
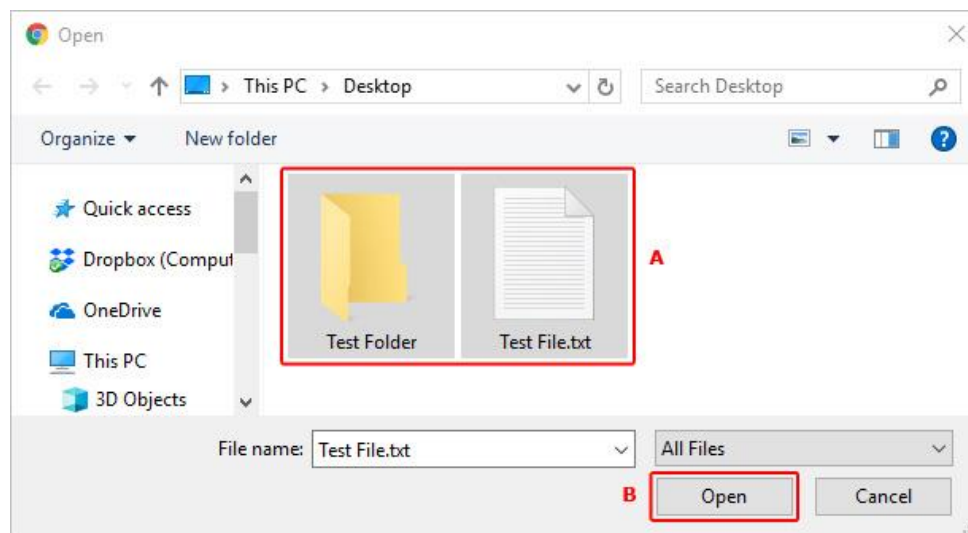


Gmail

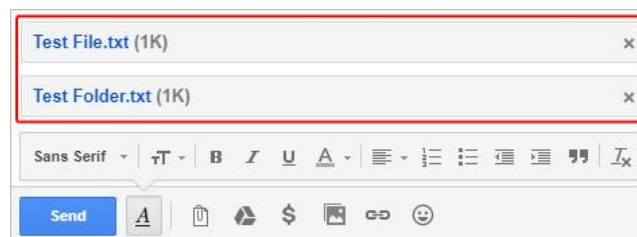
1. Log into your Gmail account.
2. In the upper-left corner of the window, click the **COMPOSE** button to create a new e-mail message. You may also reply to a message you have received previously.
3. When you're ready to insert an attachment into the body of your message, click the  icon at the **bottom of the message window**.



4. Navigate to the location of the file(s) you'd like to attach, **make your selections (A)**, and then **click Open (B)**.



5. When you've successfully attached your items, you'll see them at the bottom of the body of your message.



6. When you've finished composing your message, click the **Send** button.