https://mail.google.com/

Attaching Docs to Emails

One of the fundamental uses of email is to share documents, photos and other files with family, friends or colleagues.

This tutorial will walk you through the process of attaching documents to emails. The process is pretty much the same for all email programs, however here we will demonstrate using Google Mail (Gmail) and Microsoft Outlook

Instructions

1. Launch your email program by typing https://mail.google.com/ in your browser address bar


2. If you are not already logged into your google account, you will be presented with the login screen as shown below. Enter your credentials to log into Gmail clicking the **"Next"** button each time to advance to the next screen.
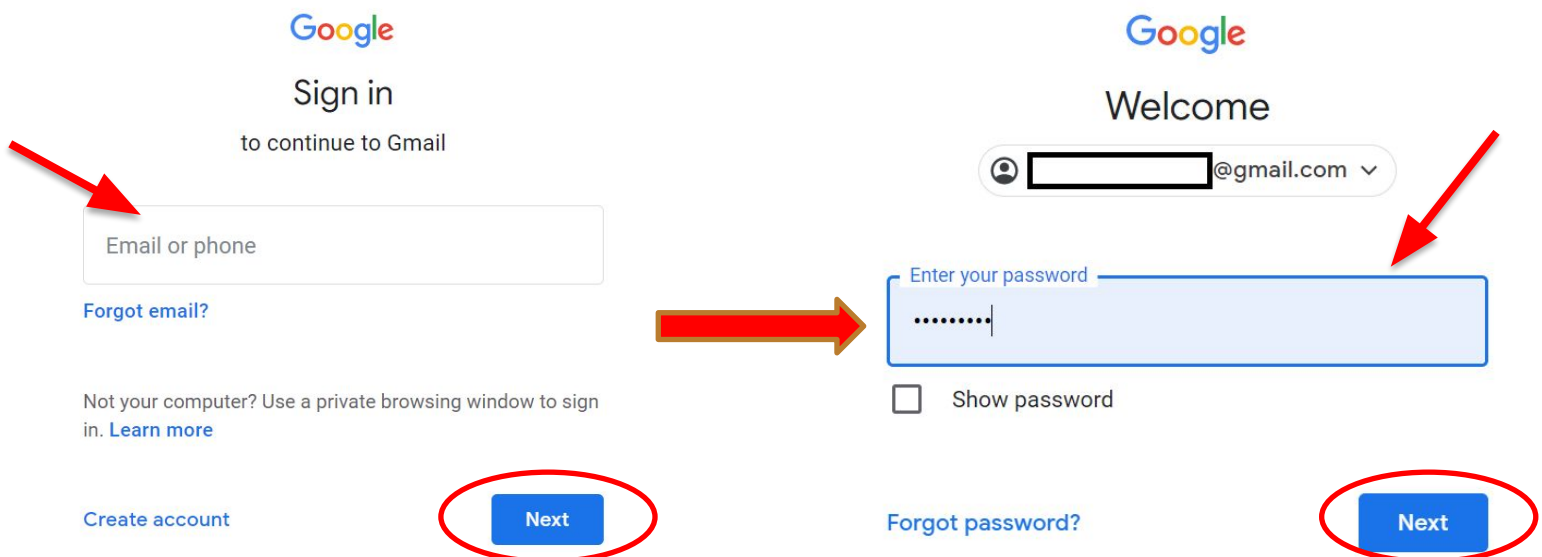
NOTE: *As a best practice, before taking the next steps, make sure you know where to find the file(s) you wish to attach to your email. Make sure you've saved the document(s) properly if you haven't already.*

