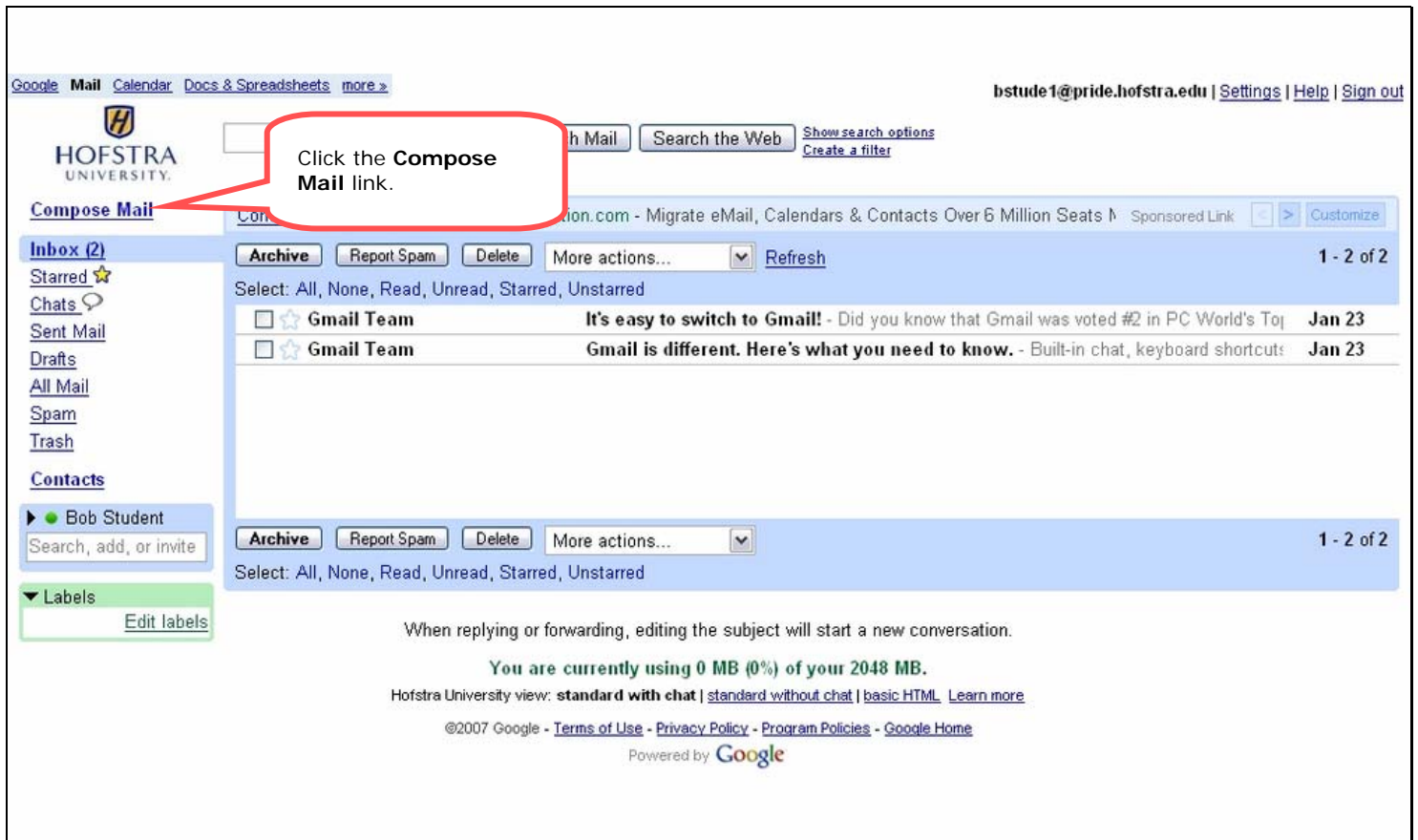
