

Sending Attachments in G-Mail

1. Install the latest version of Flash Player, if it isn't already installed on your computer. If Flash is disabled, click "Start," "Control Panel," "Network and Internet" and "Internet Options." Click the "Security" tab. Select "Internet." Click "Custom level." Scroll down to the "Scripting" section. Under "Active scripting," check the button beside "Enable."
2. Navigate to Gmail and sign into your account. Click the "Compose Mail" link in the upper left hand corner of window. Click "Attach a file." Browse to the files you would like to attach to the email.
3. Select the files. Click "Shift" and "Click" at the same time to select multiple contiguous files. Click "Ctrl" and "Click" to select multiple files that are not right next to each other. Click "Open." Make sure the size of all of the files combined does not exceed Gmail's 25 megabytes (MB) email attachment size limit. Also, if you're including text with the message, that is included in the Gmail size limit. Also, do not include executable (.exe) files, as Gmail will not allow you to send them.
4. Make large files smaller by zipping them before sending them. Click "Start" and "My Computer." Navigate to the file or files on your hard drive that you'd like to send as an email attachment. Right click the file and select "Send to" and "Compressed Zipped Folder." Keep in mind that this option will only work if the file is slightly above the 25 MB size limit. Send large files as email attachments in separate messages in Gmail to remain within the size limit.
5. Select "Attach another file" to add files to the list to be attached. Clear the check mark beside any file you wish to remove. Click "Send."