

Email: Attaching a File



Gmail

1 Click on **Compose**.

2 Click on the **paperclip icon**.

3 Use the sidebar navigation to find your file.

4 Select your file.

5 Click on **Open**.

NOTICE: If you are looking for a flashdrive, use the left hand sidebar navigation in step 3 and look for an E: drive on your computer.

NOTICE: Your file will take a few seconds to a few minutes to upload, depending on the size. Use the time it takes to attach the file to complete your message and type in the recipients address in the To: field.

WHERE TO GET MORE HELP:

The CTC: come to the desk and ask for help, schedule a 1-on-1 tutoring lesson, come to more classes, or attend one of our open labs to answer your questions.

Email Help: Click on the gear icon in the upper right corner of the page (next to your name) and select "Help". Type "attach" in the search field. You will get instructions to walk you through the process from here.

Outlook Online Email

1 After you start a new message, click on **Attach files**.

2 Use the sidebar navigation to find your file.

3 Select the file you want to attach.

4 Click on **Open**.

Yahoo Mail

1 Click on **Compose**.

2 Click on the **paperclip icon**.

3 Use the sidebar navigation to find your file.

4 Select the file you want to attach.

5 Click on **Open**.