This is an beta website by <u>Inclusive Bytes CIC</u>, 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.
- 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**.
 - 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.

Made with the help and support of <u>Inclusive Bytes CIC</u>

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