

## Attachments in Mail



### Directions:

1. Open Mail.
2. Click the **New** icon.
3. Click the Attach icon.
4. Navigate to the file that you wish to attach to the email.
5. Once you have selected the file click the **Choose File** button. An icon and file name should now appear in the body of your email.

If you need to attach more than one file, hold down the Apple key and click once on each file.
6. Return to the top of your email and add the address or addresses of the recipients, attachments can be sent to multiple recipients.
7. Add your subject line. It is strongly recommended that you indicate that you have attached a file to this email. If you do not do it in the subject line it is recommended that you note the presences of an attachment in the body of the message.
8. Compose your message, you may type above or below the attachment icon, and click send.

### Notes:

If you need to delete an attachment – click once to select and press the **delete** key on your keyboard.

Marlboro attachment size limits are set at several megabytes- it is unlikely that you will be sending a file this large.

If you do not indicate that you have attached a file and you forget to attach the file, the recipients will potentially not know they are missing anything. If you do not indicate that you have attached a file the recipients may suspect a virus and delete your email and attachment.

Happy emailing. Contact Tobias Gelston, D35, x147, [tobiasg@marlboro.edu](mailto:tobiasg@marlboro.edu) if you have any questions.