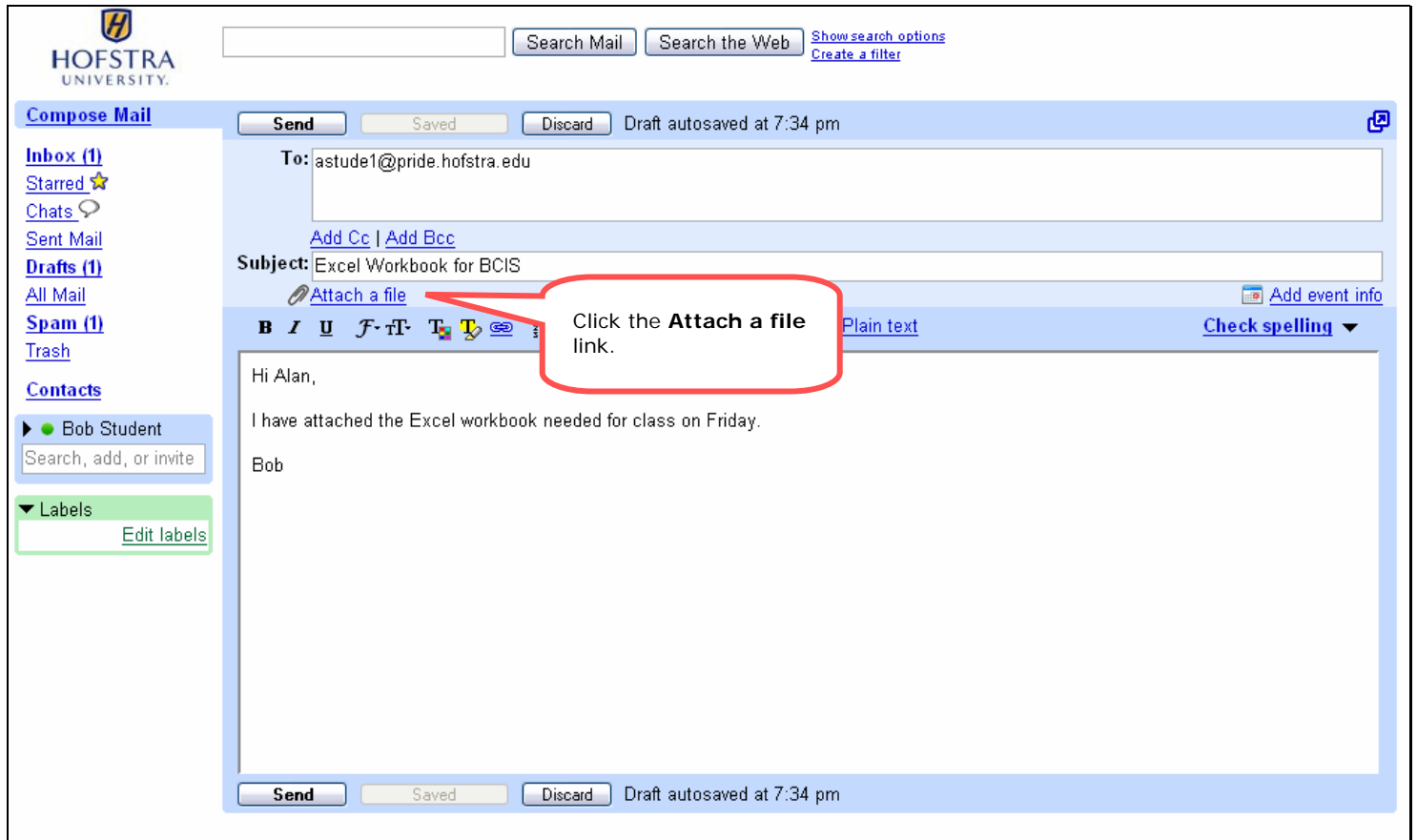


