

07 Email Attachments

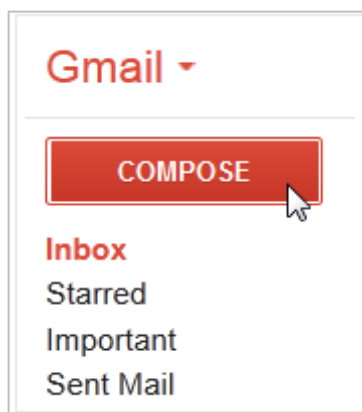
Introduction

An **attachment** is simply a **file** (such as an image or document) that is sent along with your email. For example, if you are applying for a job, you might send your **resume** as an attachment, with the body of the email being the **cover letter**. It's a good idea to include a **message** in the body of your email explaining what the attachment is, especially if the recipient isn't expecting an attachment.

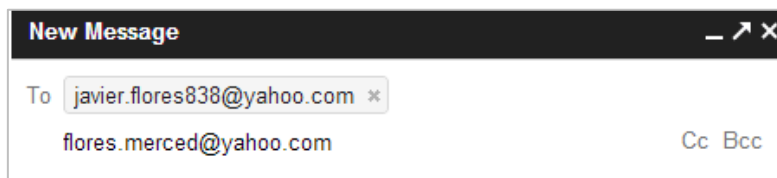
* **TIP:** Remember to attach your file **before** you click **Send**. Forgetting to attach a file is a surprisingly common mistake.

Send an attachment in Gmail

- Go to your email program.
- Click the **Compose** button.

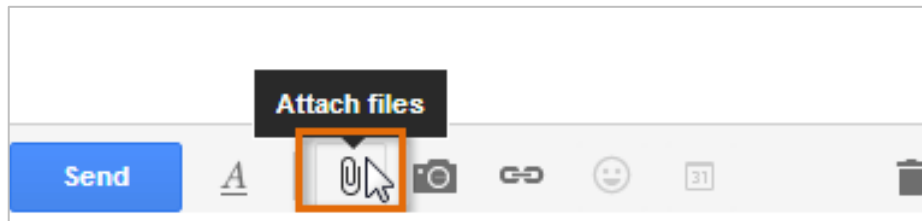


- Enter the email address of the recipient (s) in the **To** field.

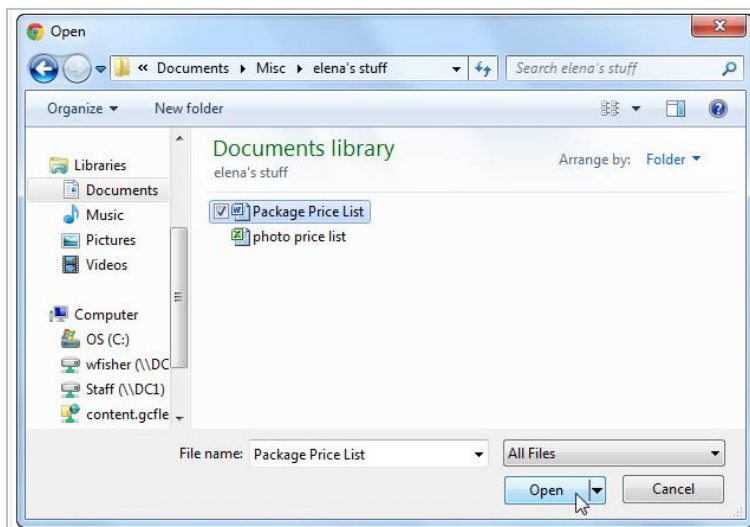


- Type a subject in the **Subject** field.
Add a **message** to the body of the email as usual.

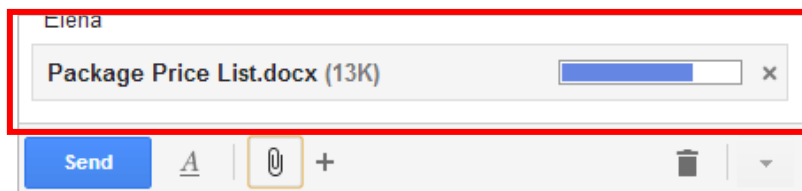
- To attach a file to the email you are composing, click on the **paperclip icon** at the bottom of the compose window.



- The **File Upload dialog box** will appear. Choose the file you want to attach and click **Open**. To attach more than one file, click on the first file name, then hold down the **Ctrl key** and select another file. To send another file from a different location, click the paperclip again and repeat the steps.



- The attachment will begin to upload. Most will only take a few seconds, but larger files may take longer.



- When you are ready, click **Send**.
- You can click **Send** before the attachment finishes uploading. It will continue to upload, and Gmail will automatically send the email once it's done.