Digital Unite

Inspiring POSITIVE CHANGE through
digital skills

How to email a document

Print

Files on your computer can be attached to an email and sent to friends at the touch of a button — everything from business documents to holiday snaps

This guide will show you how to attach a document to an email using Gmail. However, you'll find this information relevant to the majority of email accounts.

You'll need:

- an email account, set up and ready to send and receive email
- a document saved on your computer.

Follow these step-by-step instructions to email a document

Step 1: Log in to your email account so that you are on the dashboard (front page) of your mail account.

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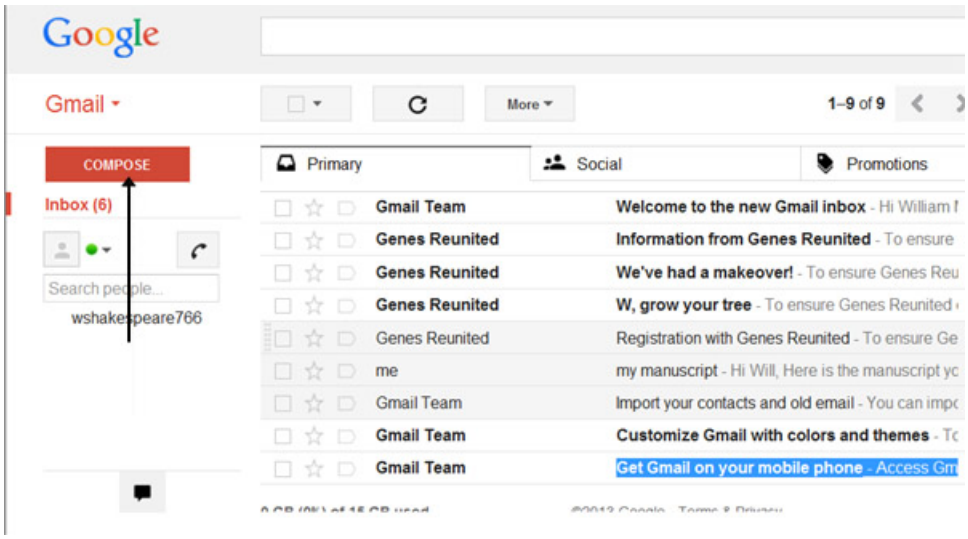
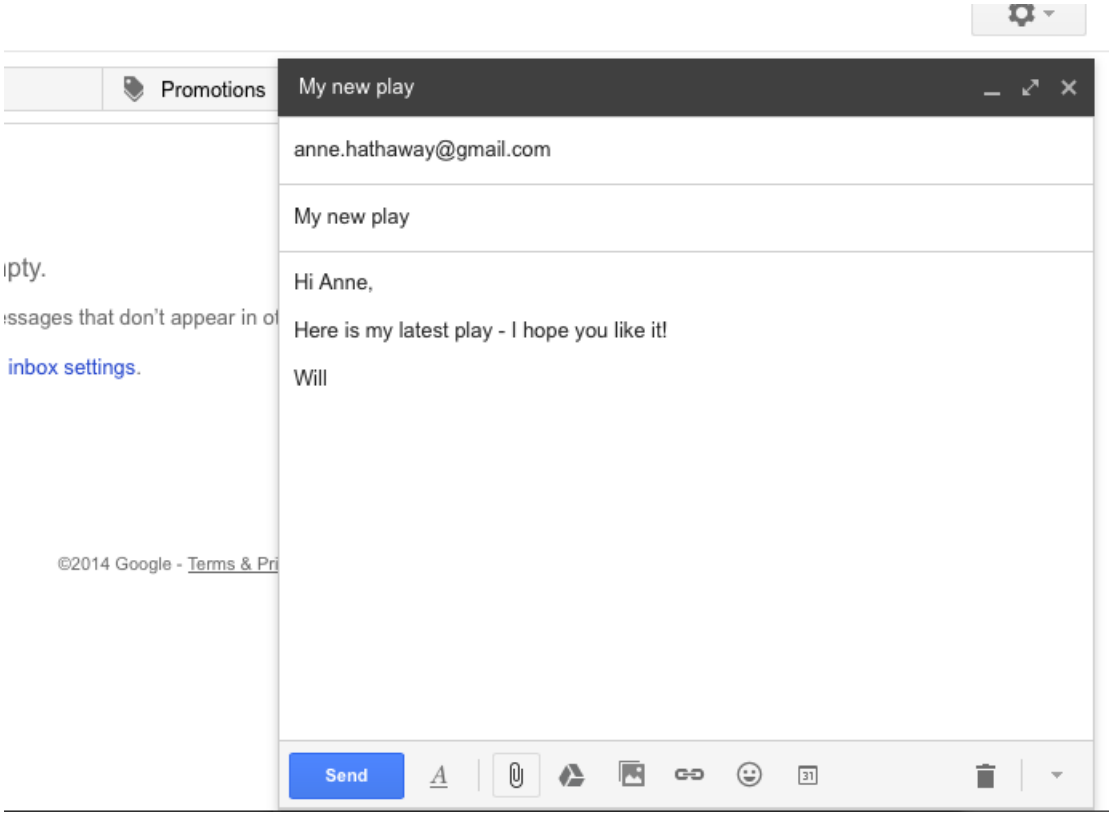
OK, I agree **No, thanks**

