

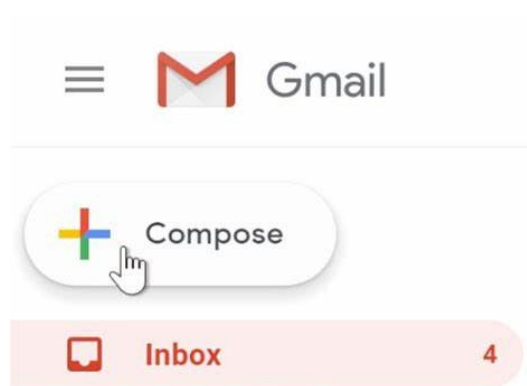
Quick How-To: How to Attach a File or Photo to an Email

This guide is for anyone wanting to learn how to send a photo, attach a document or file using email.

Step-by-Step Instructions

Step 1: Open Your Email and Click 'Compose'

- Open your email (like Gmail or Yahoo).
- Click **Compose** or **New Message** to start writing a new email.



Step 2: Look for the Paperclip Icon

- Near the bottom of the message, look for a **paperclip** icon — this is for attachments.
- Click it to begin adding a file.



Step 3: Choose the File or Photo

- A window will open showing your files or photos.
- Click on the one you want to send, then click **Open** or **Attach**.

Step 4: Confirm It's Attached

- You'll see the file name or thumbnail below your message.
- Now you can write your email and click **Send** when ready.

You Did It!

You've attached a file, or photo to an email.