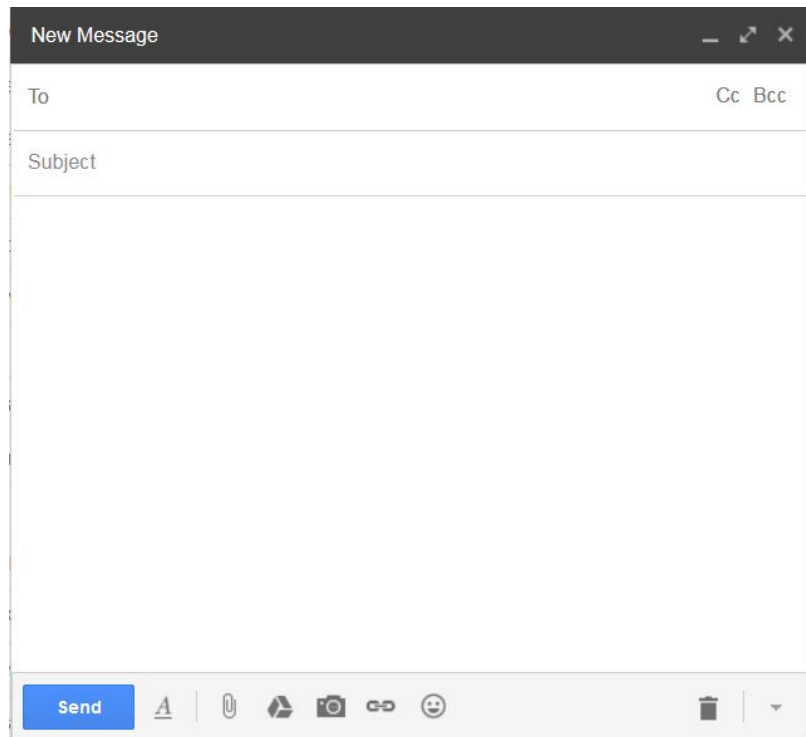


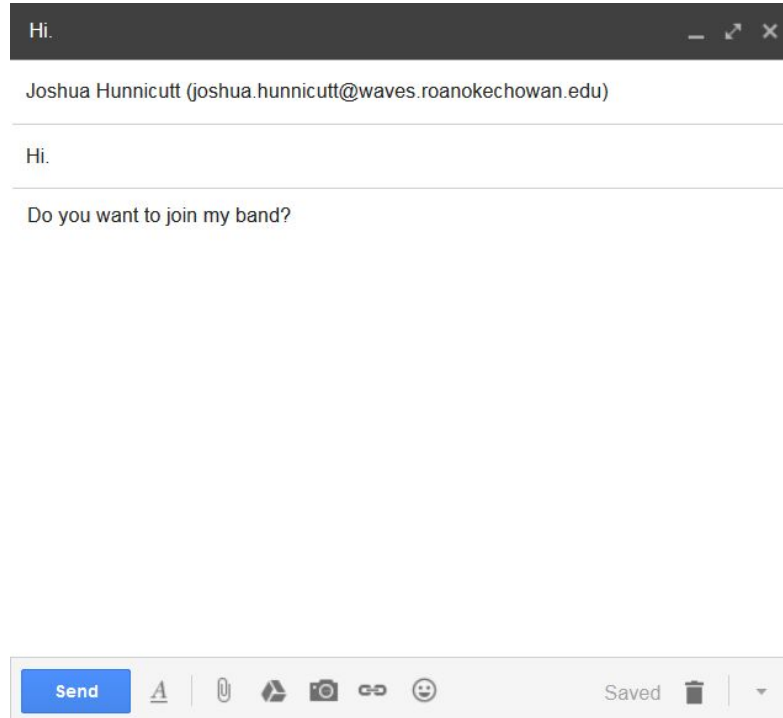
# Sending an Email Attachment

After logging into your Gmail account, click the “Compose” button to see this window pop up.



The image shows a screenshot of the Gmail 'New Message' window. The window has a dark title bar with the text 'New Message' and standard window control icons (minimize, maximize, close). Below the title bar, there are three main sections: a 'To' field with 'Cc' and 'Bcc' options to its right, a 'Subject' field, and a large empty text area for the message body. At the bottom of the window, there is a toolbar containing a blue 'Send' button, followed by icons for text formatting (underline), attachments, images, links, and emojis. On the right side of the toolbar, there is a trash can icon and a dropdown arrow.

