Add an attachment in Gmail or Yahoo.



Click <u>the paperclip icon</u>, located near the send button, along the bottom of the window where you compose your message.

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2	🔁 Adventure			/25/2011 7:37 PM	Adobe Acrobat D	
Recent Places	(B) Adventure			/25/2011 7:40 PM	Microsoft Publish	
	Audiobooks			4/26/2011 10:33 AM	Adobe Acrobat D	
	Audiobooks			/25/2011 8:01 PM	PM Microsoft Publish.	
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-	Historical Fiction			1/25/2012 9:56 AM Microsoft Pu		
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	File name:			•	Open	
	Files of type:	All Files (*.*)			Cancel	

Browse through your computer files and find the file you want to attach.

Click the name of the file, and then click <u>Open</u>.

To chec	k out.txt (5K)			×
Send	A	Ď 🔥	\$ E co	٢	Save

The file name will appear above the send button, and the paperclip icon will change to show a file has been attached. To add another file, click this icon and repeat the process.

To remove the attachment, click the x at the end of the line that shows the name of the attachment.

For Google help's version of how to attach a file, visit <u>http://mail.google.com/support/bin/answer.py?answer=6584</u> To search other topics in Google help, visit http://mail.google.com/support/

For more information about how to attach a file, visit Yahoo help here: https://help.yahoo.com/kb/mail-for-desktop/attachments-yahoo-mailsln15987.html?impressions=true To search other topics in Yahoo help, visit https://help.yahoo.com/kb/mail-for-desktop



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