# How to attach a file to an email in Gmail.



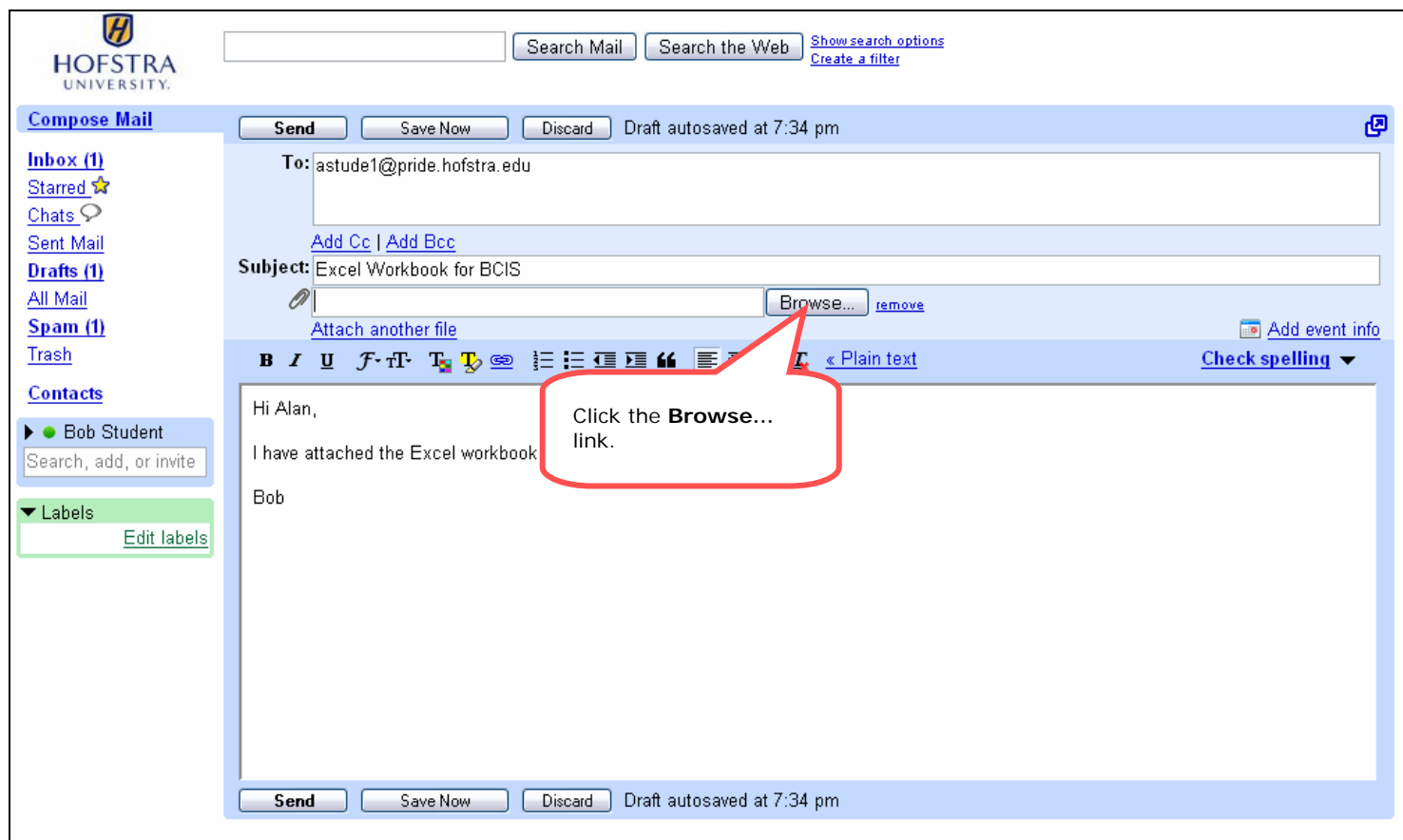
Hofstra Gmail main screen

1. When you logon to your Hofstra Gmail account, you will first see the Gmail main screen.
2. Click the **Compose Mail** link located in the upper left-hand corner.



