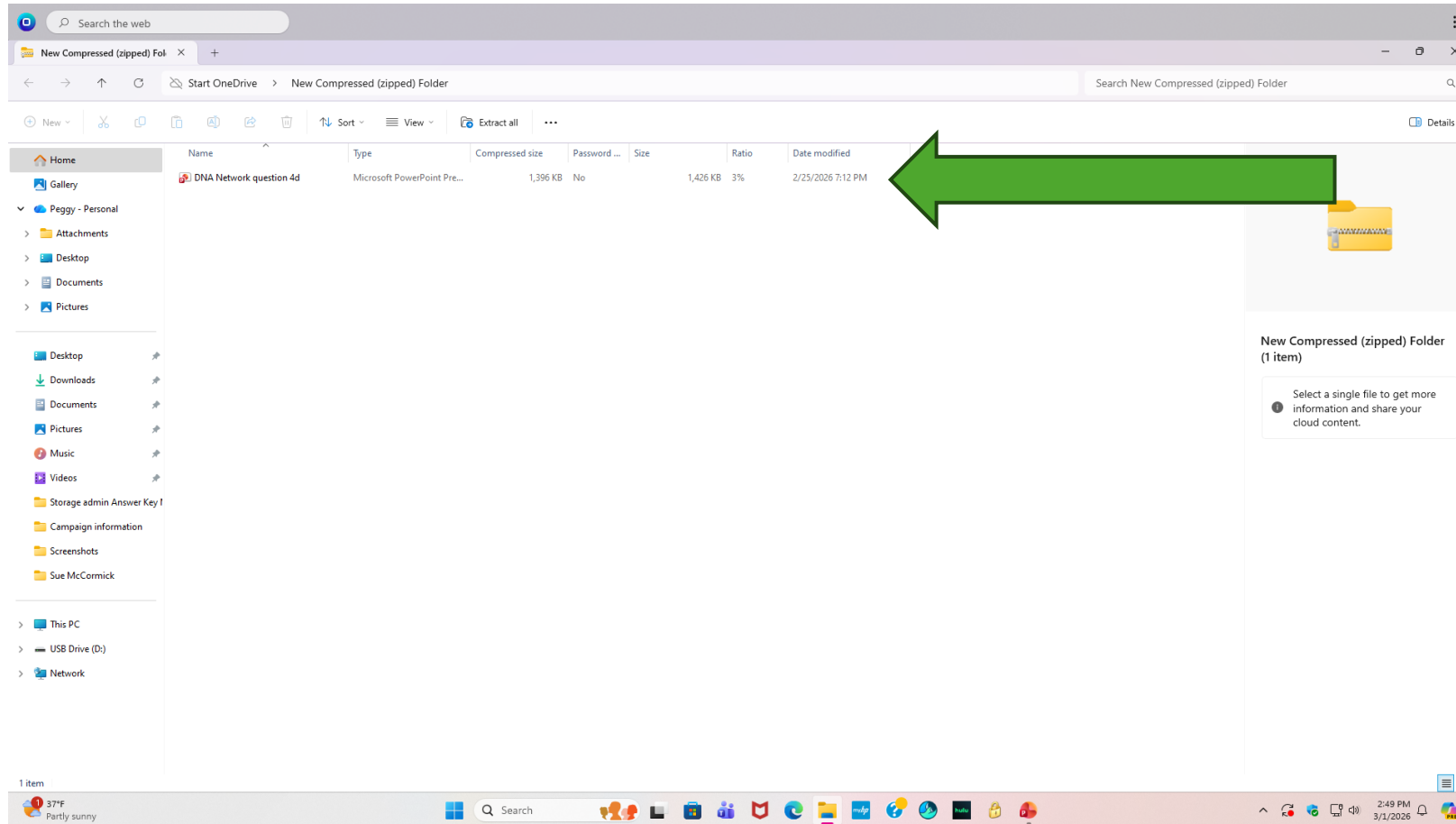
Put the file into the folder



Now left click on the folder



You should see your file in the Zipped Folder.



Go to your email.