3.   Open a new email message window, by clicking on the **"Compose"** button
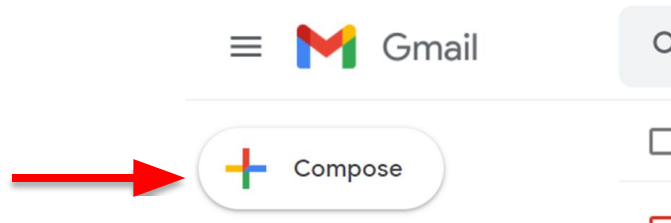

4.   You will be presented with the new email message screen as shown below. You may compose you email now, or after attaching the file(s). *As a best practice your message should indicate that an attachment is included.*
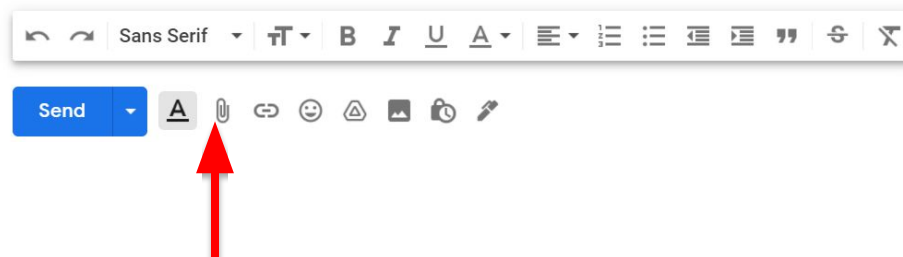
5.   To attach a document, Click on the **"Paperclip"** menu icon at the bottom of the email window.

6. After clicking the **"Paperclip"** icon, you will be presented with a file selection screen. Here you can navigate to the location of the document you wish to attach using the file selector
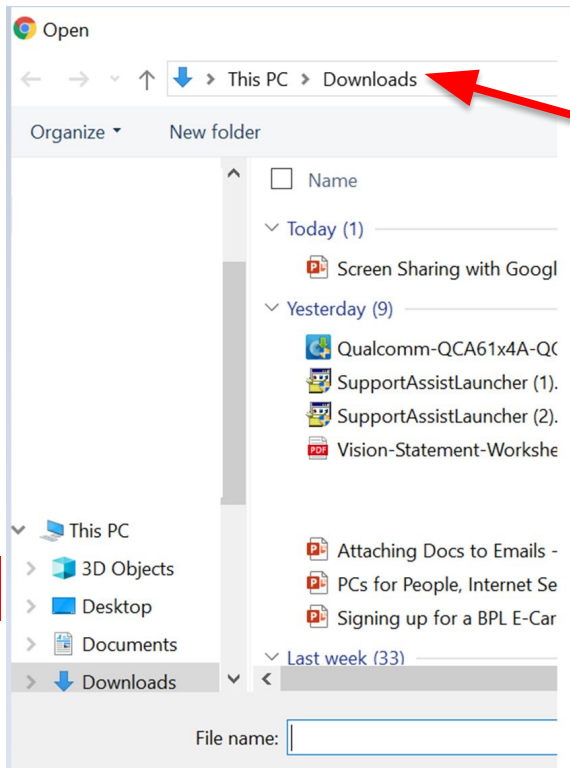

This indicates that I am browsing in my **"Downloads"** folder

In this window are documents that are stored in my **"Downloads"** folder. Scrolling down through the list will present you with all documents from which you can select the one you wish to attach

To change to another folder:
a. Click on the folder/location name, for example **"Desktop"** or **"Documents"**

