


# How to email a document

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**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.

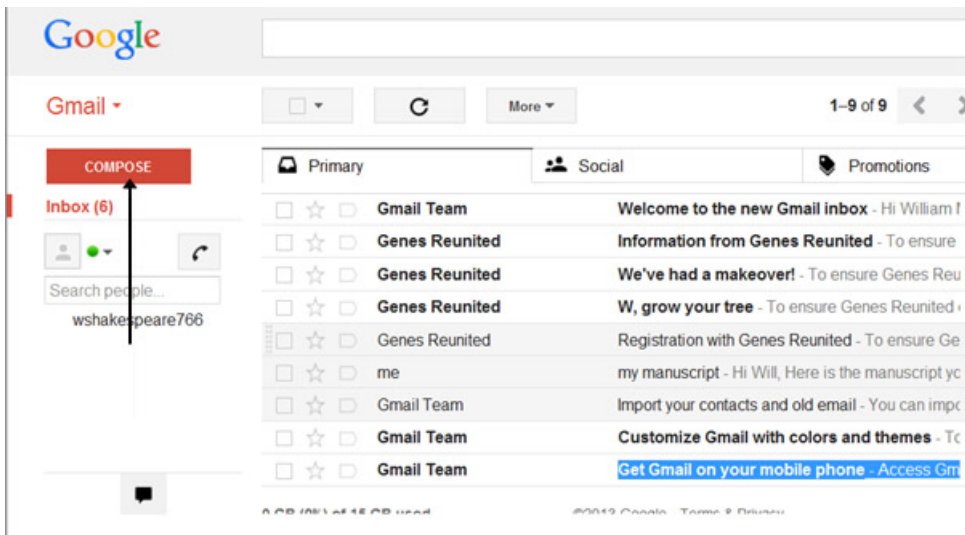
## **You'll need:**

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

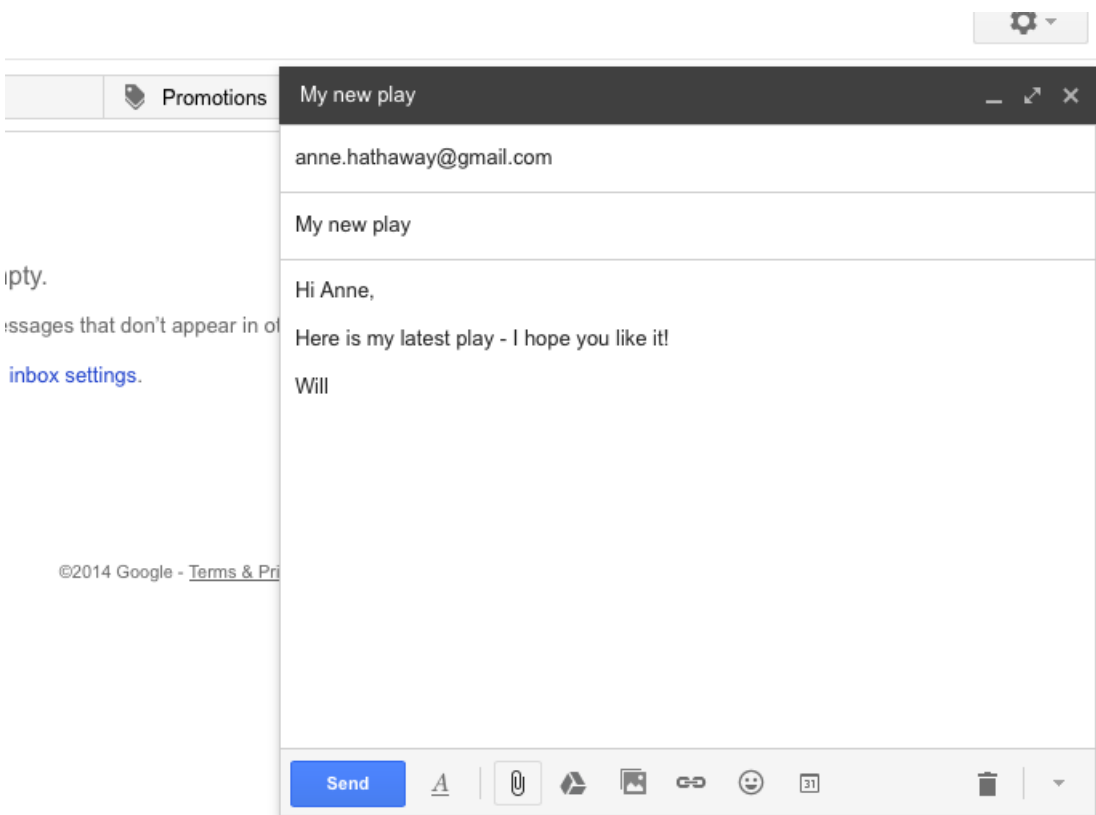
## **Follow these step-by-step instructions to email a document**

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

**Step 2:** Click **Compose**. Alternatively, you can reply to an email that you've received by double-clicking on it in your list of received emails, then following the same steps.

