

Computer Commons

Instructions on how to send a file as an attachment using your Gmail account

1. Sign in to your Gmail account: <http://www.gmail.com>
2. Click on the **Compose Mail** link (in the top left corner) (See Figure A).

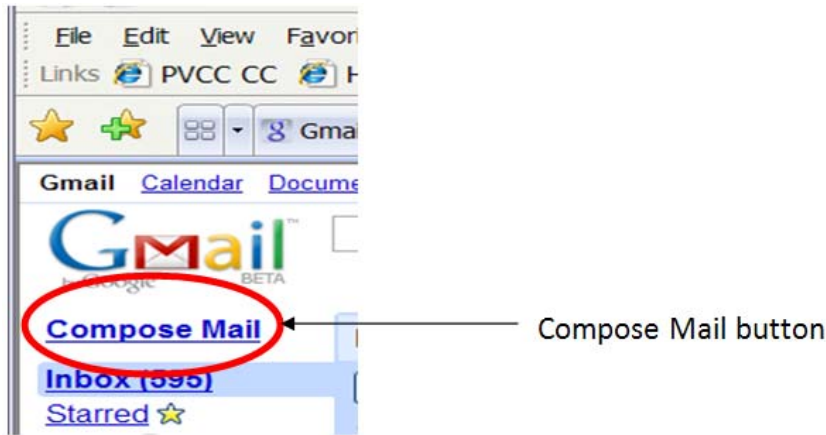


Figure A

3. In the **To:** field type in the email address of the person you want to send the email to (i.e. your email address if you want to send it to yourself, and/or your instructor's or someone else's email address) (See Figure B).
4. Type in an appropriate subject in the **Subject** field (See Figure B).
5. Click on the **Attach a file** link which is located underneath the **Subject** field (See Figure B).

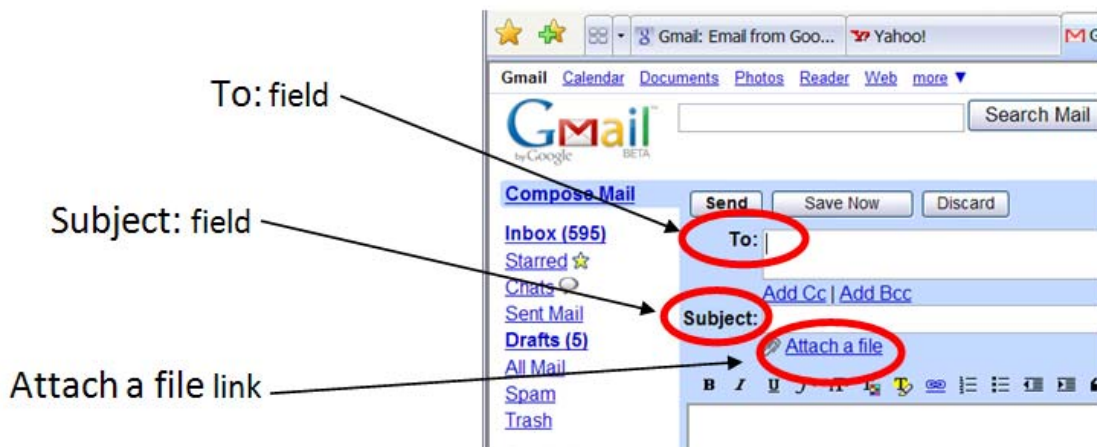


Figure B

6. In the **Choose file** dialog box locate the file you want to attach, by clicking the **Look in:** list arrow (See Figure C - on the reverse side of this page).