  OR
b. Click on the arrow to expand the folder list and select the name of the folder. Content of the folder will be displayed in the window as shown above.
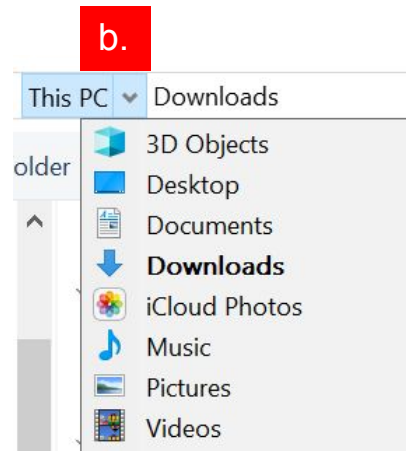
7. Navigate to, and select the file you wish to attach by clicking on the name of the file and click the "**Open**" button
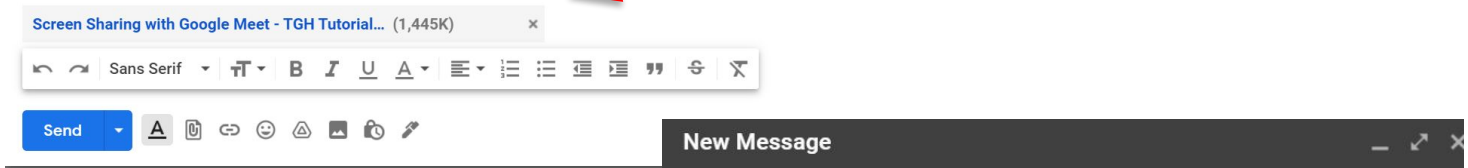
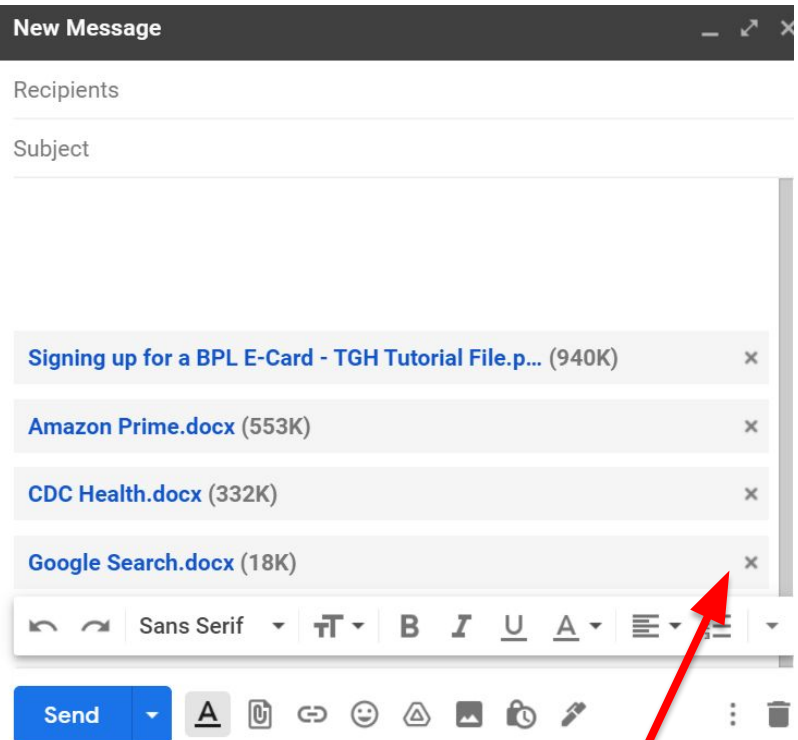**NOTE**: *You can select multiple files by holding down the CTRL key while clicking on each file.*
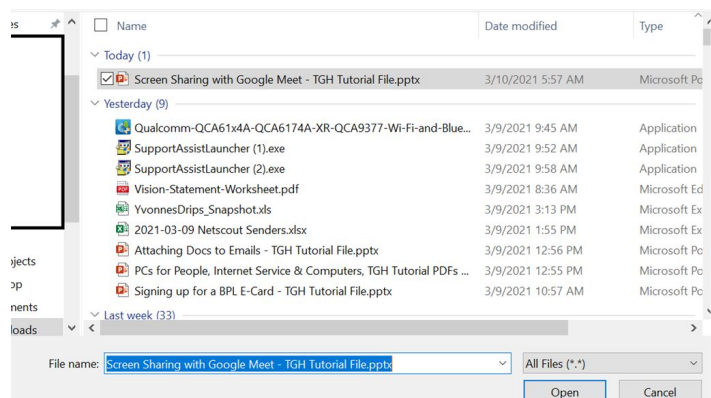
8. Once you click the **"Open"** button you will b presented with the email you have been composing with the attachment(s) embedded as below

New Message

Recipients

Subject

|

Example of a single attachment

Screen Sharing with Google Meet - TGH Tutorial... (1,445K)   ×

↶ ↷ Sans Serif ▾ 〒▾ B I U A▾ ≡▾ ≔ ≣ ≣ ≣ 〞 S X̶

Send ▾ A ▯ ⇔ ☺ △ ▣ ▭ ✏

New Message   — ⤢ ×

Recipients

Subject

Example of multiple attachments

Signing up for a BPL E-Card - TGH Tutorial File.p... (940K)   ×

Amazon Prime.docx (553K)   ×

CDC Health.docx (332K)   ×

Google Search.docx (18K)   ×

↶ ↷ Sans Serif ▾ 〒▾ B I U A▾ ≡▾ ≣ ▾
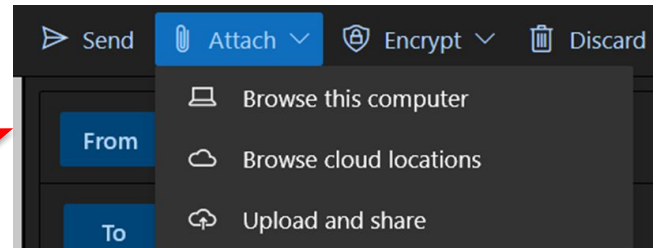
Send ▾ A ▯ ⇔ ☺ △ ▣ ▭ ✏   ⋮ 🗑

If at anytime you wish to remove an attachment from the email, simply click on the **"x"** next to the attachment name

