

I. Topic: How to attach a file to email

Category: Email

Keywords: Email, files, attachments, attach files, browse

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See as a PDF file

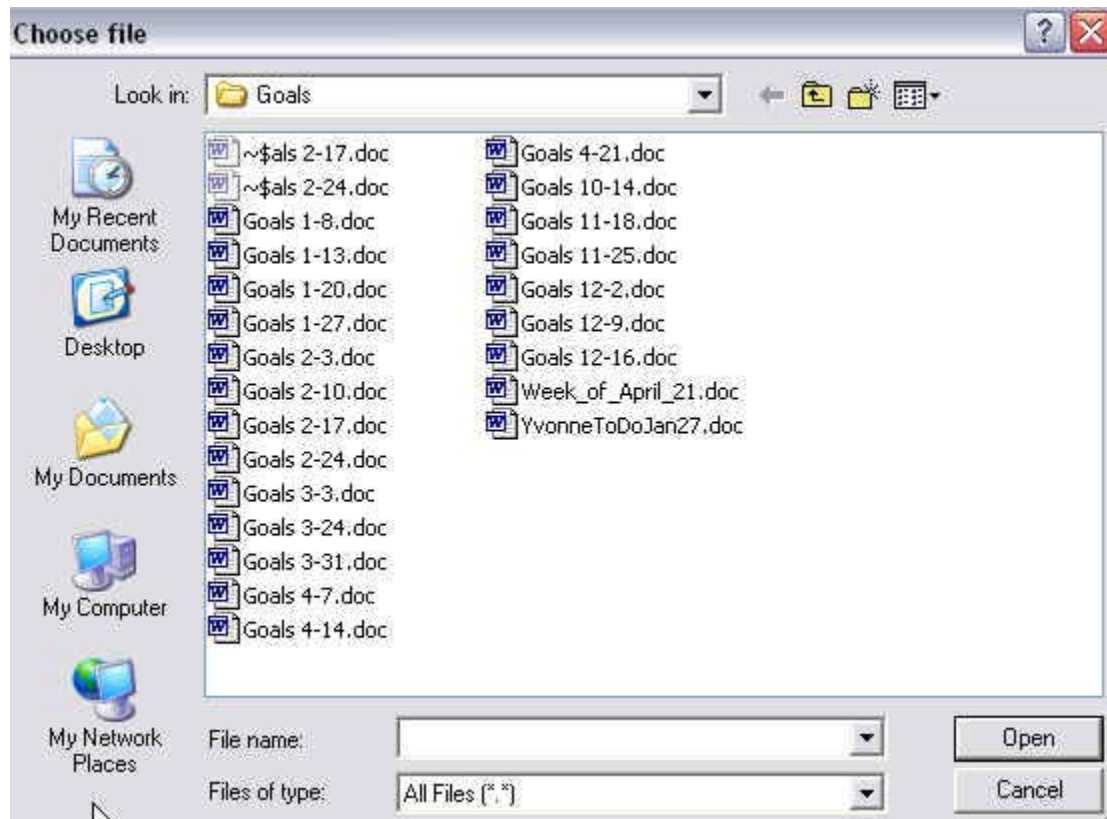
II. Summary: I will show you the generic overview of attaching a file in email. Not all email accounts will use the same words but the general idea is the same.

III. Step by Step Instructions:

1. Open a blank email and write the email address you wish to send the mail/attachment to.
2. Go to the bottom of the page and locate the word “attachments” or “files” (it generally looks like the picture below).



3. Click on the word “browse” to browse through the files you want to locate (this screen should pop up).



4. Once you have located the file you wish to attach, click “open” and the file will show up in the attachment box (located in the email).
5. Once the file is in the attachment box, click “attach.”
6. The file should now be attached. In order to tell if it is, go the bottom of the email and locate the attached file. Once you have located it, the email is ready to send. This email may take a bit longer than the usual email because the file must be sent.

Please note that all email is different and yours may not send attachments this exact way. The general idea is the same. If you follow these directions you should be able to send an attachment.