Email Basics: Attachments

Welcome! In this class, we will learn how to attach files and practice attaching a variety of files to our email messages.


🔲 What is an Attachment?

With regards to email, an attachment is a file that is 'attached' to a new email message, and sent along with the message. The recipient receives the email (message and attached file), and may choose to view and/or download the file to their computer.

A file and be virtually any format, such as a document, image, audio, or even video. One file or multiple files may be attached to a single email.

🔲 Composing a New Email

- 💧 Click on **Compose Mail**

- 💧 Type in the recipient's email address in the box next to **To:**

- 💧 Type in the subject of the email. This is what will be seen when the recipient receives the email

- 💧 Type your message into the large text box
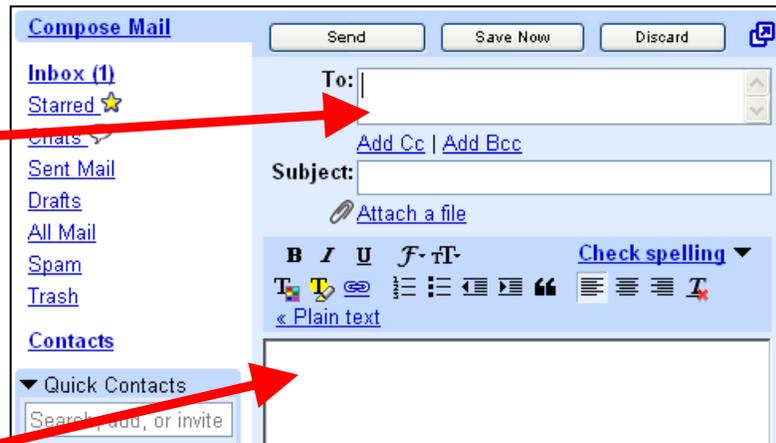
- 💧 To attach files to your email message**, do not** click on Send. Follow the directions on the next page.

Attaching a File

If you've followed the directions on the previous page, then you are ready to send the email message. At any point before sending the email, you may attach a file or files.

- Click on **Attach a file**

- Find the file to attach, then click on **Open** to finish
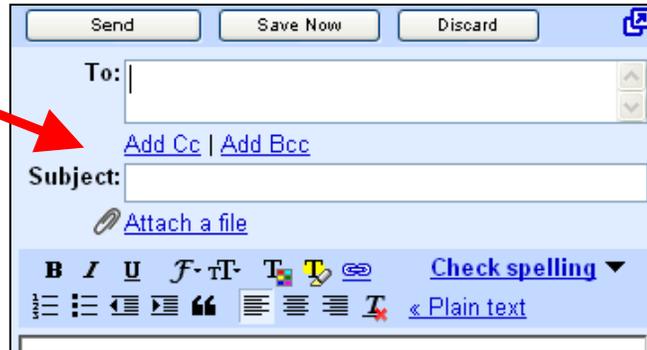
Important: The file must be located on the computer you're sending the email from. If the file is on a USB Flash Drive or other external drive or media (such as a digital camera), then it must be plugged into the computer.

- To attach additional files, click on **Attach another file**

- You will see the names of the attached file(s) under the **Subject** line of your message

- When you're ready to send the email, click on **Send**

Note: Gmail sets the maximum file size for attachments at 25 MB (megabytes). If attaching more than one file, the cumulative size of the files must be less than 25 MB.

Forwarding an Attachment

When you forward an email that was sent to you, all attachments are forwarded, as well.

- Open the email message, then click on **Forward**

- Enter the email address(es) for the individual(s) to forward the email to

- Type in your message (optional)

- Click on **Send**

■ Downloading an Attachment

When you receive an email that has a paperclip icon next to the subject, this indicates that there is at least one file attached to the email.

● Open the email to read it and preview of the attached file(s)

● There are two options:

　● **View** – view the attachment without saving

　● **Download** – open and/or save a copy of the attached files to the computer
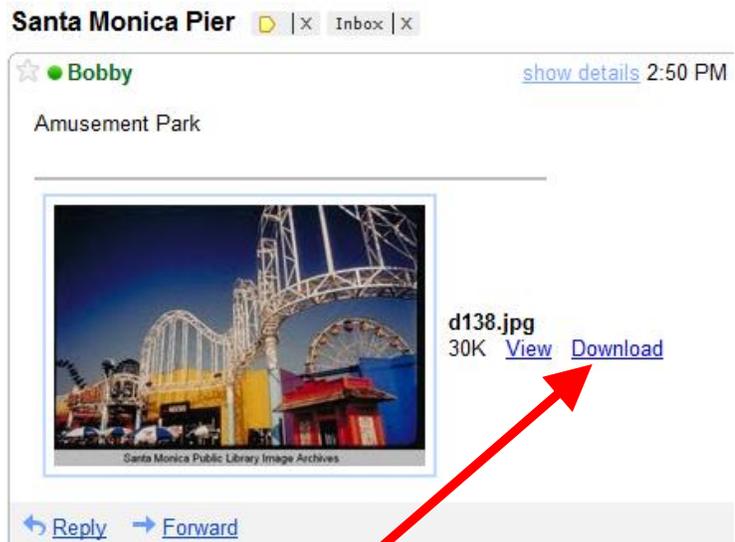
● To download the email attachment, click on **Download**

　● A window will appear (see right)

　● Click on **Save**

　● Browse to the desired location to save the file

　● Click on **Save** to finish