Enter the email address, and subject for the person you want to send the file to. Entering text in the text box is optional.



Hi.

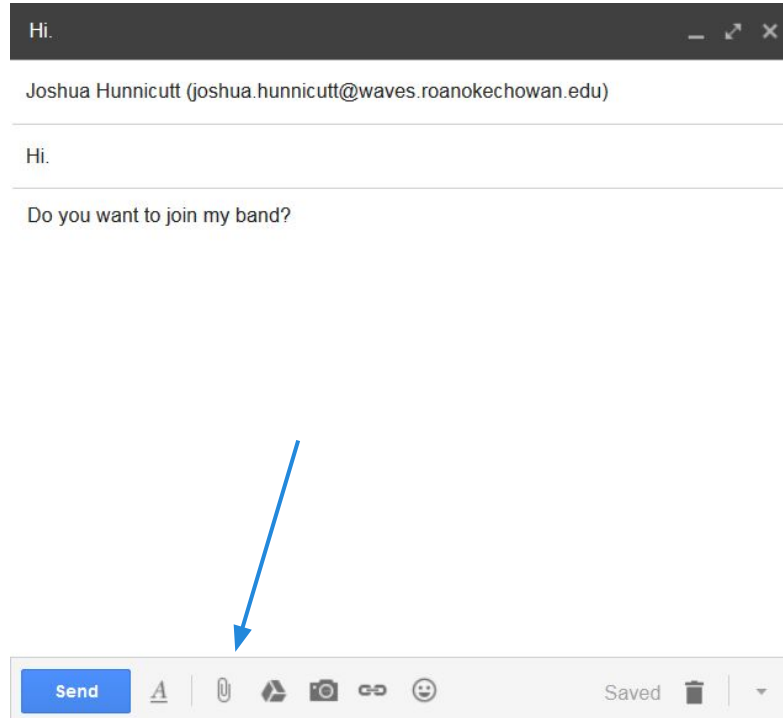
Joshua Hunnicutt (joshua.hunnicutt@waves.roanokechowan.edu)

Hi.

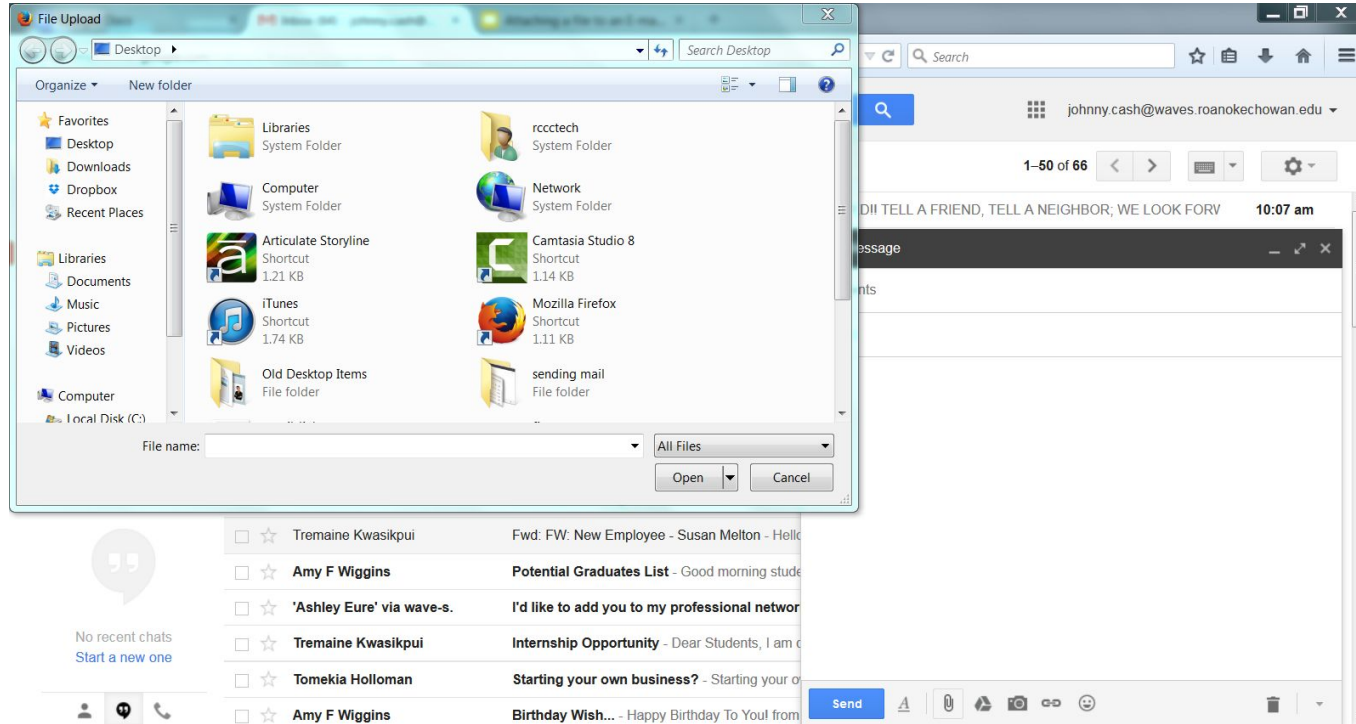
Do you want to join my band?