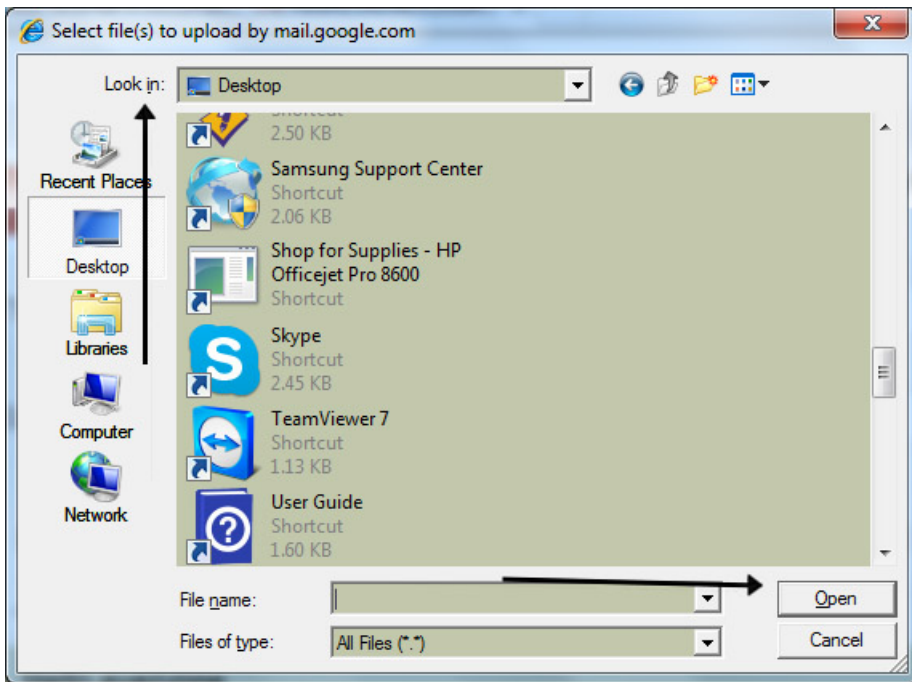


**Step 3:** Once your new email is open, type your recipient's email address in the 'To' field. Then put a title for your email in the 'Subject' box and type your message.



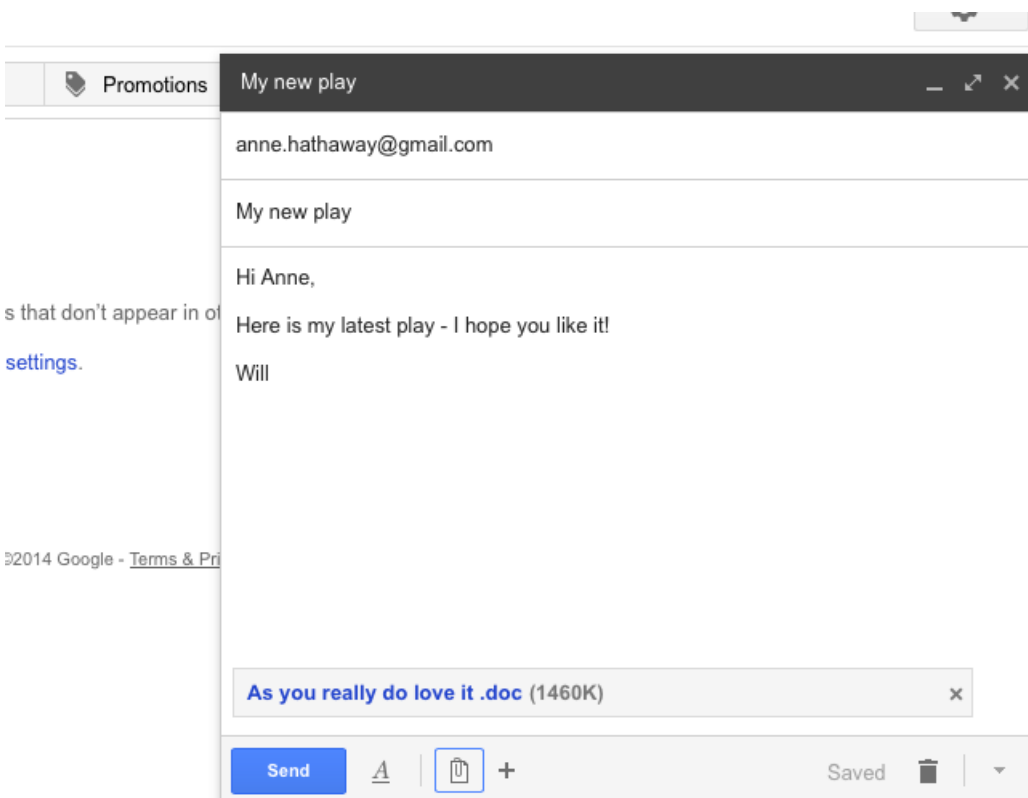
**Step 4:** Click on the paper clip icon at the bottom of the compose window.

**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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