



TECH TIPS: HOW TO SEND A PHOTO VIA EMAIL

Have a picture, video or other document on your computer that you want to share with friends? Sharing it via email is often the simplest way. We will explain how to do that when you're on a computer (it works the same way when you're using your email web application—Gmail, Yahoo, etc. on a smartphone or tablet.)

There are two ways to send photos:

1. Attach the file to the email. This is the best way if the recipient will want to download the photo to their computer.
2. Put the photo in the body of the email. This is the best way if you just want the recipient to see the picture without having to download it.

What Kind of Files Can I Attach to an Email?

You can attach almost any kind of file, including pictures, documents and videos. Keep in mind that most mail services will have limits on the size of a file that you can upload, so you may only be able to upload short videos.

How to Attach a File to an Email:

1. **The key to it all is the paperclip button!** No matter which email service you use, or whether you are using your web browser or a mobile app, always look for the paperclip icon when looking to add an attachment. This is the universal icon for attaching a file.
2. Find the paperclip icon and click on the paperclip.
3. A browser window will appear that will let you search the contents of your computer for your the file. Find the folder where you've stored your file. (Tip: Name your files so you can always find them.)
4. Select your file and click on Open or Choose in the lower right corner of the browser window.
5. File is attached and you can click send!