Digital
Ambassador

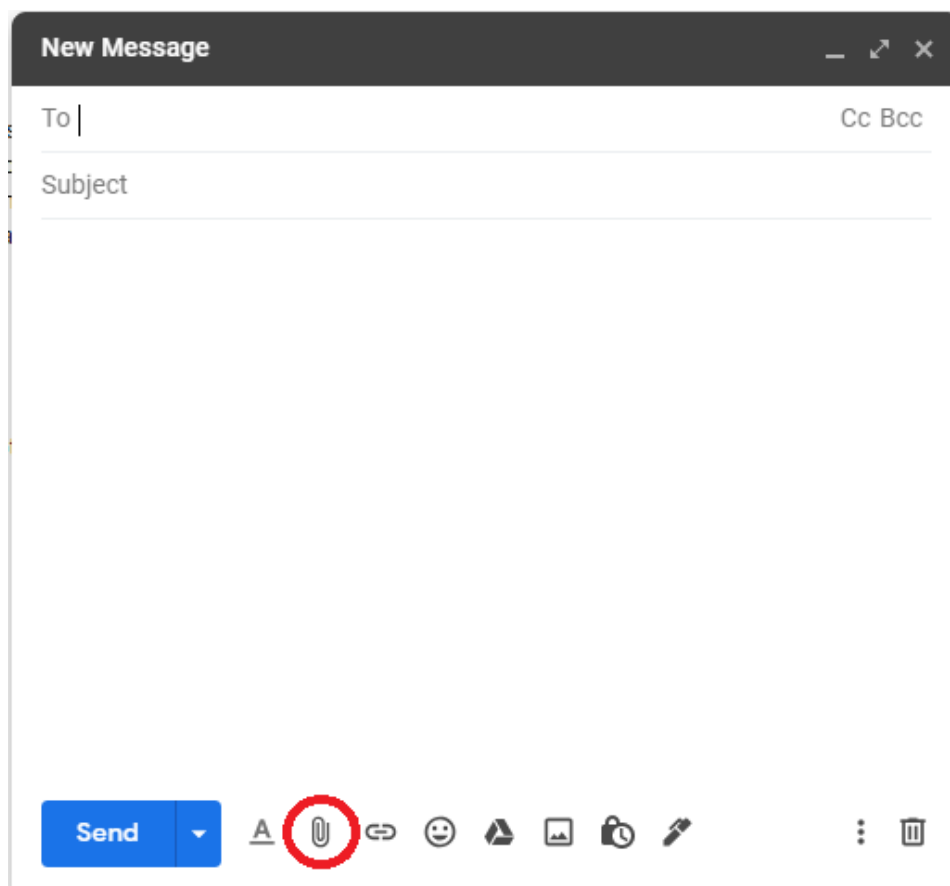*How to attach a document*

UCD DUBLIN

Step 1:
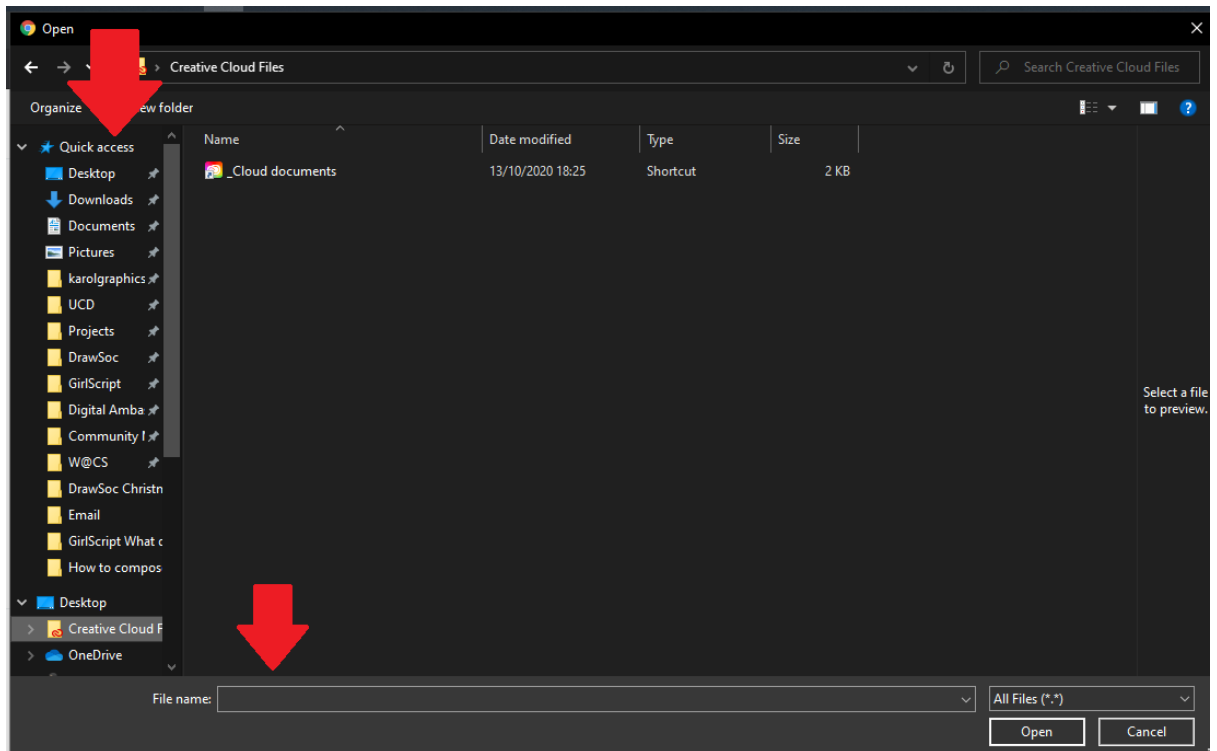
Click on the compose button in your Gmail account

Step 2:

Once you have successfully composed an email click the paper clip icon at the bottom of your new email message

Step 3:

Now you can search and attach your file by selecting where it is located on the computer using the navigation menu and or the file name search option

Step 4:

Now you can attach the file by clicking open and waiting for it to load before sending your email.