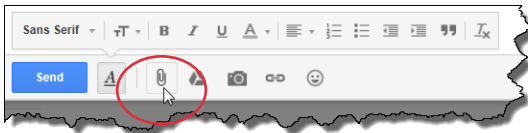




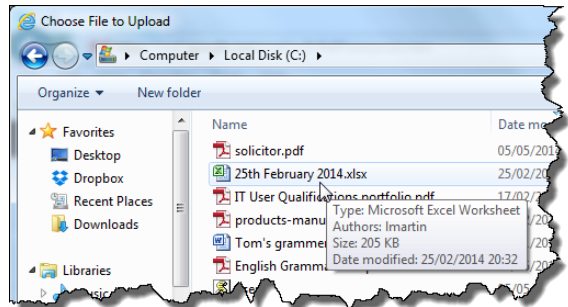
# Sending an attachment

Saved files can be sent and received via a mail message. They are known as attachments. An attachment can be any file, such as a Word document, PowerPoint presentation, Excel worksheet, PDF, graphic or photo.

1. Click the **Compose** button and enter the email address and text.
2. Click **Attach files** button, located at the bottom of the compose window.  
The **Choose File to Upload** dialog box is displayed.



3. Browse through your files, click the name of the file you would like to attach, then either double click the file, or click the **Open** button.



The file is now attached to the mail message. To attach another file click the **Attach files** button and repeat step 3.

4. Continue typing your email, then click the **Send** button.

## Note:

You can't send executable files or messages larger than 25MB

## Remove an attachment

1. To remove an attachment, click the **x** located next to the attachment name, at the bottom of the compose window.

