How to Send Attachments in Gmail

Step 1:
Enter your **Username**, **Password** and click **Sign in**

Step 2:
- Click **Compose Mail**

Step 3:
- Click **Attach a file** (underneath of the Subject: box)

- Click **Find your USB(Flash) drive**
- Click **USB (F:)**
- Click **Open**
- Double Click **USB (F:)**
Step 4:
- Find your document
- Click on the document
- Click
  - or
- Double Click on the document

Step 5:
- Type the email address you want to send it to.
- Type Subject line.
- Type a message.
- Be sure to click
- Click
  - Check Spelling
  - Send

That’s it! Your email with the attachment is on its way.

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