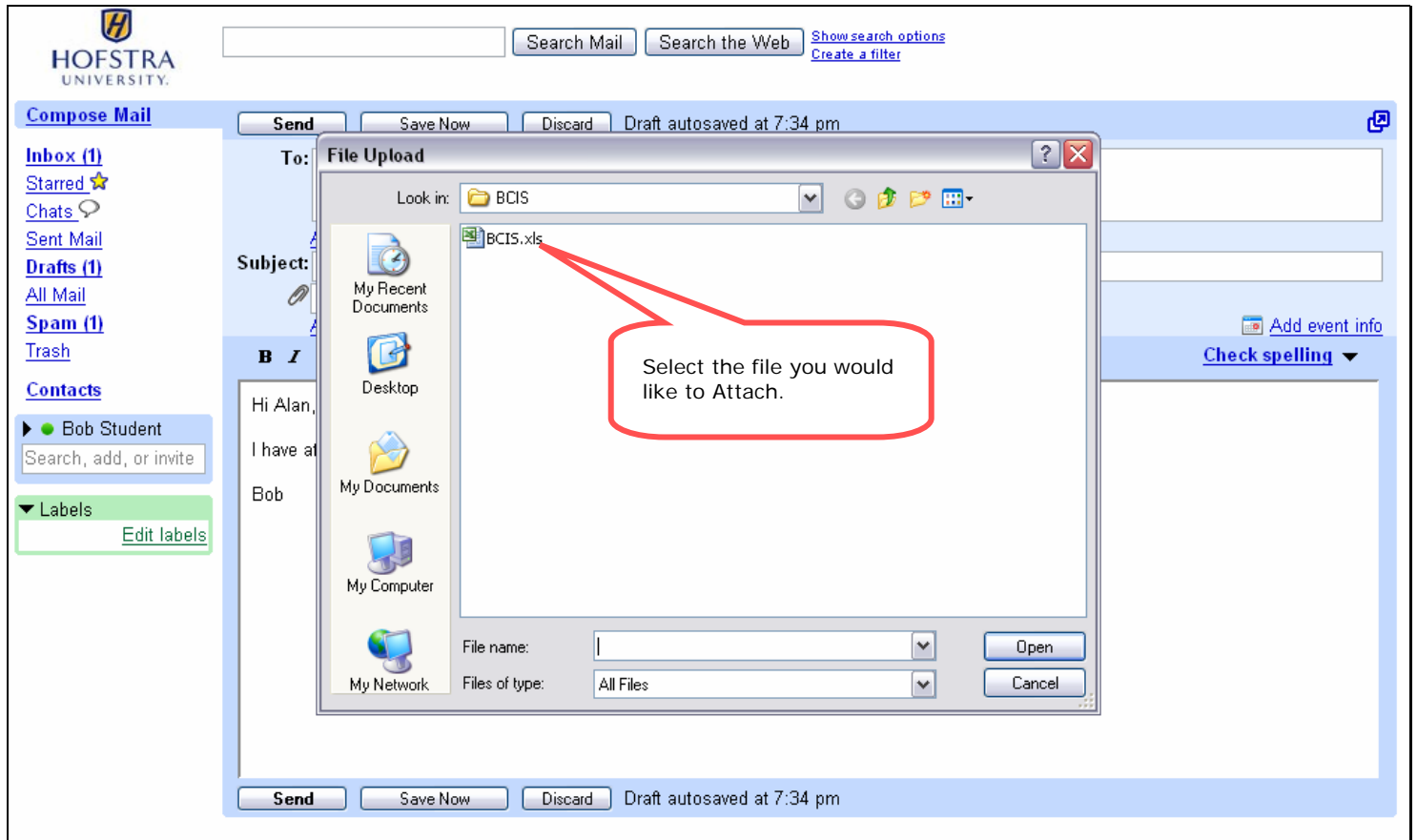
**Gmail Compose Mail window**

3. Type the recipients email address or select a contact from the **Quick Contacts** list.
4. Type your subject in the **Subject:** text box.
5. Type the body of your message.
6. Select the **Attach a file** link on the Hofstra Gmail Compose Mail window.



