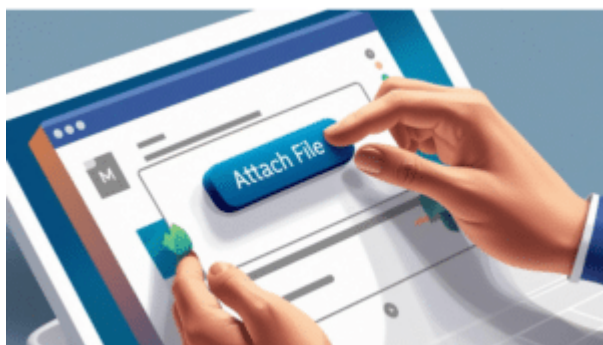


This is an beta website by [Inclusive Bytes CIC](#), The aim is to create one location for digital resources in Oldham.



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How to attach a file to an email.



How to Add Files to an Email: A Step-by-Step Guide

Attaching files to an email is a common and essential task. Here's a guide on how to do this for popular email platforms like Gmail, Outlook (Hotmail), and Yahoo Mail.

1. Gmail

1. **Log in to your Gmail account.**
2. Click on the **Compose** button to create a new email.
3. In the new message window, click the **paperclip icon** (📎) at the bottom of the email.
4. A file explorer window will open. Navigate to the file you want to attach and select it.
5. Click **Open**. The file will start uploading and appear as an attachment in the email.
6. Finish composing your email and click **Send**.

2. Outlook (formerly Hotmail)

1. **Sign in to your Outlook account.**
2. Click on **New Message**.
3. In the message window, click the **Attach** button (represented by a paperclip icon).
4. Choose **Browse this computer** or **Browse cloud locations**, depending on where your file is stored.
5. Select the file and click **Open**.

6. The file will attach to the email. Complete your message and click **Send**.

3. Yahoo Mail

1. **Log in to your Yahoo Mail account.**
2. Click on **Compose**.
3. In the email composition window, click the **paperclip icon**.
4. Choose **Attach files from computer** or select files from cloud storage options.
5. Select the file and click **Open**.
6. The file will attach to the email. Finish writing your email and click **Send**.

Additional Tips

- **File Size Limitations:** Most email platforms have file size limits (e.g., Gmail allows up to 25 MB). For larger files, consider using cloud storage services like Google Drive or OneDrive and sharing a link.
- **File Format Compatibility:** Ensure the recipient can open the file format you are sending.
- **Security Check:** Scan files for viruses before attaching them to avoid spreading malware.

By following these steps, you can efficiently attach and send files via email across different platforms.

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