Gmail Attachments and Downloads

 Attachments sent using Gmail

1. Click Compose Mail.
2. Address
3. Type in Subject line
4. Click Attach A File, just under the Subject line. The Explore box will pop up allowing you to locate and doubleclick the file you wish to attach. The name of the file will be seen beside the paper clip.
5. Write your message.
6. Click Send.

▪▪

Gmail Attachments Downloaded and Saved

1. Doubleclick to open the email. If it has a paperclip this indicates there is an attachment.
2. Scroll down to the bottom of the email, there will be the name of the file that's attached and a DOWNLOAD button.
3. Click the Download button. This will bring up a box with the option to open or to save. Click SAVE if you wish to keep the file.
4. When you click SAVE a box will come up with DESKTOP in the top box. Click the down arrow and select the C: drive and the doubleclick the folder in which you wish to save the file.
5. Click SAVE and the email's attachment will be saved to that folder. IF later you wish to open any of these or send them to someone they will be in that folder.

Revised 5/7/2009 JMM