

NAPLES COMPUTERS HOW-TO • PC & MAC BASICS

How to Attach a File to an Email

Need to email someone a file? This guide shows how to attach a file in Outlook, Gmail, and Apple Mail: click the paperclip, pick the file from your Downloads folder, and send. Plus what to do when a file is too large to attach.

Why attach a file?

- ☐ Send documents without retyping them
Invoices, forms, resumes, and more
- ☐ Share photos and receipts
Send exactly what you have, full quality
- ☐ It works almost the same everywhere
Outlook, Gmail, and Apple Mail all use the same idea

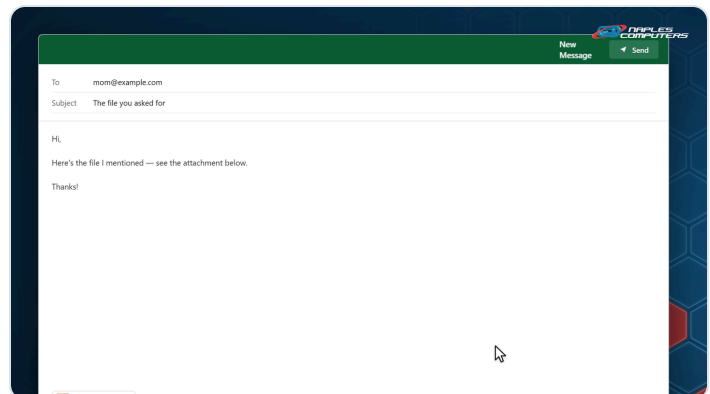
Step by step

WINDOWS**1 Outlook: attach a file**

Click the paperclip icon to attach a file.

WHAT TO DO

The Insert File window opens, already showing Downloads. Pick your file, click Insert, then Send.



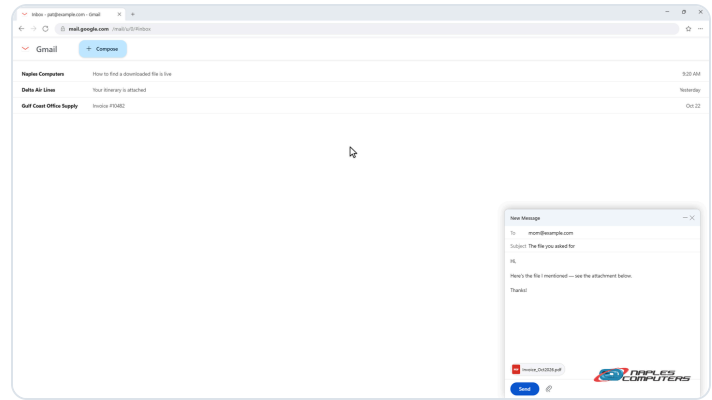
WINDOWS: GMAIL

2 Gmail: attach a file

Click Compose, then click the paperclip.

WHAT TO DO

Pick your file from the same Windows file picker, then click Send.



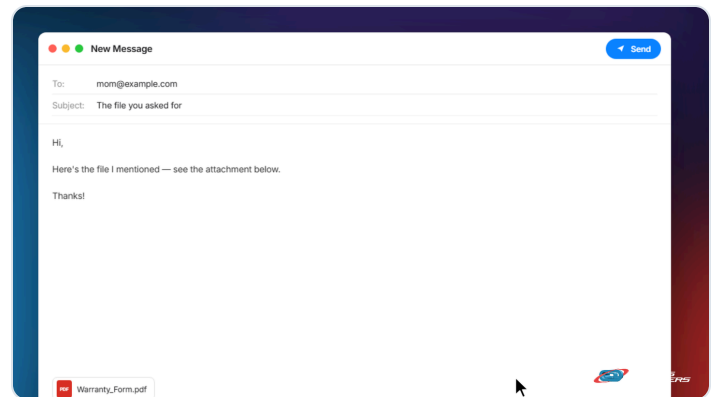
MAC

3 Apple Mail: attach a file

Click the paperclip icon to attach a file.

WHAT TO DO

The Finder picker opens, already in Downloads. Pick your file, click Choose, then Send.



A few tips

- ☐ Very large files may not send
Share a cloud link instead (OneDrive, Google Drive, or iCloud).
- ☐ Drag and drop works too
On a computer, you can often drag a file straight into the message window.
- ☐ PDF is often the safest format
It opens the same way on almost any device.

Recap: attach a file to an email

- ☐ Click the paperclip in a new message
- ☐ Pick your file (Downloads is a good place to look)
- ☐ Click Insert, Open, or Choose, then Send
- ☐ File too big? Share a cloud link instead

Be careful opening attachments you weren't expecting, even from people you know. If an attachment looks off, don't open it — call us first.



Need help sending a file?

Call 239-513-1960

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