Gmail Compose Mail window

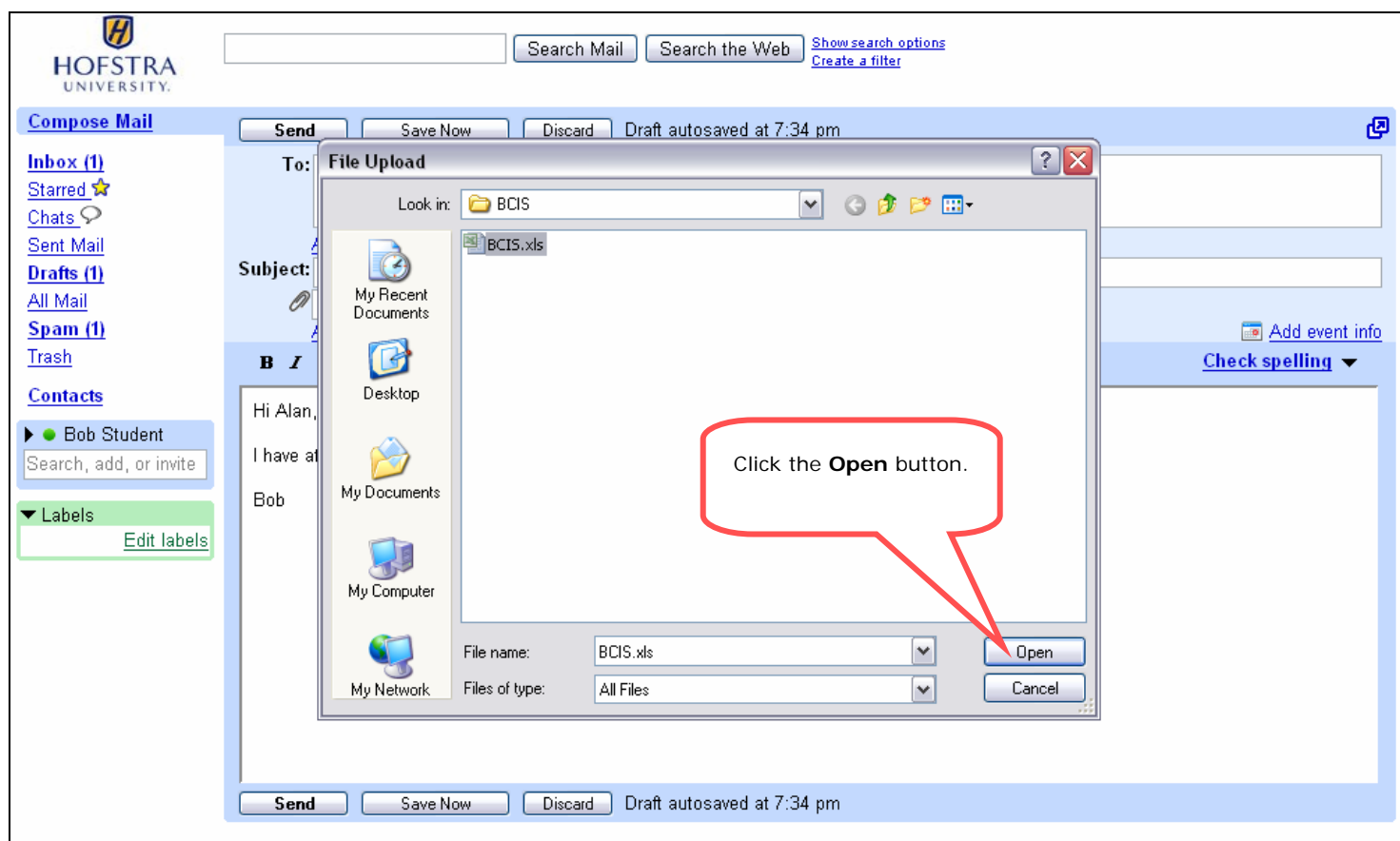
7. Click the **Browse...** button to locate the file that will be attached to your email.