Send A | 📎 📷 🔗 😊 Saved 🗑️ ▾

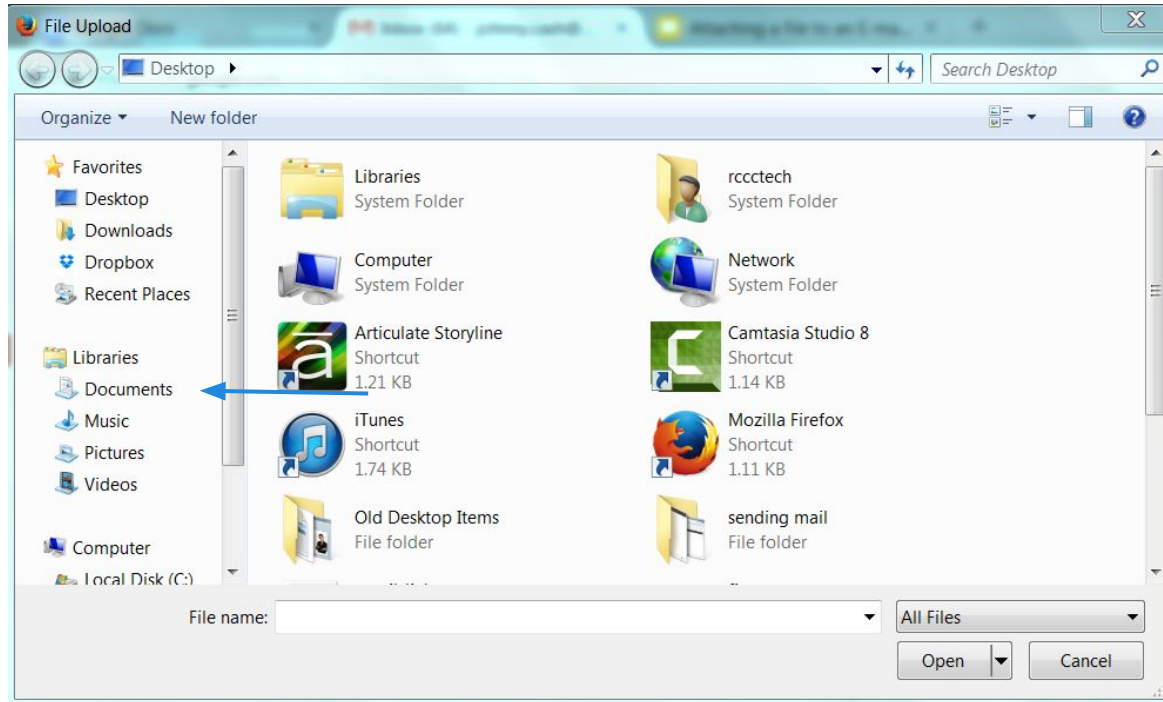
Click the paperclip icon on the bottom of the window to begin attaching the file.



