

## How do I add an attachment to an email?

Mickey D. - 2021-11-24 - Communication

When creating an email, you have the option of adding one or more attachments. These attachments can be a document, image, or more.

**Note:** The file types you are allowed to upload are: bmp, doc, docx, eps, gif, html, htm, jpeg, jpg, pdf, png, ppt, pptx, pub, swf, tif, txt, vsd, xls, xlsx, rtf, and zip.

### Adding an Attachment

1. On the Compose Email screen, adding an email attachment is found in the **3rd step** of the email creation process under a heading titled Step 3.
2. Click the **Select Files for Upload** button.
3. Find and select the file from your computer. The file will then automatically be added to the attachment list on the email.

**Note:** The maximum individual file size is **5 MB**; the total file size for all combined attachments is **6 MB** per email.

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