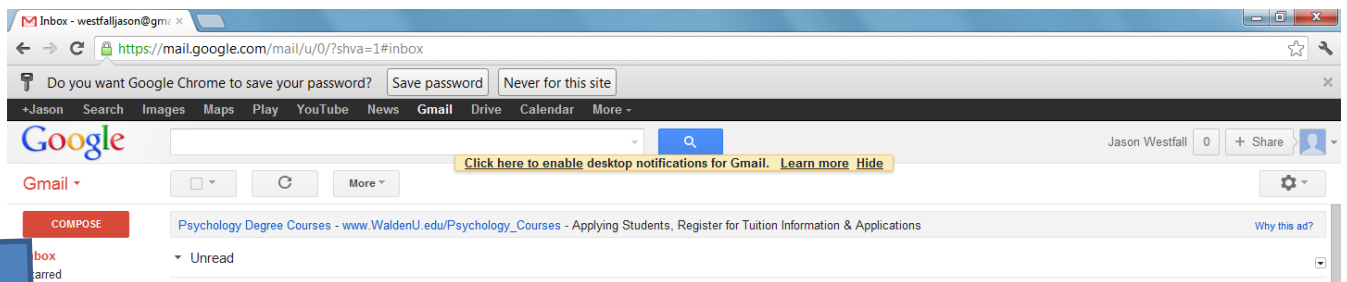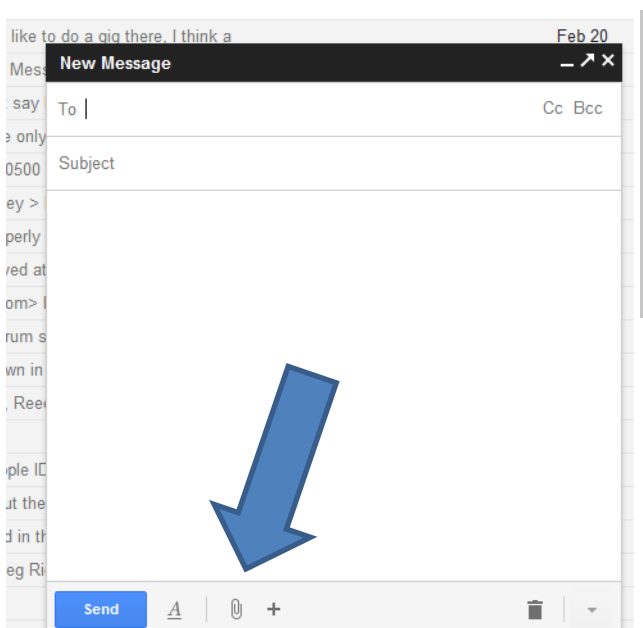# How to attach a file in an email

1. Log in to your web-based email account like gmail, hotmail, or yahoo.

2. Compose a message like you normally would. On most emails, there is a "compose" button.

3. Click on the "paperclip" icon and browse the location of the file. Wait for the attachment to upload to the email message

4. Add the address you want to send it to. If you are sending it Mr. Westfall, use this address: jwestfall@sonorahs.k12.ca.us

5. Add a subject, like "planet project_luke_sarah" This is important, because people who don't add a subject get their email deleted. Also add the words "please see attached" so the receiver will know there is an attachment.   The subject also helps the teacher keep track of the assignment.

6. Click the "send" button to send the message. The message will send with the attachment.