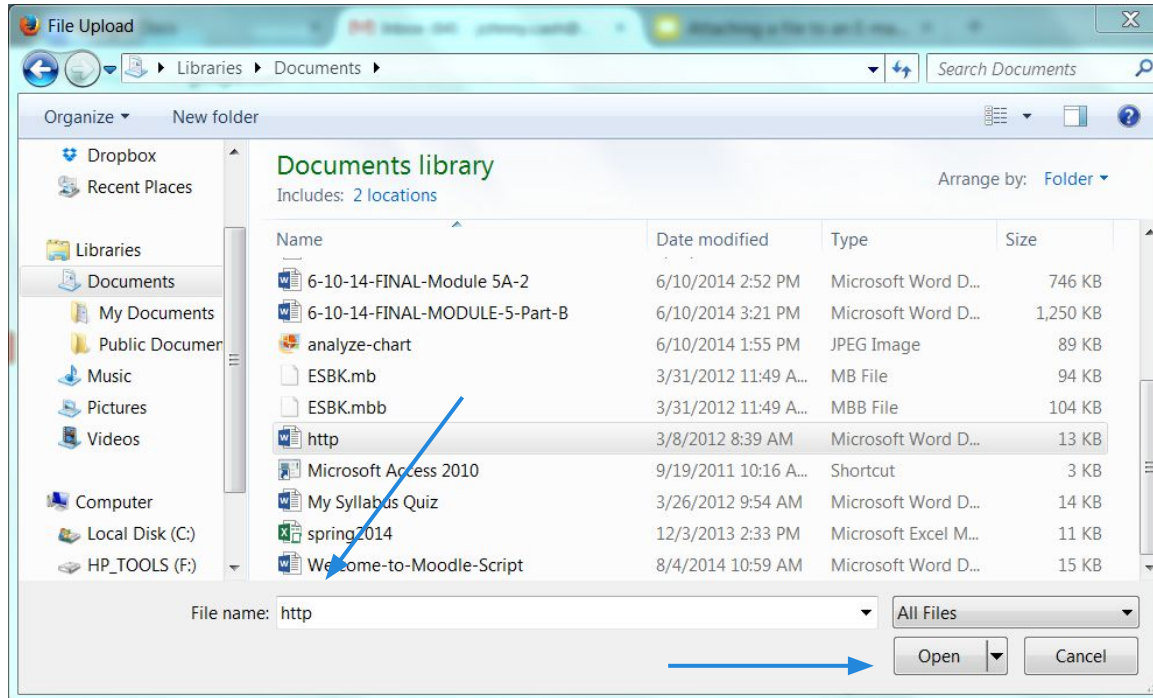
# A window containing files saved on your computer should pop up.



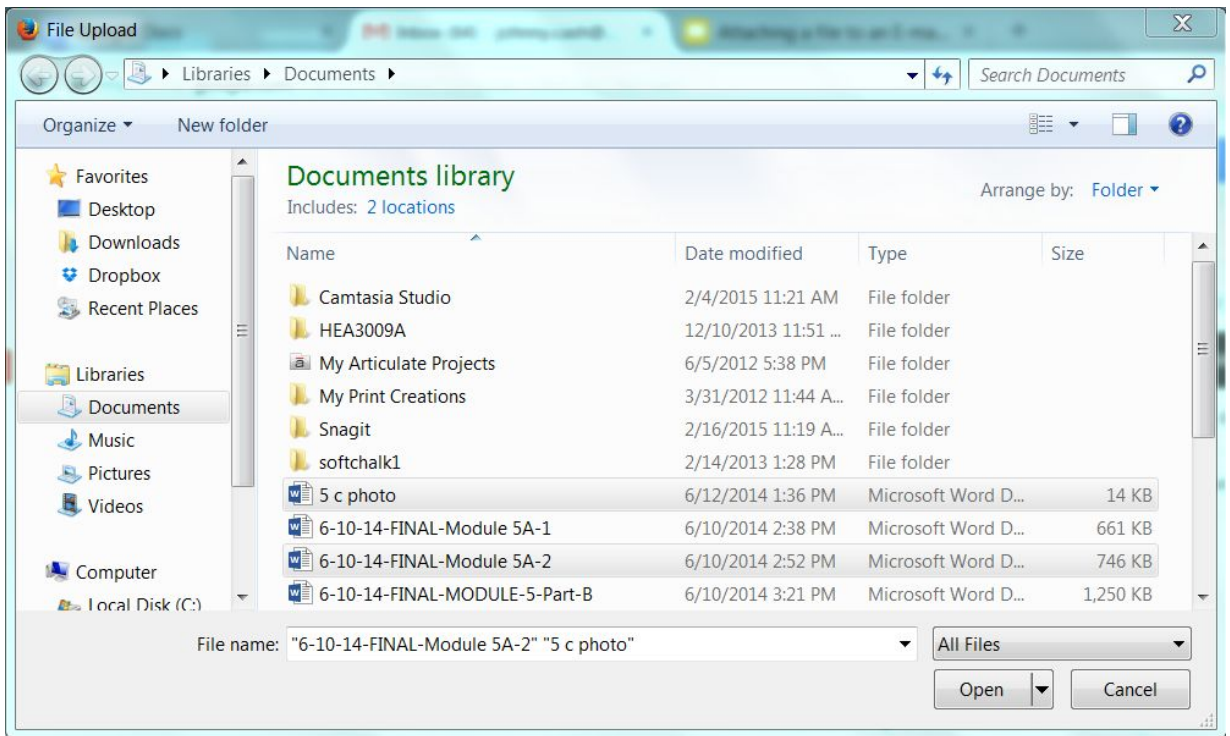
The file you want to attach will be where you saved it on your computer. For example, if you saved it in “Documents” click on Documents to find the file.



