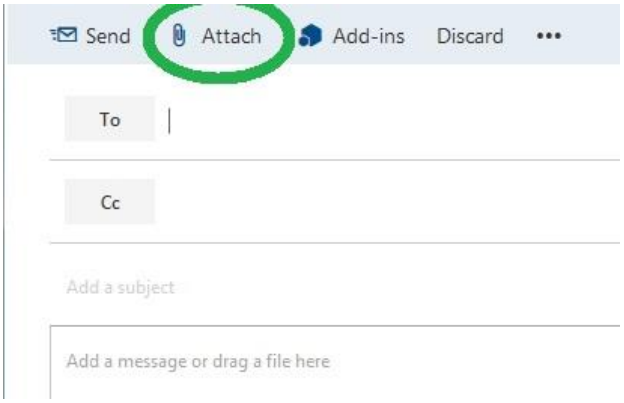
How to Attach a File to Your Email

Using Office 365 Email

1. After logging into your CGU email account, click on the “New” button to create a new email.

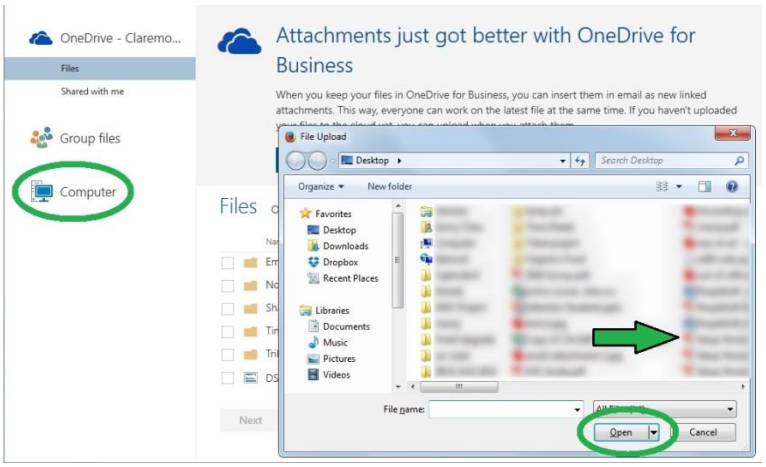
2. Then click on the paper click icon labeled “Attach”, located near the top of your new email, to start the process of attaching a file to your new email.



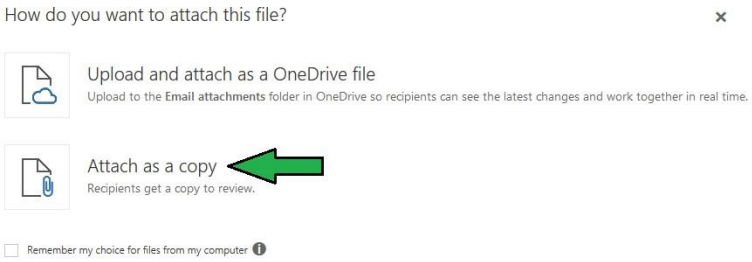
3. In the new window, click on “Computer”, located along the left side of the page.

   A new window will pop up, showing you the files on your computer.

   Find and click on the file you want to attach to your email. Then click on the “Open” button.

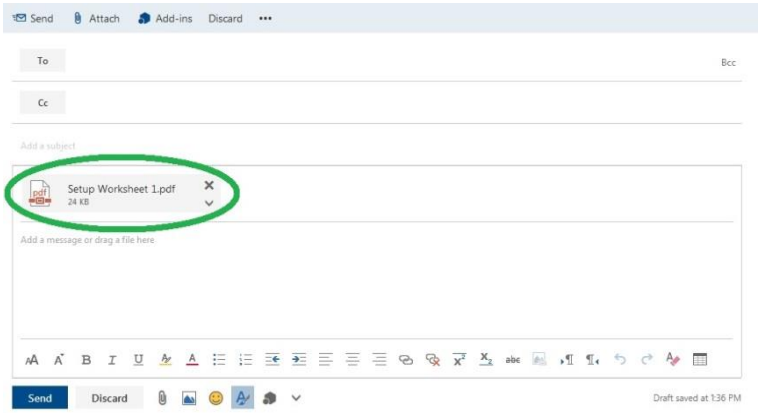


4. Click on “Attach as a copy”.



5. Underneath the subject box, you should now see the file you have attached to your new email.

   If it is a large file, it may take a while before the size of the file is shown. Once it is shown, then your file has successfully been attached.



6. If you have more than one file to attach to your email, then just repeat the above steps until you have attached all of your files.

   Please note that most email providers will limit the size of an email. This means that your recipient may not receive your email if you have too many attachments.