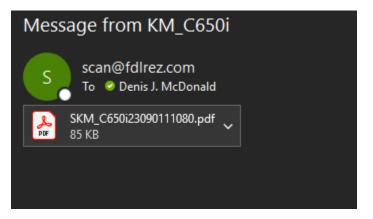**DJ, I need to send someone a scanned document as an attachment. How do I ensure that they receive it and open it?**

We in IT have spent the better part of the last several years really stressing the importance of not opening attachments you do not recognize. When you receive a scanned document, it will look something like this in your email inbox:

Looks rather suspicious, doesn't it?

Here is a quick and easy way to make sure that the recipient of the scanned document opens and reads the attachment.

Simply scan it to yourself first, then forward the scanned email to the other party with a short description of what it is and why it's important.

It may also be a good idea to follow up with a quick phone call or in-person conversation just to ensure the attachment is legitimate.