

Digital Ambassador

*How to attach a
document*

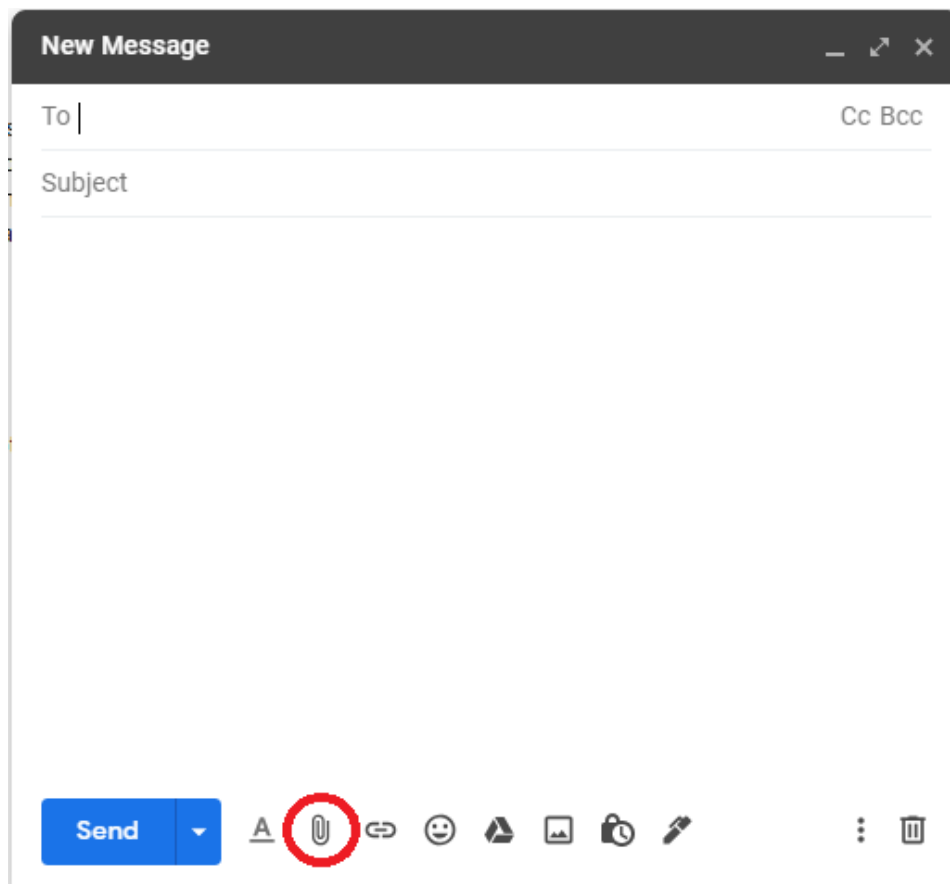


Step 1:

Click on the compose button in your Gmail account

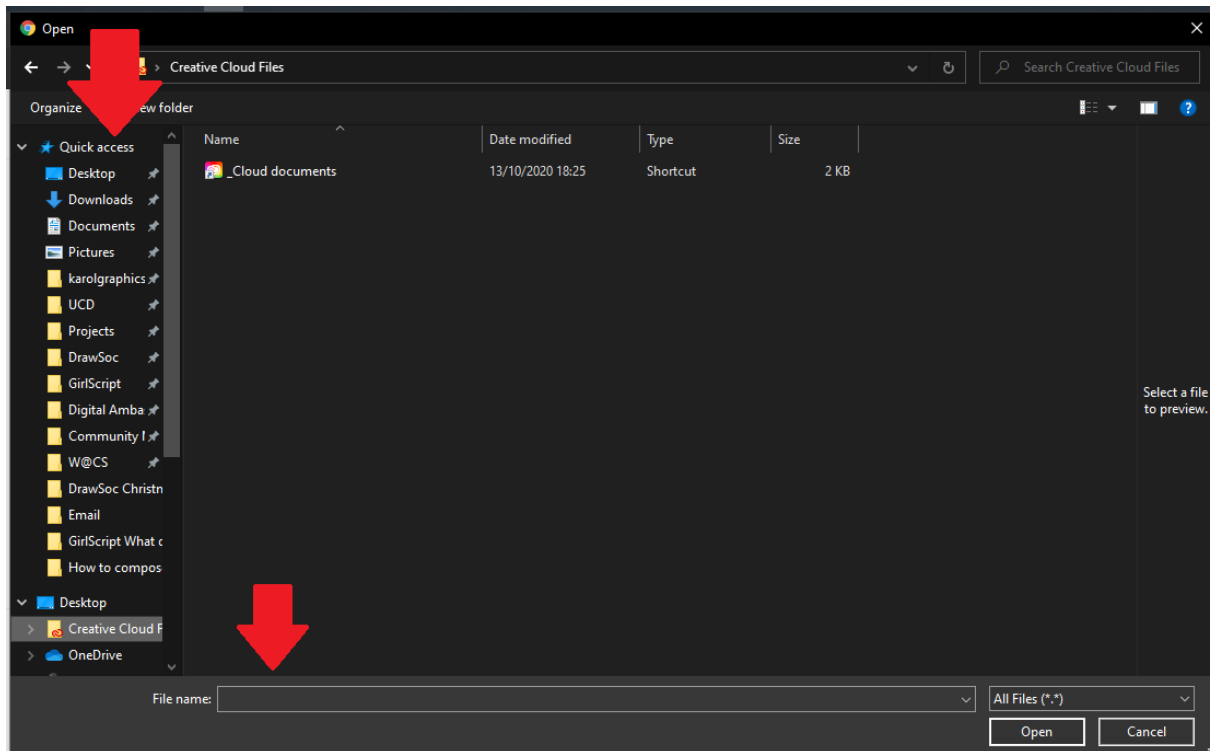
Step 2:

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.