

How to Attach a File with Gmail

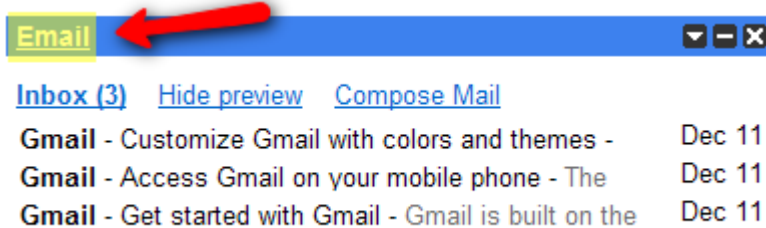
- 1.) First go to www.lpsk12.org and click sign in on the upper right hand corner.



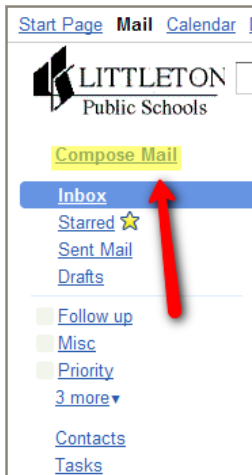
- 2.) Sign in with your assigned LPS user name and password.



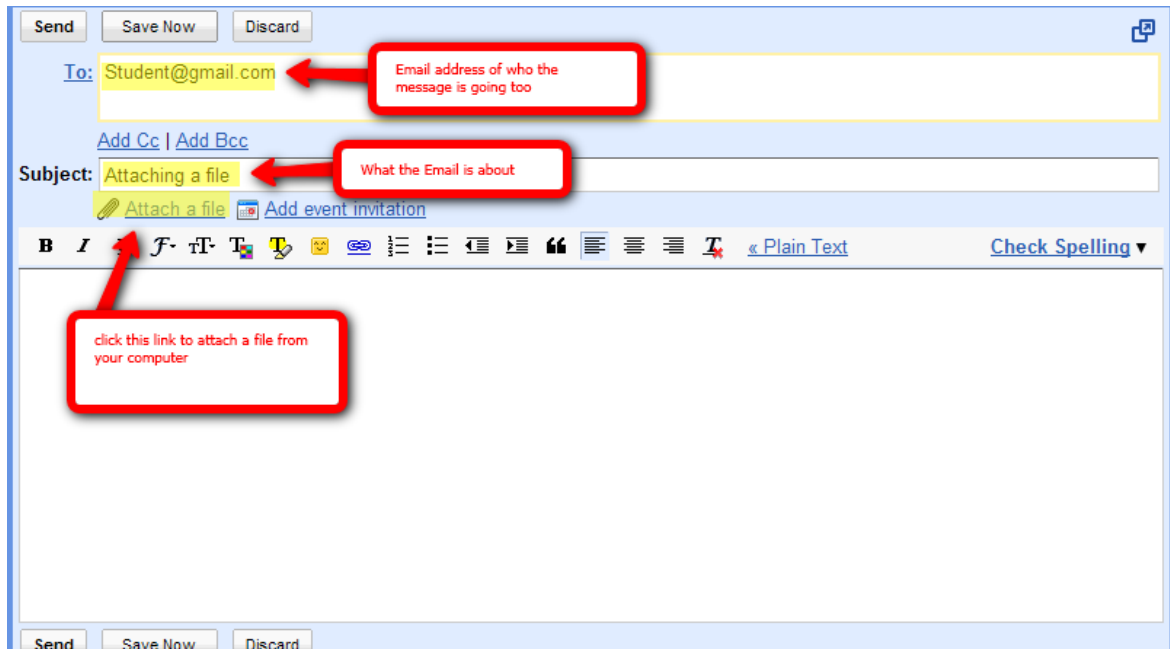
- 3.) Now on the Google main page click on the white link that says "Email" to access your Gmail account.



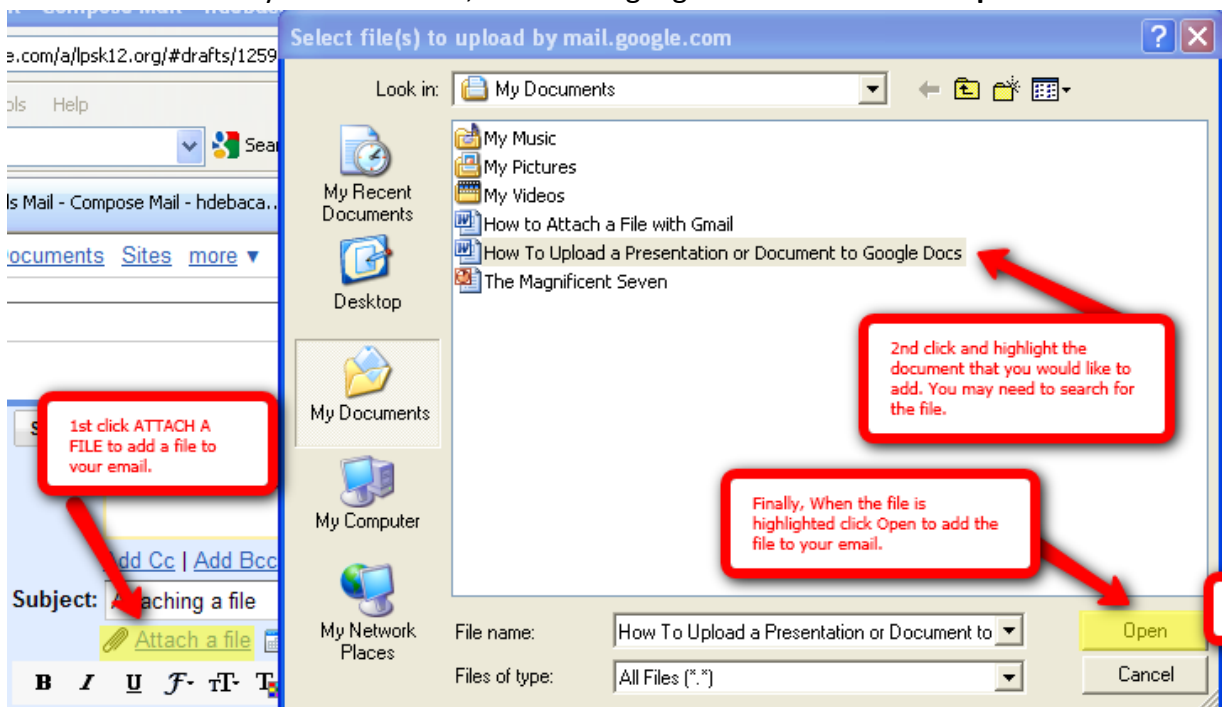
- 4.) Once you click on the "Email" link your inbox will load. We want to compose a new email, click on "Compose Mail" this will bring up a new e-mail message.