The screenshot displays the Microsoft Outlook web interface. At the top, there is a search bar and navigation tabs for File, Home, View, and Help. Below this is a ribbon with various action buttons such as New, Ignore, Block, Delete, Archive, Report, Reply, Forward, Meeting, Share to Teams, Sweep, Move, Rules, Quick steps, Read / Categorize Unread, Flag, Pin, Snooze, Policy, Print, More apps, Report Message, Discover groups, and Undo. On the left side, there is a sidebar with Favorites and a list of email folders including Drafts, Archive, Deleted Items, Inbox (15), Snoozed, and another Inbox (15). The main area is divided into two panes. The left pane shows the 'Inbox' with a list of emails, including one from 'gail enaults.com' (2:20 PM) and 'Marilyn Nelson' (2:19 PM). The right pane shows an open email from 'Tripple Crown' (Summarize) with the following content:

cyndi valencia <iscardar@gmail.com>
To: Carol Genung <cdg.genealogy@gmail.com>
Cc: Wilken, Peggy A
Sun 3/1/2026 1:22 PM

You replied on Sun 3/1/2026 1:38 PM

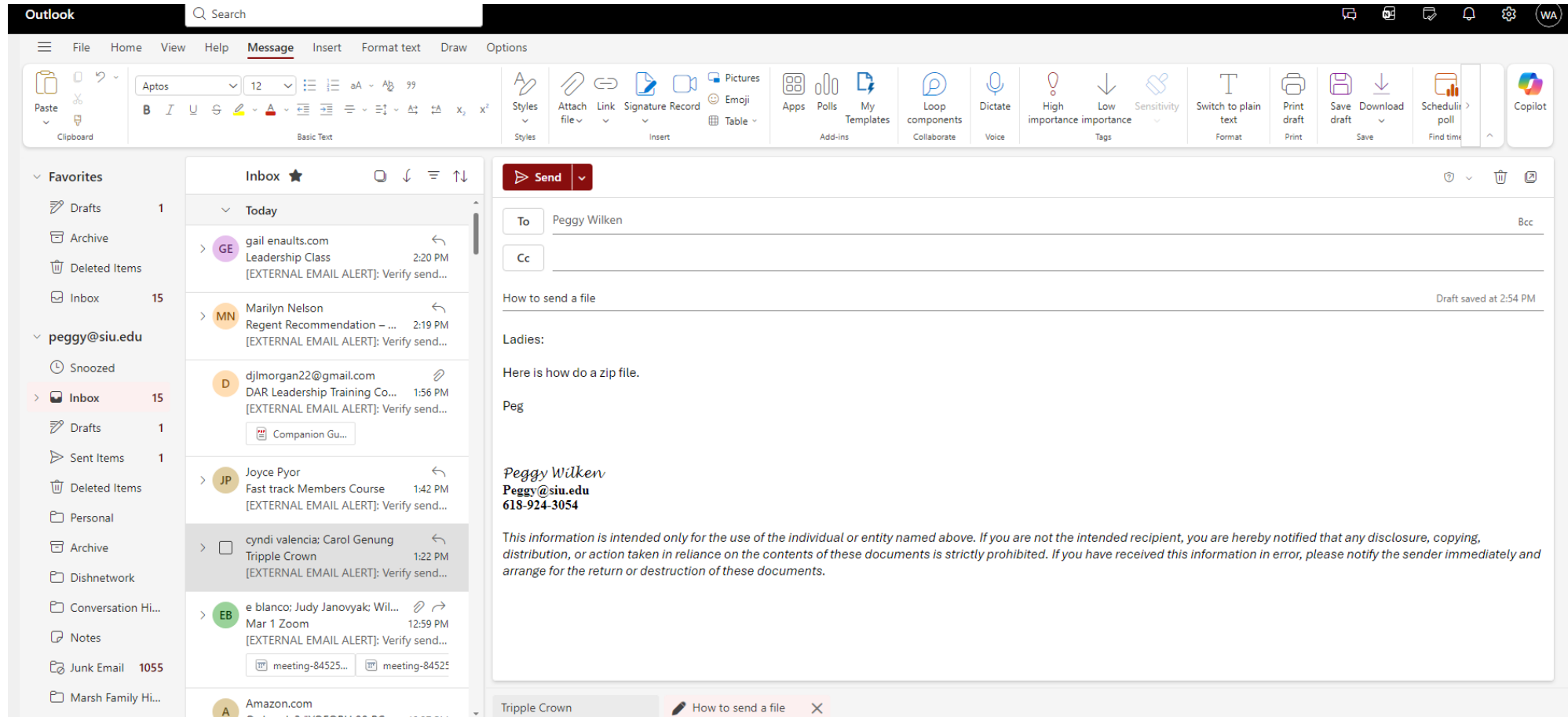
[EXTERNAL EMAIL ALERT]: Verify sender before opening links or attachments.
We will get you on the list.
Cyndi Valencia
Illinois State Committee Leaders Course Coordinator NSDAR
Honorary Chapter Regent- NSDAR
Honorary Senior State President ISCAR
Louis Joliet Chapter Registrar
iscardar@gmail.com