When you find the file you want to send, click on the filename. The file's filename should appear on the file name box on the bottom of the screen. Press the "Open" button on the bottom right of the screen.

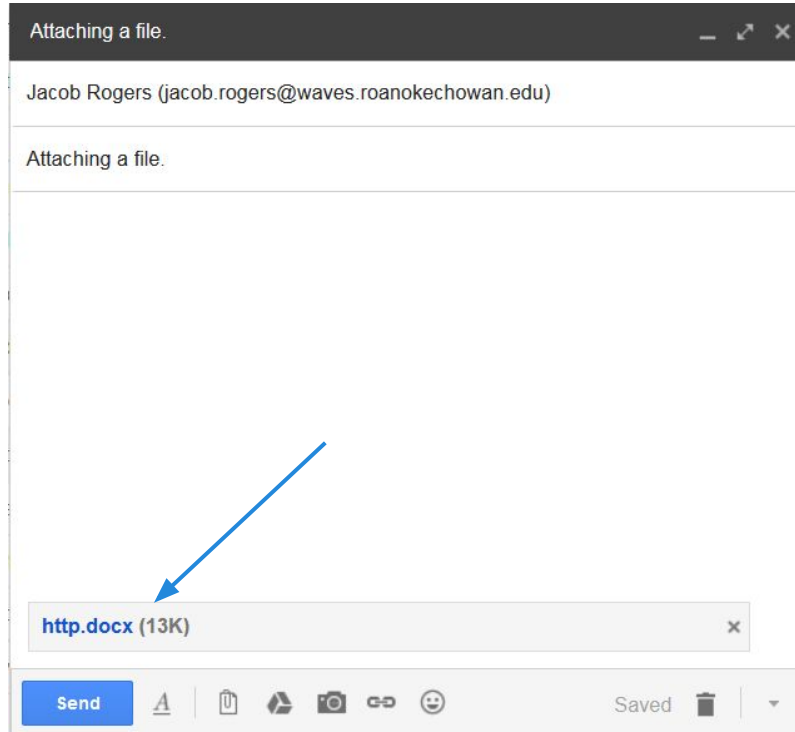


If you want to send multiple files, hold your CTRL key (Command or CMD if you're on a Mac) and then click all of the files you want. Then let go of the CTRL or CMD key. Click "Open" to attach the files.





A loading bar will appear on the window. After it's finished loading, it will confirm by showing the file name on the bottom of the screen. Press the blue "Send" button to finish.



# If your email message was sent successfully, this prompt will show up.

The screenshot shows an email client interface for Roanoke-Chowan Community College. At the top left is the college logo. A search bar is present with a magnifying glass icon. The user's email address, johnny.cash@waves.roanokechowan.edu, is displayed at the top right. A yellow notification box in the center reads "Your message has been sent. [View message](#)". Below this, a toolbar contains a refresh icon and a "More" dropdown menu, with a blue arrow pointing to the notification box. The main area shows a list of emails:

- ☆ **Rita Rogers** **FW: List of tasks** - From: Rita Rogers Sent: Wednesday, February 11, 2015 11:21 AM To: Rita Rogers; 'jacob.rogers@... 11:21 am
- ☆ **Teresa A Drew** **Financial Literacy Event** - Please see attachment.. 10:47 am
- ☆ **Tremaine Kwasikpui** **Fwd: FW: New Employee - Susan Melton** - Hello. I would like to introduce you all to Ms. Susan Melton. Ms. Susan M... 9:14 am
- ☆ **Ann F. Wiggins** **Potential Graduate List** - Good morning students. I continue to hope your semester is going good. I have listed below...

On the left side, there is a sidebar with a "COMPOSE" button and a list of folders: "Inbox (59)", "Starred", and "Sent Mail".

# For Gmail Help

Contact our [24/7 technical support site](#) or On-campus support at 252 862 1242 or [online@roanokechowan.edu](mailto:online@roanokechowan.edu) or visit the library, Room 09.

