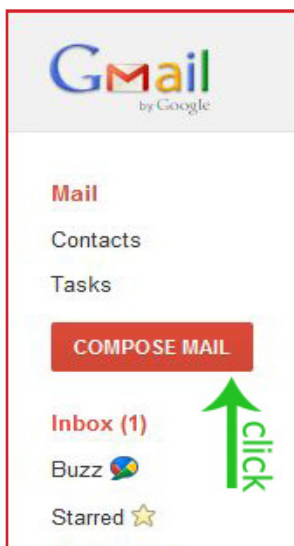# Gmail: Attaching a File

Do you need to email a resume, document, image or other file?

To attach a file to an email, the file must first be saved either to the computer or to a flashdrive. See the Step-by-Steps handout "Saving Files on a Public Computer" for how to do this.
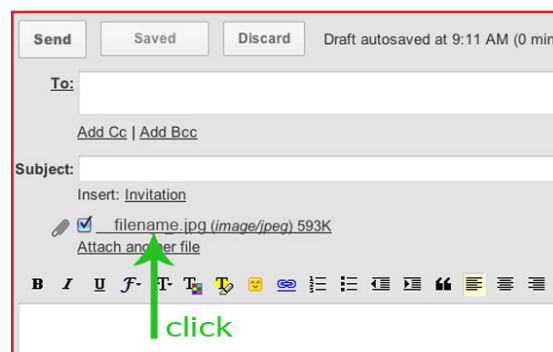
STEP 1

From your Gmail Account

- Click the "Compose mail" button in left column.
- Enter the email address(s) you are sending to in the upper white box labeled "To:." Remember an email address always has an "@" symbol in it.
- Push the Tab button to get to the Subject box. Enter a short description of what the email refers to. The Subject line will appear in the recipient's inbox.
- Tab to the large white area. You can type your message.

STEP 2

Attach a file

- To attach a file to this email, click "Attach a file" under the subject line by the paper clip icon.

- A box will pop up showing the files on the computer. Find your file, click on it to highlight it and then click the "open" button in the lower right of the pop-up screen. You may have to scroll or change folders to find the file you are looking for.
- If your file is on a flashdrive, look for the flashdrive name (often it will be NO NAME or the brand name) and click on it to see the files stored in it. Find your file, click on it and then click the "open" button.
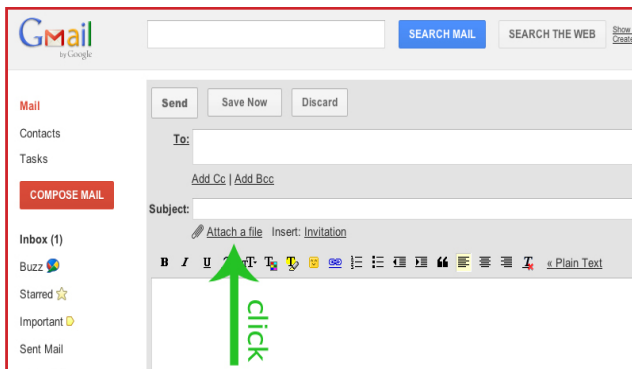
STEP 3

File is attached

- You should see the file name listed next to the paper clip icon in the email draft. If it is not there, attempt again to attach it.

INSTITUTE of **Museum** and **Library** SERVICES

Funded by a grant from LSTA

indianhead federated library system

STEP 4
Attach another file

· You can attach more files to the email by clicking "Attach another file" in the same area. It is fine to send several attachments in one email.
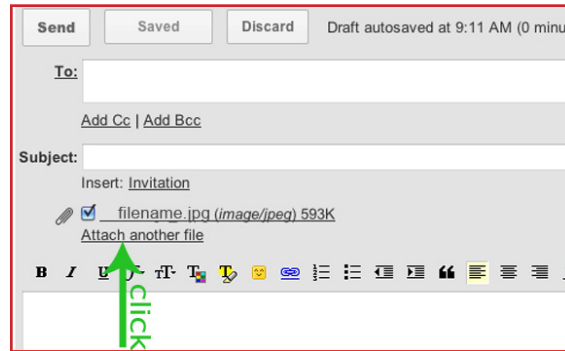
STEP 5
Remove an attached File

· If you decide that you do not want a file attached after all, just click on the checkmark in the white box next to the file attachment. This will uncheck the box and that attachment will disappear.
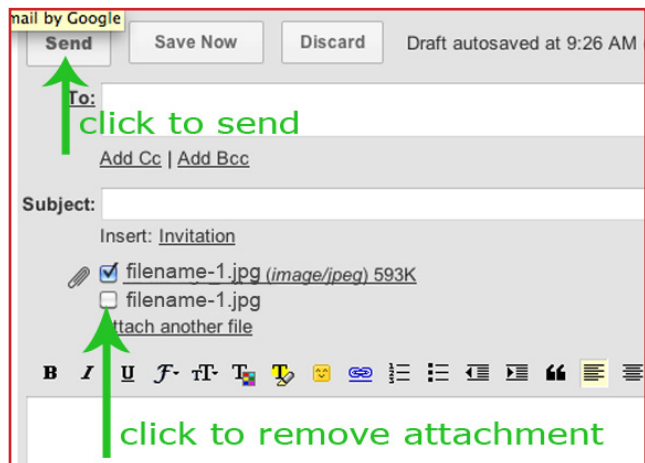
STEP 6
Send

· Click the "Send" button at the top or bottom of the message. You will then be back to your Inbox.

· You can view your sent mail by clicking on the Sent Mail folder on the left side.
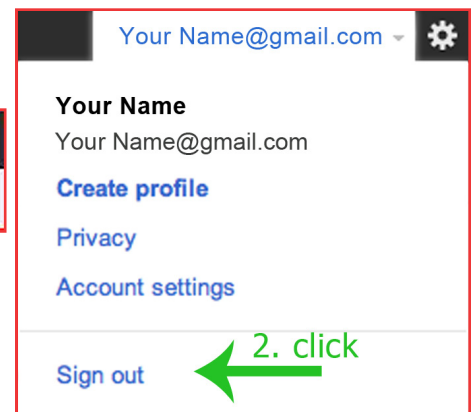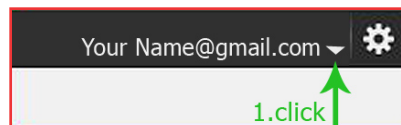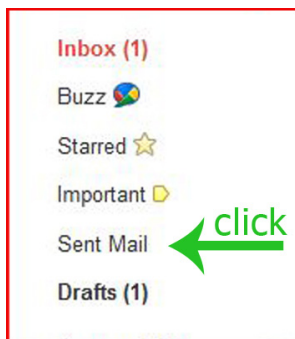
· When you are done with Gmail, **remember to sign out** if you are using a public computer. This will prevent others from accessing your information.