We who are strong ought to bear with the failings of the weak and not to please ourselves. Romans 15/1.

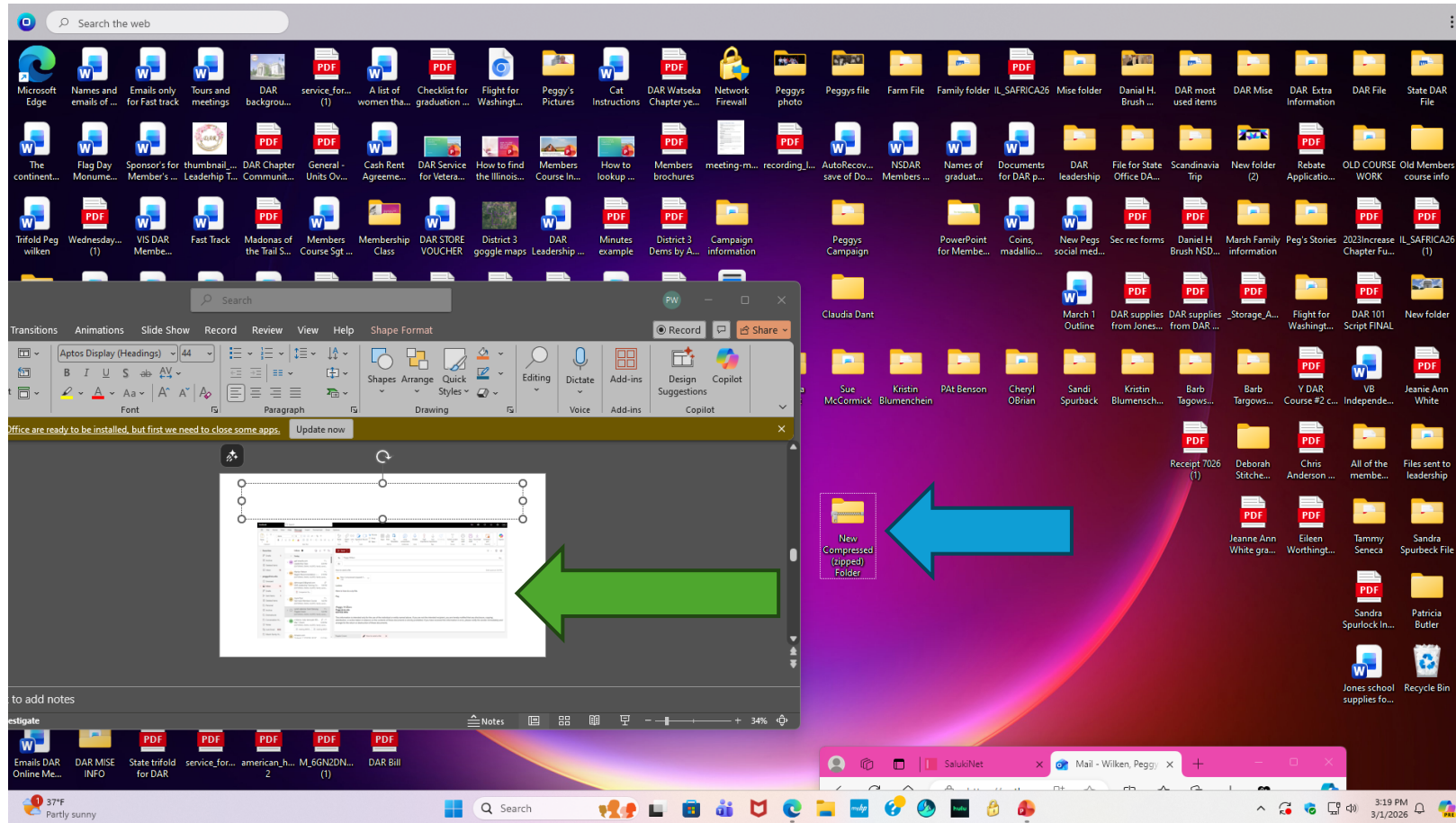
Carol Genung
[EXTERNAL EMAIL ALERT]: Verify sender before opening links or attachments. Hi Cyndi. That's wonderful! I realized that I forgot to include my National Numbe...
Sun 3/1/2026 6:49 AM