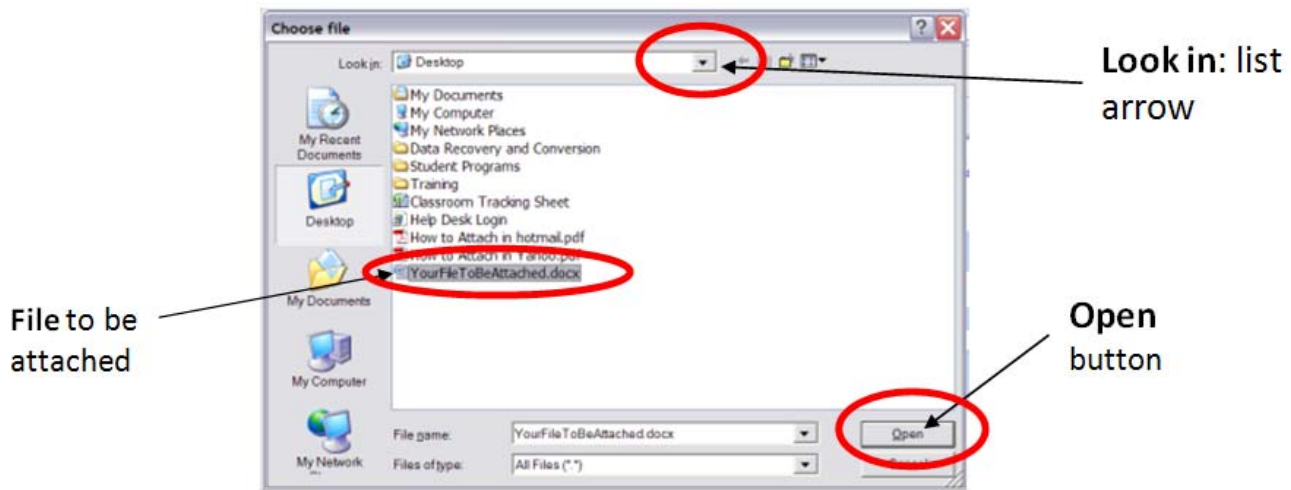


Figure C - Choose file dialogue box

7. Select the **file** to be attached and click the **Open** button (See Figure C- Above). The file will be attached to your Gmail account and you will see it in the message window.
8. If you want to attach more than one file click on the **Attach another file** link located underneath the file name you just attached (See Figure D).

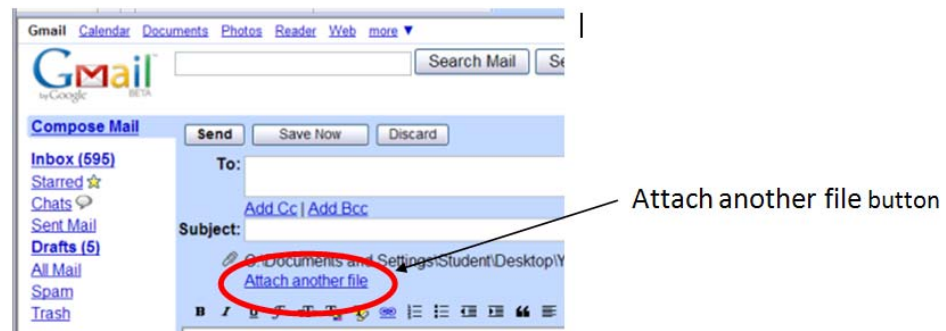


Figure D

9. Repeat steps 6 and 7 until you are done attaching files. (Note: Check the limitation on the number of files and the total size of all the files you can attach per message by visiting the **Help Center** of your Gmail account. To visit the **Help Center** click on the Help link in your Gmail window and then click the Attachments link in the **Your Messages: Sending** section of the **Help Center** and read the information).
10. Write a message in the body.
11. Click the **Send** button (See Figure E).

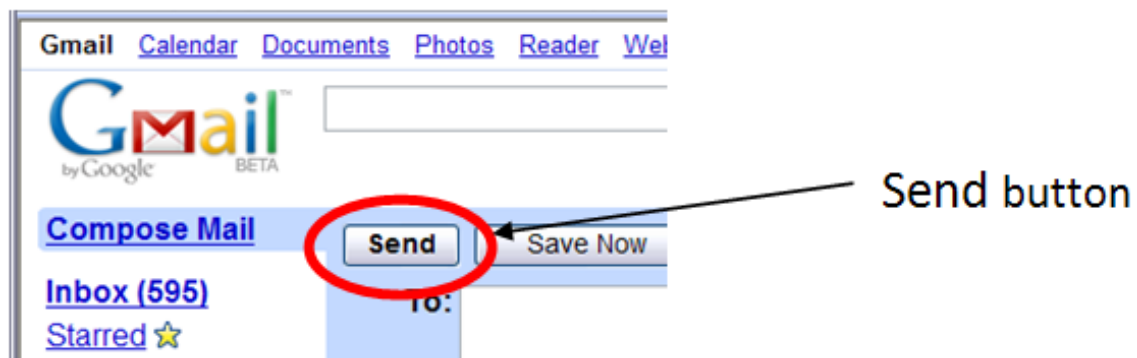


Figure E

12. If you have emailed the attachment to yourself check your **Inbox** and confirm that you received the email. Also open the attachment to verify that it is the correct one.