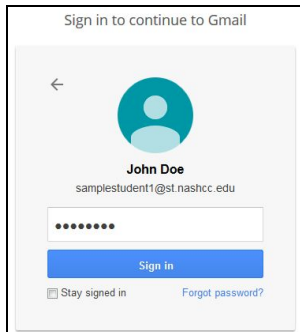


# Attach a File to an Email

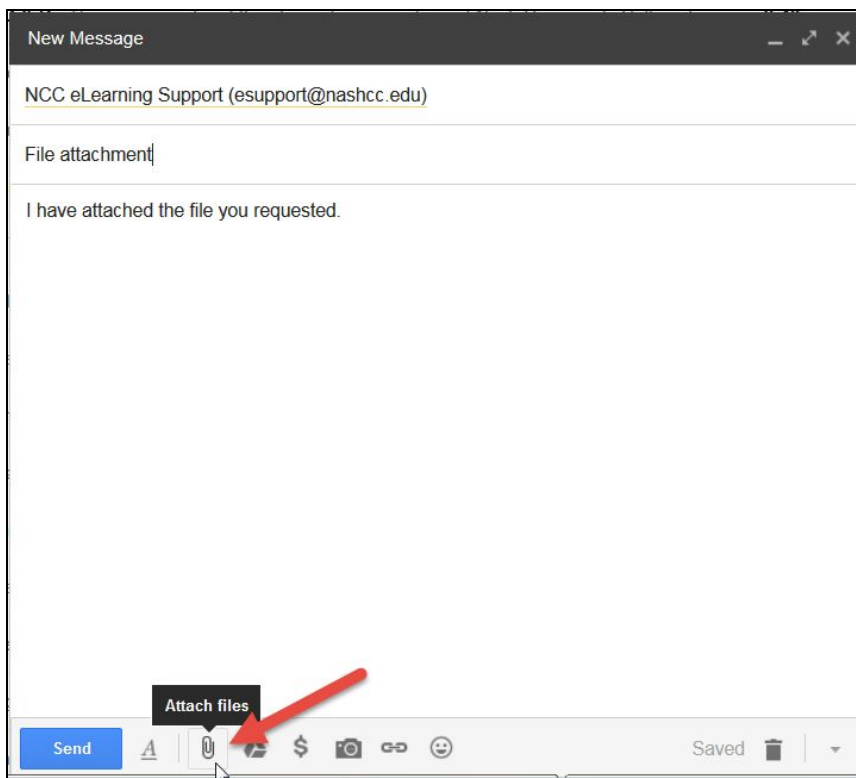
1.) Log into your Student Email



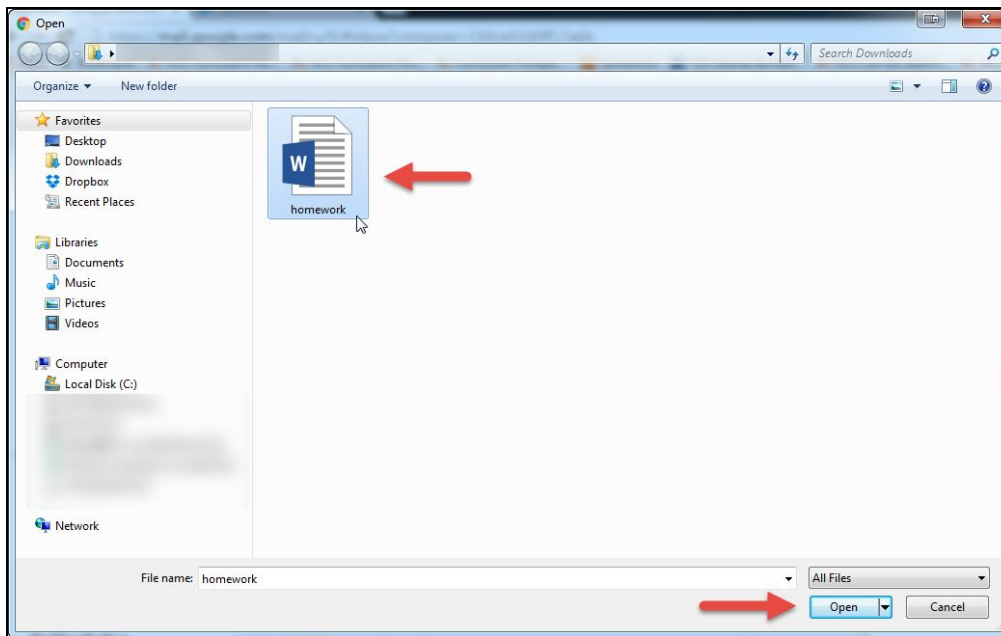
2.) Click on the Compose button in the upper left corner of your computer screen