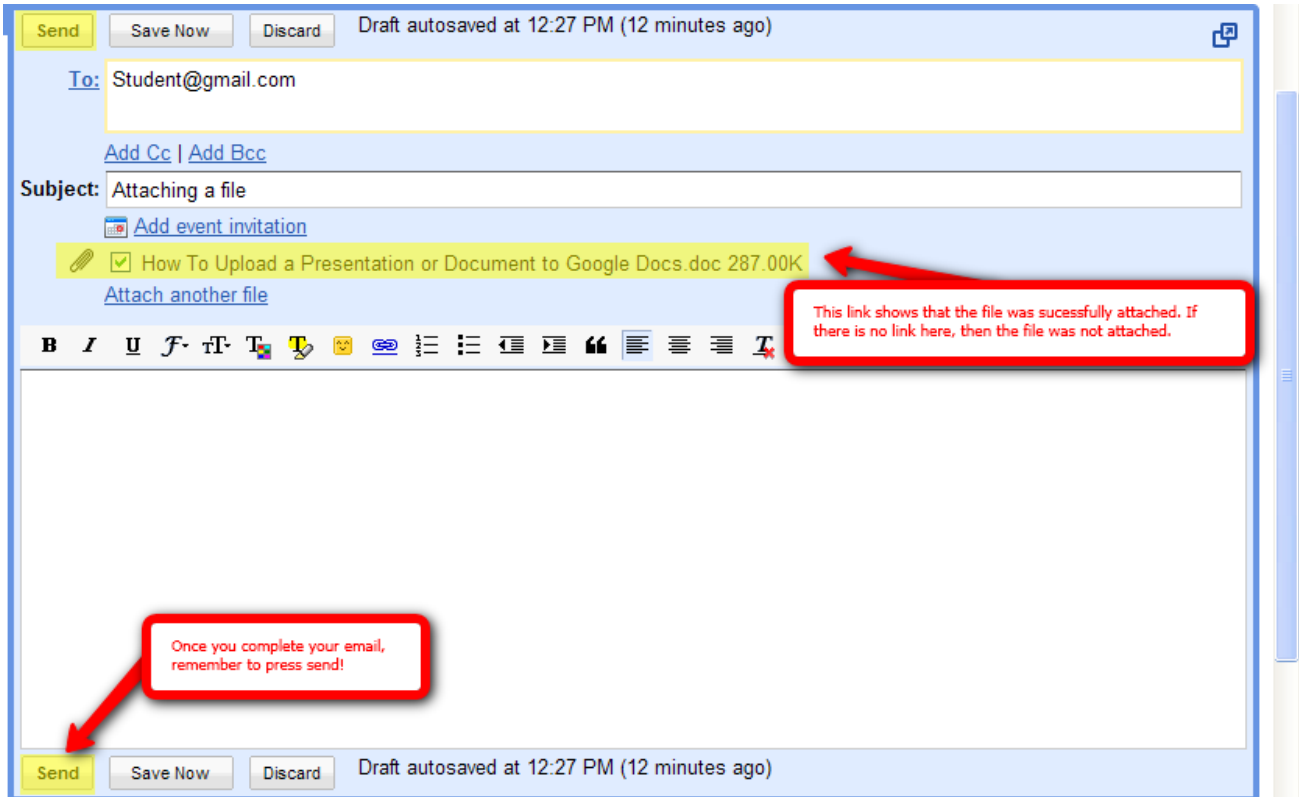
- 5.) Now fill in the e-mail address of the person you want to send the email to, and fill out the subject line of the subject box. Then click the **“Attach a File”** link to attach a file from your computer that you would like the receipt to see.



- 6.) Click **“Attach a File”** to pull up the browsing window, select the file that you would like to attach (you may need to search for this file). The file should be located under **“My Documents.”** Once you find the file, click and highlight the file and click **“Open”**



7.) Once the file is uploaded, you will see a link to the file appear on your email. If this link is there then you have uploaded an attachment correctly. If the link is missing repeat steps 5 and 6 until it appears. Finish writing your message and press “Send”.



Attaching files is a quick and easy way to send files, pictures, documents, to teachers, friends and family. It's an easy way to share files that you have on your computer.

Question: does it work this way on my computer at home and/or the little netbooks?

Answer: Yes, although navigating to find the files that you want to attach might look a bit different.