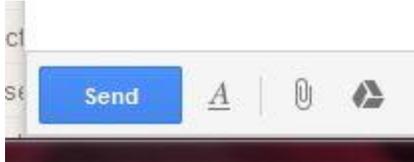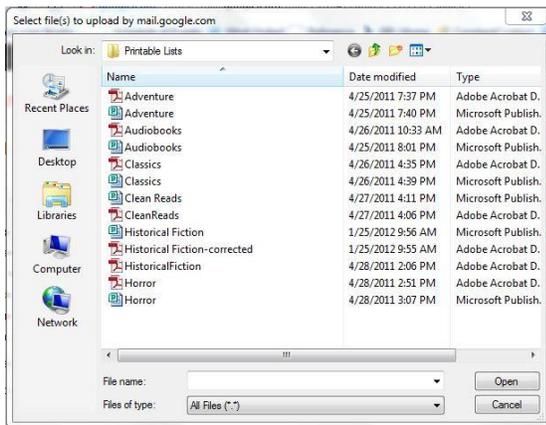# How to Add an Attachment to an Email

Add an attachment in Gmail or Yahoo.
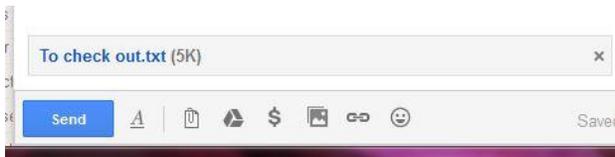

Click <u>the paperclip icon</u>, located near the send button, along the bottom of the window where you compose your message.

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>.

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 http://mail.google.com/support/bin/answer.py?answer=6584 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-mail-sln15987.html?impressions=true To search other topics in Yahoo help, visit https://help.yahoo.com/kb/mail-for-desktop

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