Attachments in Other Email Clients

As mentioned, the process of attaching a file to an email is pretty much the same for all email programs once you have identified the correct button to use to launch the file selector.
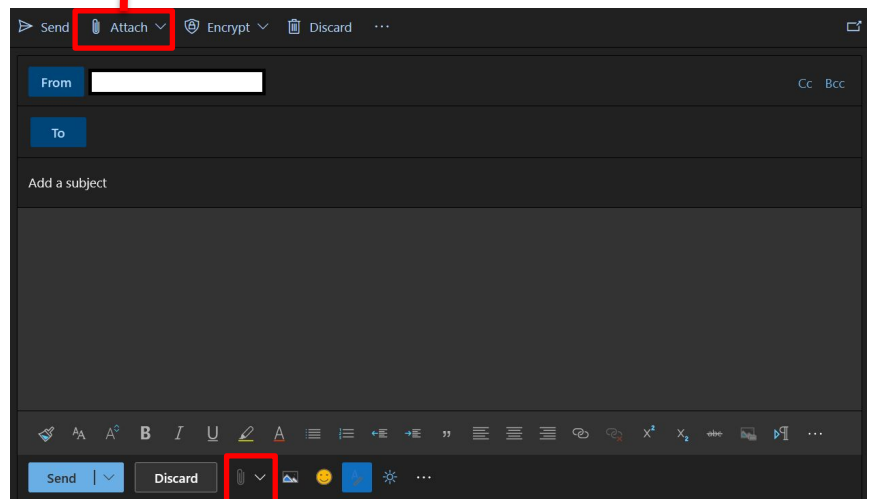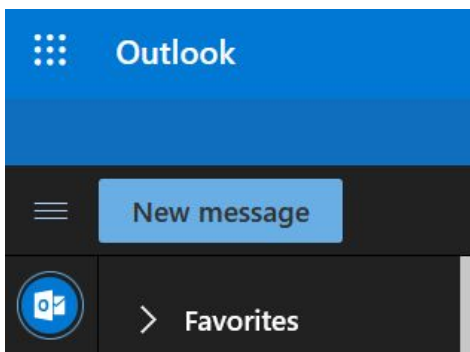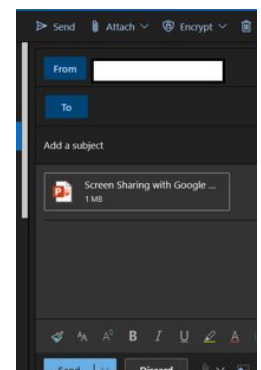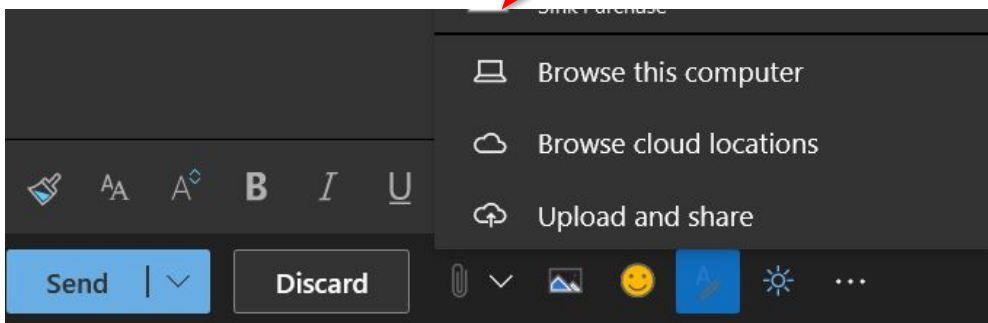
Outlook Live Mail
Outlook
Outlook Live Mail
Windows Live

https://outlook.live.com/

> Send   📎 Attach ⌄   🛡 Encrypt ⌄   🗑 Discard
>
> 🖥 Browse this computer
> From
> ☁ Browse cloud locations
> To
> ⌃ Upload and share

2. Click on the **"Attach"** button

1. Launch you outlook client and click on "**New Message**"

::: Outlook

☰ New message

o⟩ ＞ Favorites

➡

> Send   📎 Attach ⌄   🛡 Encrypt ⌄   🗑 Discard   ⋯
>
> From
> To
> Cc Bcc
> Add a subject

2. **OR** on the **"Paperclip"** icon to launch the file selector screen

🖥 Browse this computer
☁ Browse cloud locations
⌃ Upload and share

Send ⌄   Discard

➡

Screen Sharing with Google ...
1 MB

Congratulations you are well on the way to attaching and sharing files!