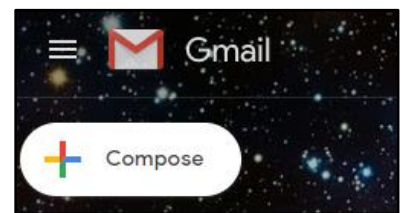


How to Add an Attachment to an Email

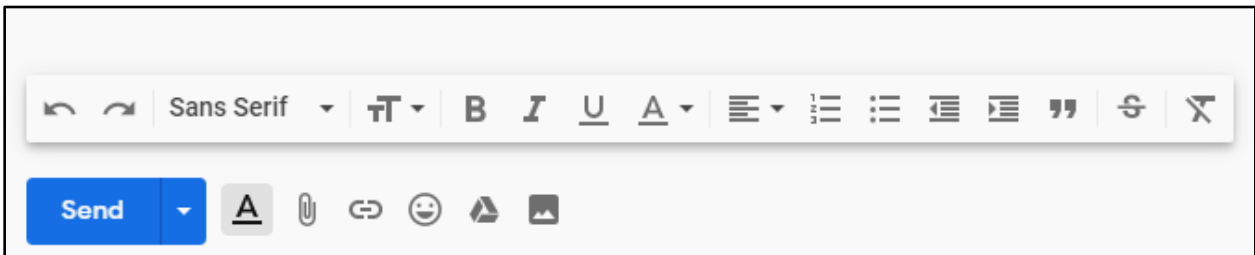
* This was done on Chrome in Gmail. You can attach a file in any email service you are using, so the following steps will be virtually the same

1. Go into Gmail. There is a big button on the left labeled **Compose**. Click on it to start a new email.

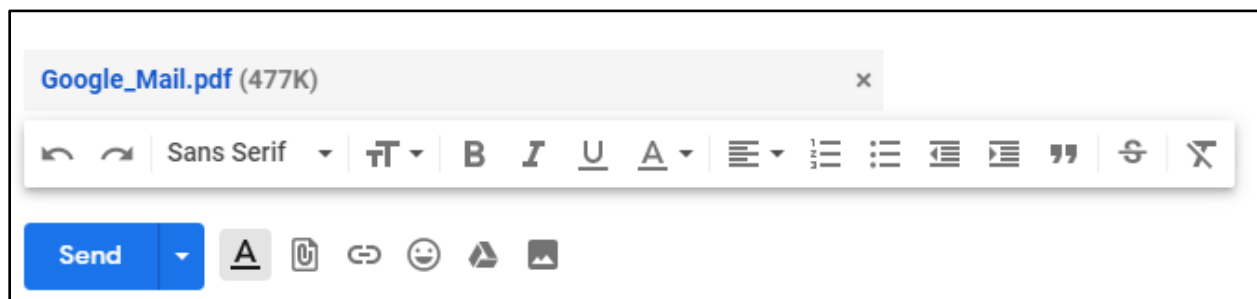


This is the composing window. This is currently in expanded mode, but it can always be minimized to make it smaller. Just click on the arrows in the middle, next to the X in the top right corner of the window.

2. On the bottom of the window, there are a couple of rows full of different functions. The top row has functions such as changing text size, formatting, indentation, bullet points, and more. The bottom row contains functions concerning links, inserting images and files, and more.



3. To attach a file, click on the paperclip in the bottom row. This will bring up a window where the file that is to be attached can be selected. (If the file cannot be found right away, there is a search bar at the top of the window that will search for the file within a particular folder).
 4. To make sure the file is truly attached, wait the file to be uploaded and turn blue. Multiple files can be attached by clicking on the paper clip again, which will look a little different once a file is uploaded.
- ** The number next to the file is the size of the file. Gmail's limit to send at a time is 25MB. If you attach a file larger than 25 MB, it gets uploaded to Google Drive and Gmail places a download link to the file in the body of your email message.



477K (kilobytes) = .477 MB (megabytes)

5. Hit the **Send** button when the email is ready to be sent. (The email can then be found in the **Sent** folder on the left.) The receiver will see a preview of the attachment at the bottom of the message.