cyndi valencia
[EXTERNAL EMAIL ALERT]: Verify sender before opening links or attachments. Hi Carol, I see no problem presenting the Triple Crown recognition to you once ...
Sat 2/28/2026 2:59 PM

Address you're email to whomever you want it to go to. Type in you title and message.



Drag your Zipped folder into the body of your email.



File Home View Help **Message** Insert Format text Draw Options

Paste Clipboard Aptos 12 Basic Text Styles Attach file Link Signature Record Pictures Emojis Table Add-ins Polls My Templates Loop components Dictate Voice High importance Low importance Sensitivity Switch to plain text Print draft Save Download Scheduling poll Copilot

- Favorites
 - Drafts 1
 - Archive
 - Deleted Items
 - Inbox 15
- peggy@siu.edu
 - Snoozed
 - Inbox 15**
 - Drafts 1
 - Sent Items 1
 - Deleted Items
 - Personal
 - Archive
 - Dishnetwork
 - Conversation Hi...
 - Notes
 - Junk Email 1055
 - Marsh Family Hi...

Send

To: Peggy Wilken Bcc

Cc

How to send a file Draft saved at 2:54 PM

New Compressed (zipped) F... 1 MB

Ladies:

Here is how do a zip file.

Peg

Peggy Wilken
Peggy@siu.edu
618-924-3054

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Send the message and file.

The screenshot shows the Microsoft Outlook interface. The top ribbon includes 'File', 'Home', 'View', 'Help', 'Message', 'Insert', 'Format text', 'Draw', and 'Options'. The 'Message' tab is active, showing a draft email. A green arrow points to the 'Send' button in the top right of the draft area.

Outlook Search

File Home View Help **Message** Insert Format text Draw Options

Paste Clipboard Basic Text Styles Attach file Link Signature Record Emoji Table Apps Polls My Templates Add-ins Loop components Collaborate Dictate Voice High importance importance Low importance importance Sensitivity Switch to plain text Format Print draft Print Save draft Download Save Schedulin poll Find time Copilot

Send

To Peggy Wilken Bcc

Cc

How to send a file Draft saved at 2:54 PM

New Compressed (zipped) F... 1 MB

Ladies:

Here is how do a zip file.

Peg

Peggy Wilken
Peggy@siu.edu
618-924-3054

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Tripple Crown How to send a file X

Favorites

- Drafts 1
- Archive
- Deleted Items
- Inbox 15

peggy@siu.edu

- Snoozed
- Inbox** 15
- Drafts 1
- Sent Items 1
- Deleted Items
- Personal
- Archive
- Dishnetwork
- Conversation Hi...
- Notes
- Junk Email 1055
- Marsh Family Hi...

Today

- gail enaults.com Leadership Class 2:20 PM [EXTERNAL EMAIL ALERT]: Verify send...
- Marilyn Nelson Regent Recommendation - ... 2:19 PM [EXTERNAL EMAIL ALERT]: Verify send...
- djlmorgan22@gmail.com DAR Leadership Training Co... 1:56 PM [EXTERNAL EMAIL ALERT]: Verify send... Companion Gu...
- Joyce Pyor Fast track Members Course 1:42 PM [EXTERNAL EMAIL ALERT]: Verify send...
- cyndi valencia; Carol Genung Tripple Crown 1:22 PM [EXTERNAL EMAIL ALERT]: Verify send...
- e blanco; Judy Janovyak; Wil... Mar 1 Zoom 12:59 PM [EXTERNAL EMAIL ALERT]: Verify send... meeting-84525... meeting-84525...
- Amazon.com Order# 2 "VDFORU 190 PC 12:37 PM

Please Practice
with files that you
don't care if you
lose, before you put
your important files
in the zip folder.