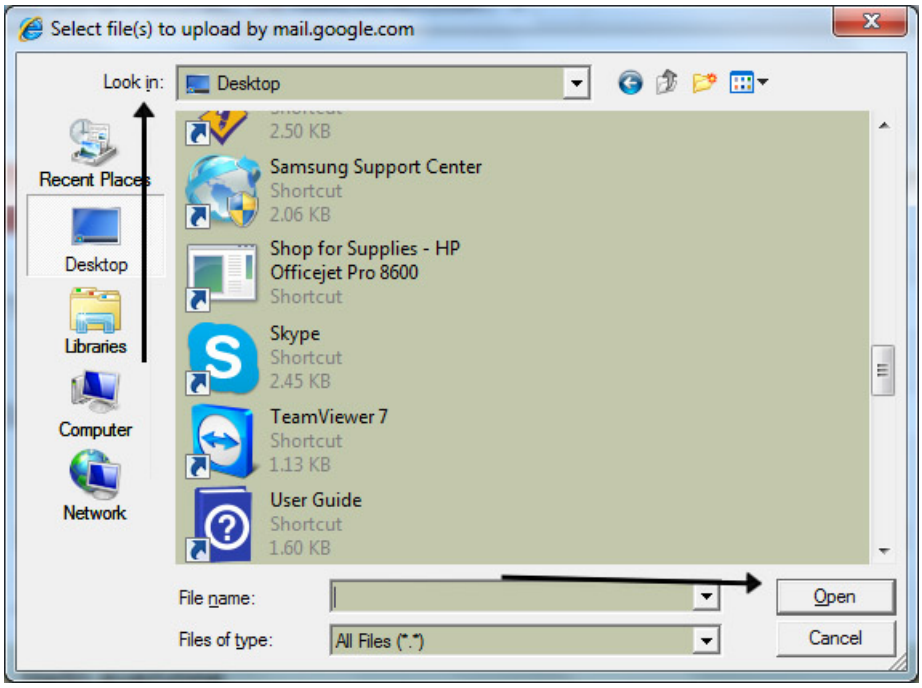


Step 3: Once your new email is open, type your recipient's email address in the 'To' field. Then put a title for your email in the 'Subject' box and type your message.



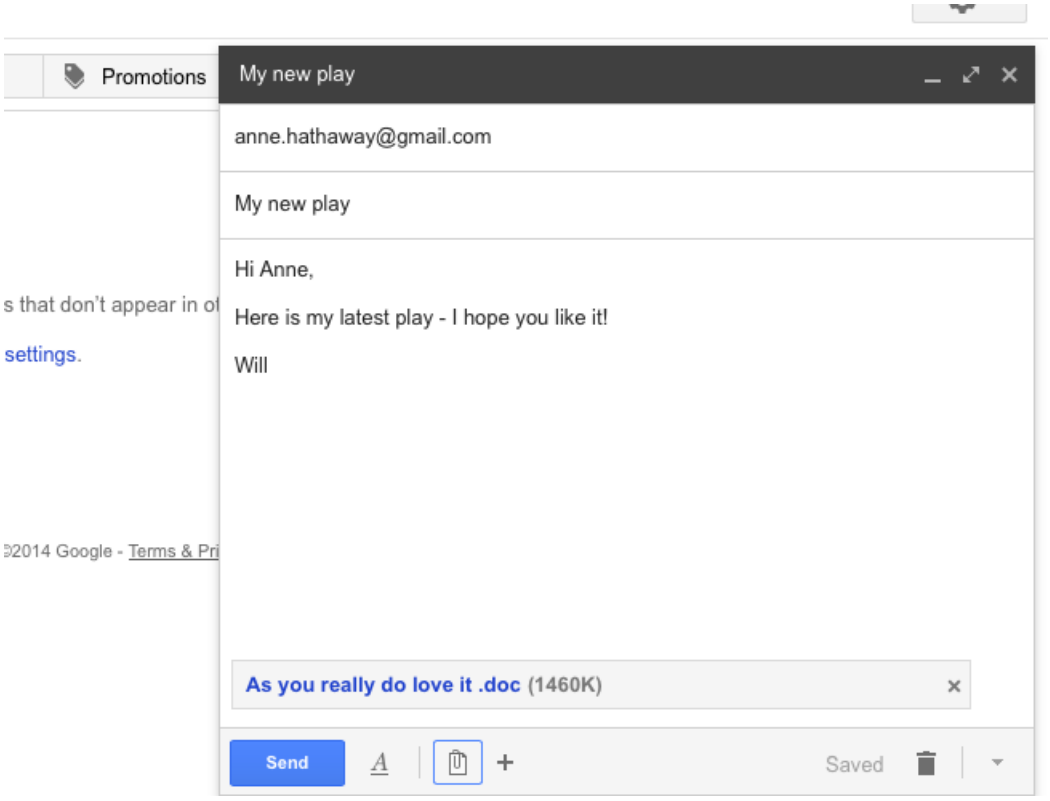
Step 4: Click on the paper clip icon at the bottom of the compose window.

Step 5: Browse through your Windows folders until you reach the document you want to attach to your email. Highlight this by clicking on it and then click **Open**. This will add the document as an attachment to your email.



Step 6: You can tell that your document has been attached to you email by its file name appearing in blue text at the bottom of the compose window.

Step 7: If you want to attach another document, click the paperclip icon again and repeat **steps 4 and 5**.



Step 8: When you're ready to send your email, click **Send**.

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Next steps

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How to send an email to multiple people

How to email a picture

How to use chat in Gmail to talk with friends and family

How to use the Gmail mobile app

How to email a document within Word