

Tech Tip of the Week

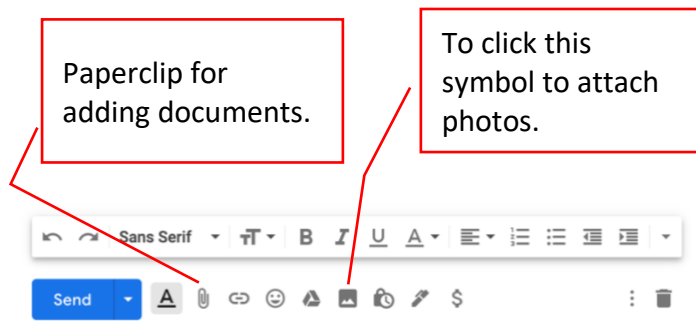
May 18th, 2020

How to attach documents to your Gmail

These directions are specifically for those with a Gmail account however, these tips could still help you with other mail clients.

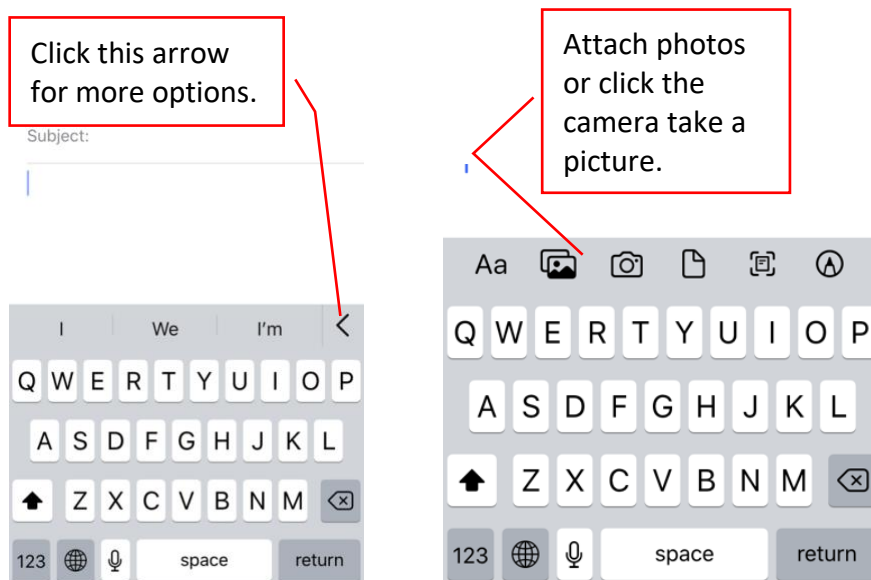
If you are at a computer -

1. It is a good idea to take note of where the document or photo is located on your computer. You can even make a copy and place it on your desktop to make it easier to locate.
2. Click the Compose button.
3. If you are sending a document, click the paperclip at the bottom of the new message. To attach a photo, click the square icon with a mountain depicted.
4. Your file explorer will open. Find the file or photo, and select it then click open.



If you are using an iPad or iPhone the process might be slightly different.

After you make a new message click the arrow on the top of the keyboard to see more options.

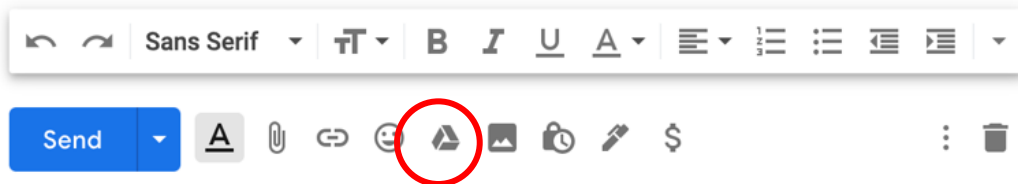


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Gmail is only able to process files up to 25MB in size. However, Google Drive is a quick and easy way to share larger documents and videos.

1. Click the Google Drive Symbol



2. Click Upload
3. Click select files from your device and choose the files you would like to share.
4. You can either share the item as a link to your Google Drive or as an Attachment. Sharing documents as a link to your drive will all people to leave comments or edit.

