NAPLES COMPUTERS
239-513-1960

Attach a File
Outlook, Gmail, Apple Mail

Click the paperclip, pick your file, and send. Here's how, in all three.

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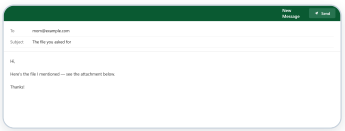
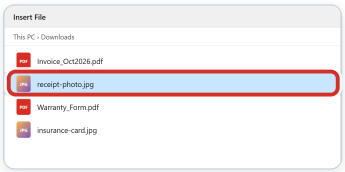
1 Outlook: Click the Paperclip

In a new message, click the **paperclip** icon.



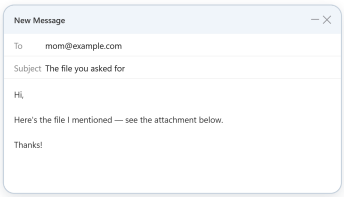
2 Pick Your File

The Insert File window opens in **Downloads**. Click your file, then **Insert**.



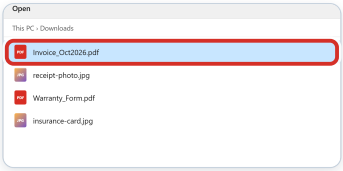
3 Gmail: Click Compose, Then the Paperclip

Click **Compose**, then the **paperclip** at the bottom.



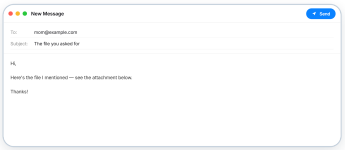
4 Pick Your File

Same picker, same Downloads folder. Click your file, then **Open**.



5 Apple Mail: Click the Paperclip

In a new message, click the **paperclip** icon.



6 Pick Your File

The Finder picker opens in Downloads. Click your file, then **Choose**.

7 Click Send

However you attached it, the last step is the same: click **Send**.

Attached and ready to send

8 File Too Big?

Share a **cloud link** instead — OneDrive, Google Drive, or iCloud.

Still stuck? 239-513-1960

Good to Know

- The file picker almost always opens in your **Downloads** folder — that's usually where your file is.
- You can often **drag and drop** a file straight into the message window instead.
- Very large files may not send. Share a **cloud link** instead: 239-513-1960 if you need help.

Need Help?

Contact Naples Computers

239-513-1960

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