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How to add an attachment to an email

Mickey D. - 2023-03-08 - [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 [Create Email](#) page, adding an email attachment can be found towards the bottom of the page, under the **Attachments** heading.
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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