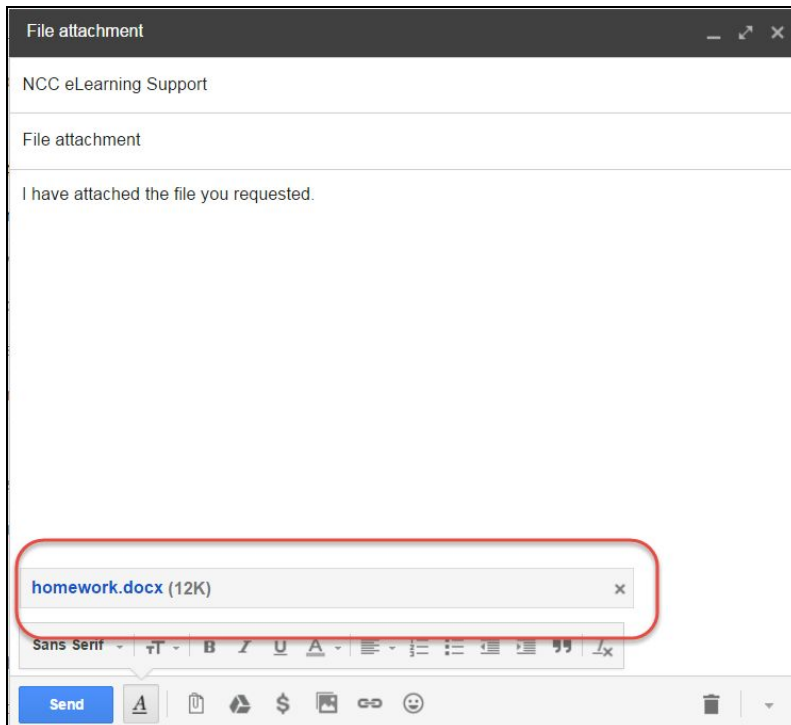
3.) Compose your message and click the Attach files icon at the bottom of the compose message screen



4.) Search your computer for the file you wish to add to your email. Click the file once to select it and then click the Open button, or double click the file.



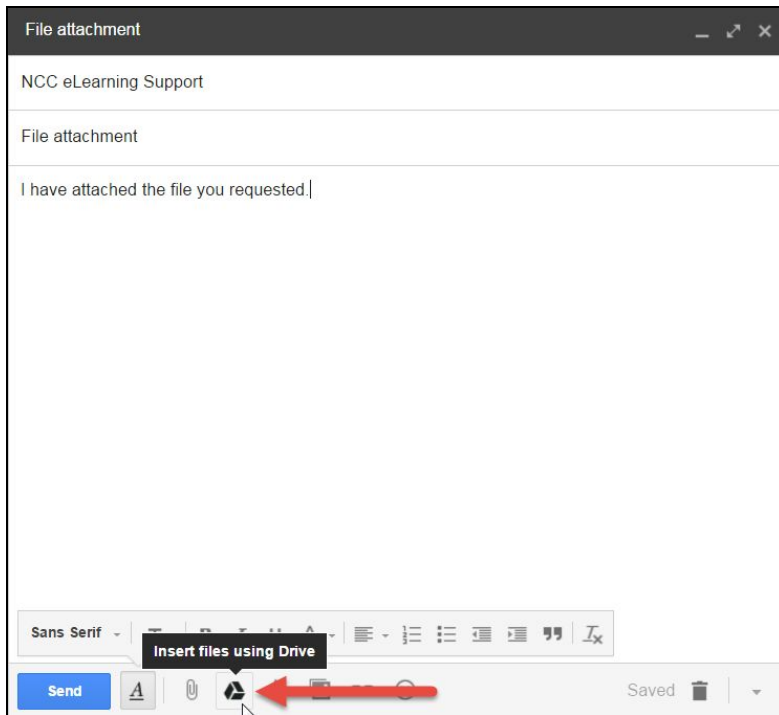
5.) The attached file will appear at the bottom of your composed message.



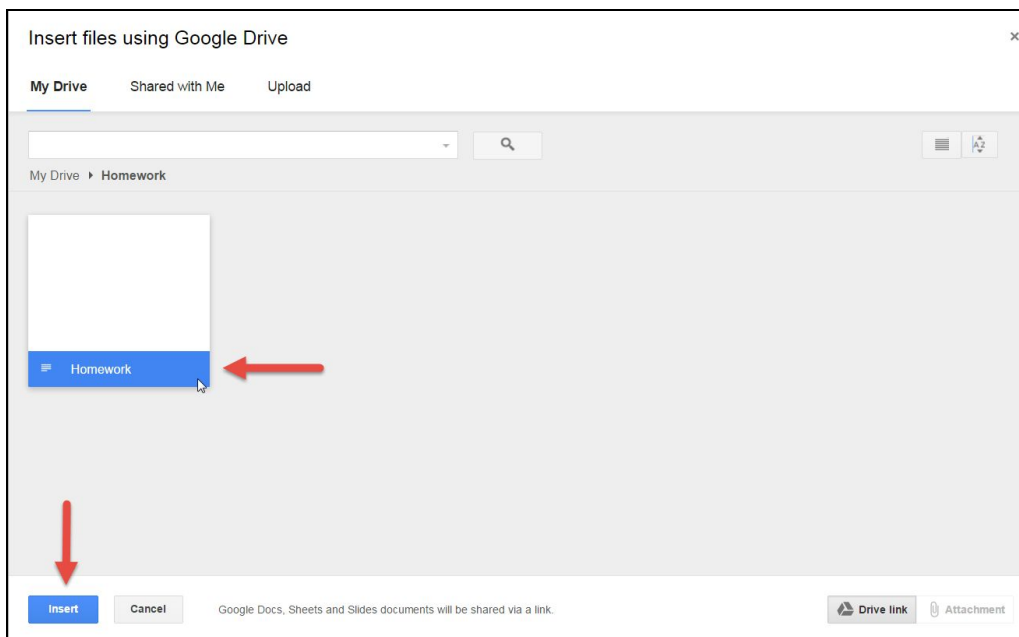
6.) Click the Send button to send your message containing the attached file.

## To add a file from your Google Drive

- a) Complete steps 1-3 above
- b) When selecting a file, click the Google Drive icon at the bottom of the compose screen



- c) Search and select the file to attach and then click the Insert button



- d) Complete steps 5 and 6 above