**File Upload window**

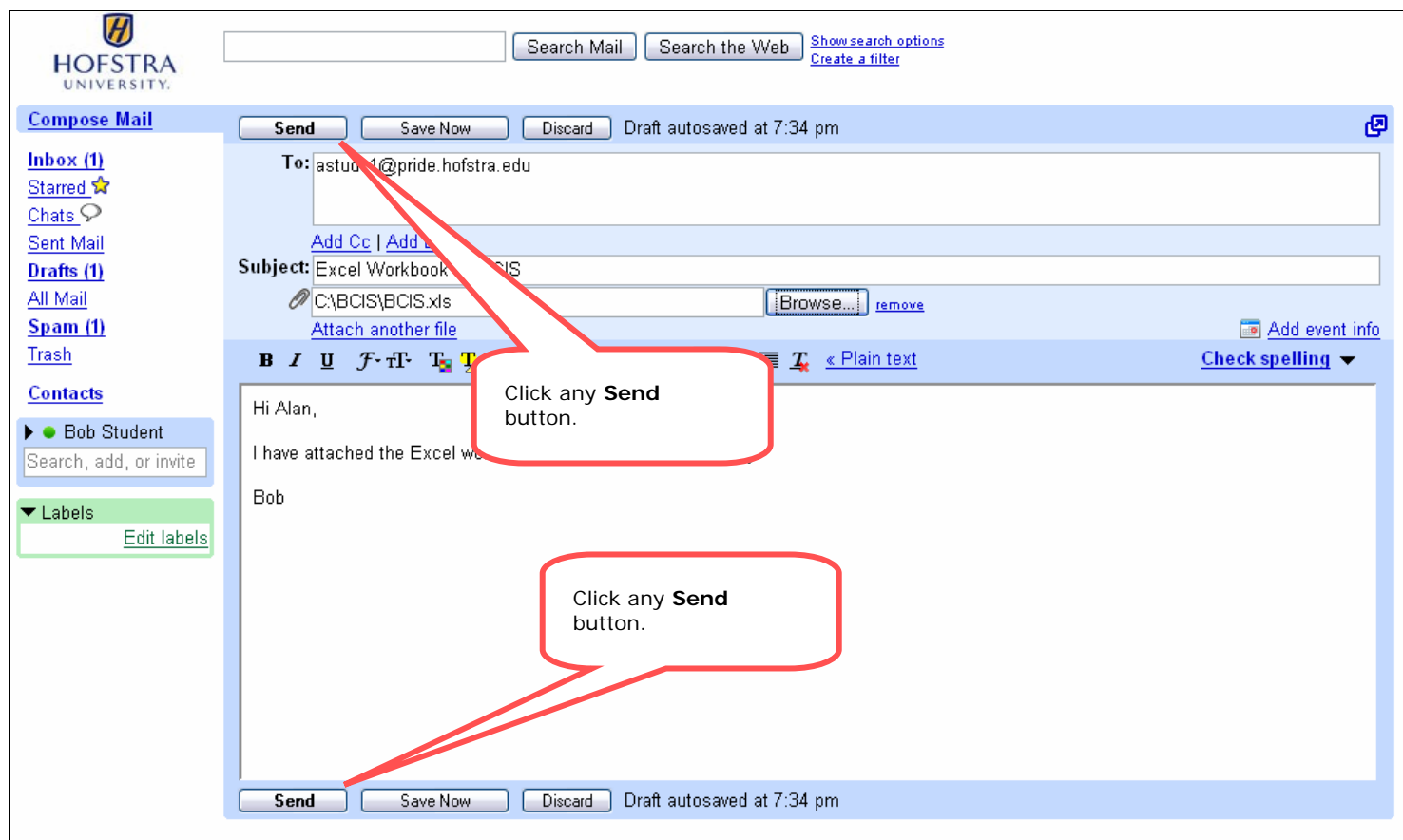
8. The **File Upload** window will now be open.
9. Navigate to the folder where the file to be attached is located.
10. Select the file that you would like to be attached to your email.

\*Please note that you can't send **executable files** or messages larger than **10 MB**.



**File Upload window**

11. Click the **Open** button located in the lower right-hand corner of the **File Upload** window.



**Gmail Compose Mail window**

12. Click the **Send** button to send your email with the attachment.
13. You email and attachment will then be sent!