

How to Attach a Document or Picture to an Email

Documents and pictures that are saved as computer files can be attached to an email so that the recipient can receive your resume, party invitation, or any other document you want to send at the touch of a button.

This guide will show you how to attach a document to an email using Gmail. However, most email accounts have the same easy to use features to attach a document. This guide is written for Windows users.

You'll need:

- an [email account](#), set up and ready to send and receive email
- a document saved on your computer.

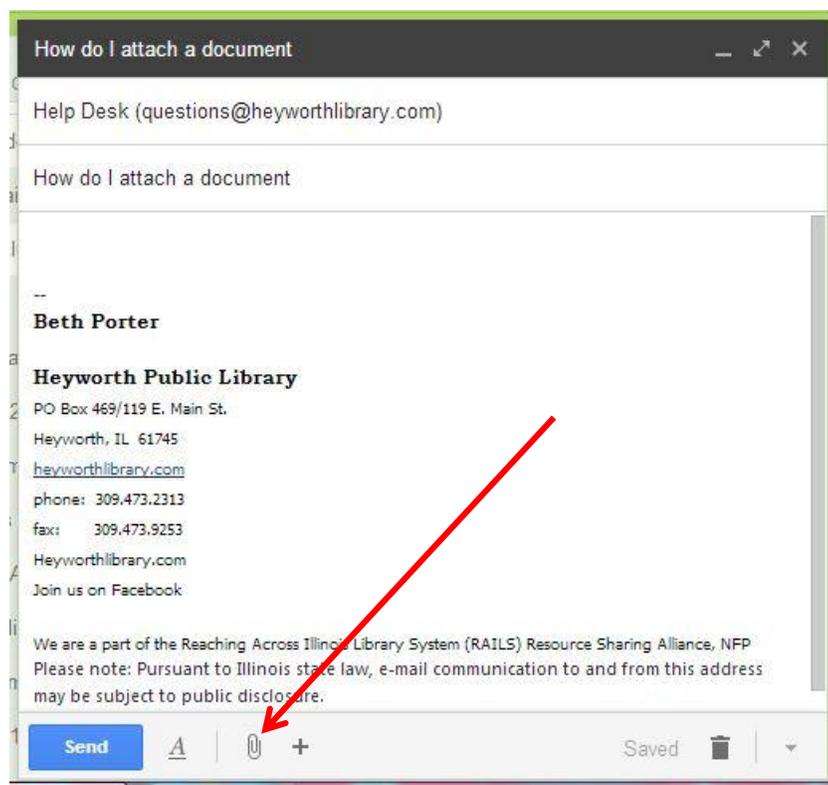
Follow these step-by-step instructions to email a document

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

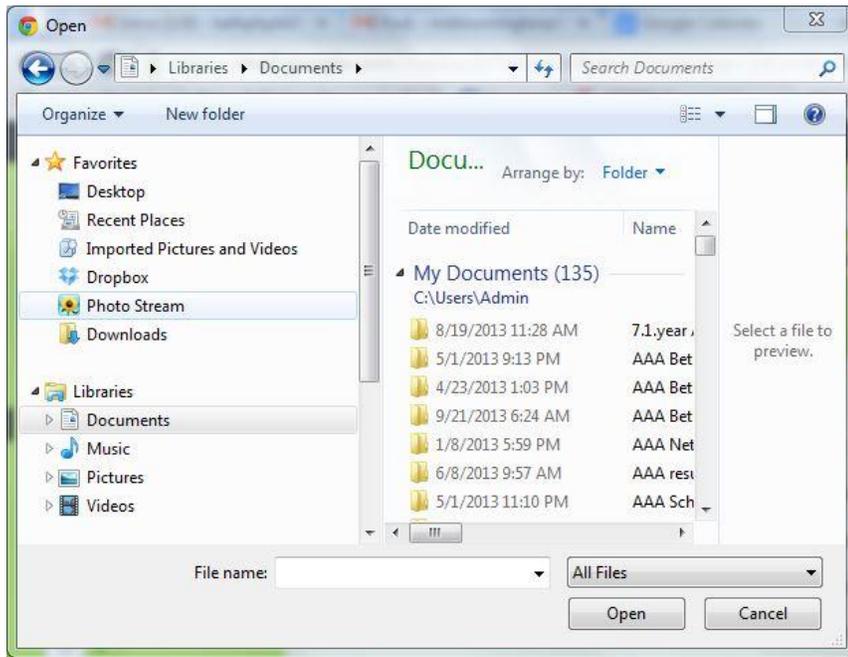
Step 2: Click **Compose**. Alternatively, you can reply to an email that you've received by double-clicking on it in your list of received emails, then following the same steps.

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.

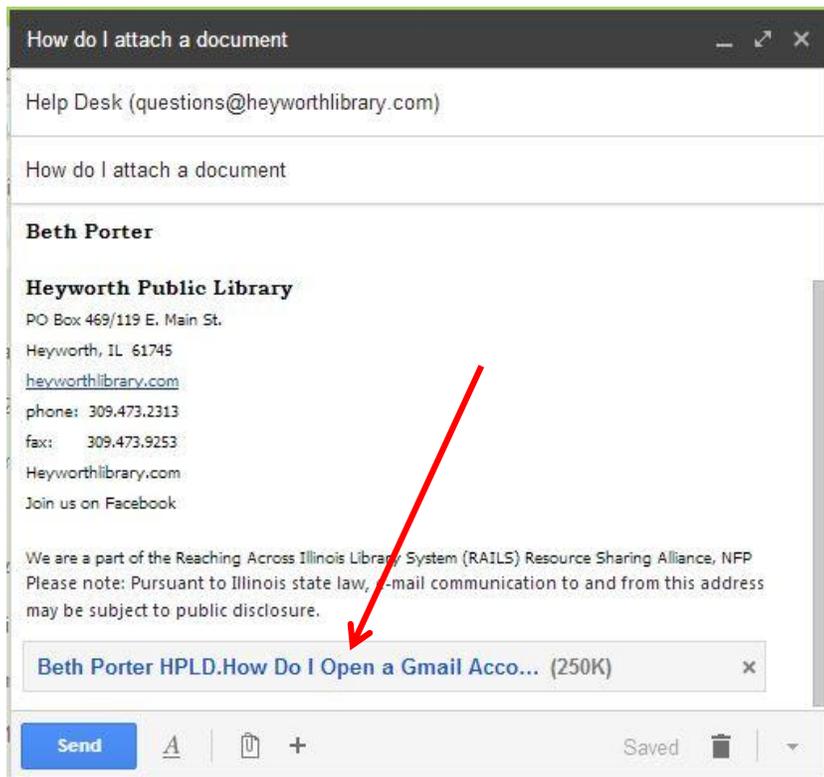
Step 4: Click the little **paperclip icon** to attach a file.



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**.