

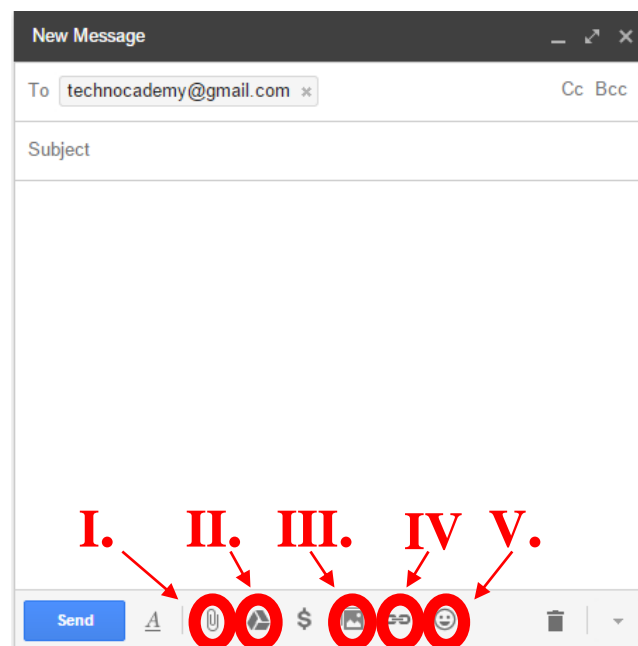


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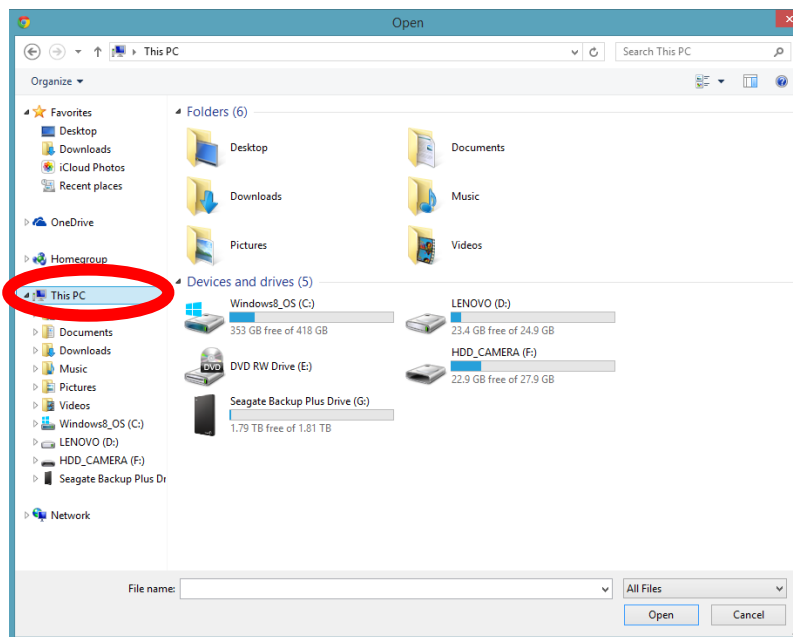
Email Additions

Ever wonder how to add important content to your email like pictures or links to others websites? Attaching files, including documents, and adding pictures/videos to emails can be easily done by following a few simple steps.

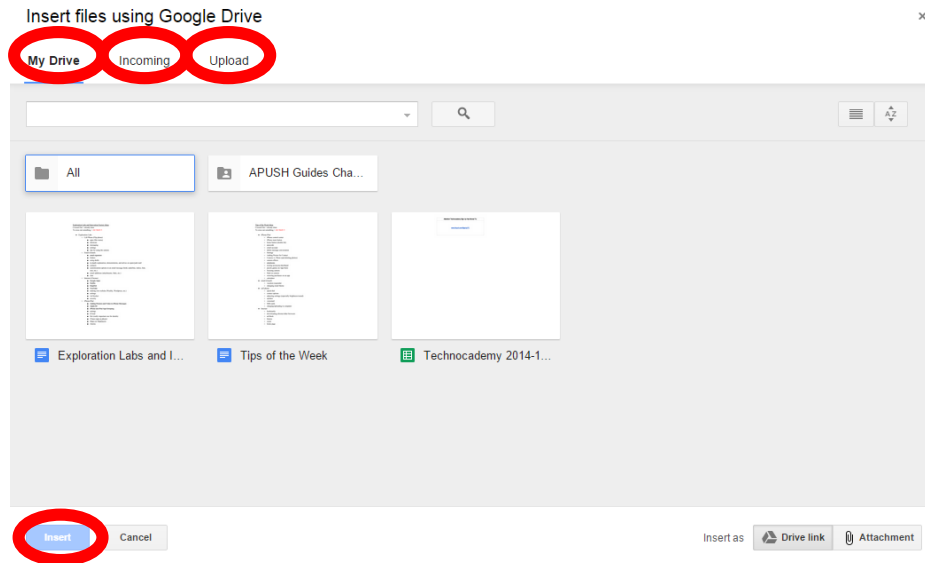
1. Open your web browser.
2. Go to your email program. For this lab, a Gmail account will be used; however, most email programs have similar configurations. Go to www.gmail.com.
3. Click the red "compose" on the top left to start a new message:
4. After entering the recipient of the message, go down to the bottom bar to make email additions. Let's examine the basic forms of attachments you can make:



- I. Attach files: Click this button to attach files (which could be documents, pictures, videos, or music) located on the computer itself. Select "This PC" and locate the folder in which your file is located. Then, select your desired file and click "Open" to attach it to the email. If you need help on finding where files are located, see our Exploration Lab on the "Windows File System."



- II. Insert files using Drive: Click this button to attach files located on your Google Drive. Recall that Google Drive is a place you can store files online so you can access it from any computer. If you need help on using Google Drive, see our Exploration Lab on "Google Apps." "My Drive" consists of files saved onto your drive. "Incoming" consists of files shared with you. "Upload" allows you to attach files from your computer (similar to the way you "Attach files" from sub-point one), except the attachment will open in Google Drive format. Once you select your desired file, click "Insert" to attach it to the email.



- III. Insert photo: Click this button to attach files associated with your Google account or insert pictures from the Internet. "Photos" and "Albums" consist of photos saved with your Google account. "Upload" allows you to attach files from your computer (similar to the way you "Attach files" from sub-point one), except the attachment will open as part of the email instead of an attachment. "Web Address (URL)" allows you to insert a picture from online. Right click on the image and select "Copy image URL." Then, right click on the box for "Paste an image URL here" and select "Paste." If it was successful, an image preview will appear. Once you select your desired photos, click the blue "Insert" icon to attach it to the email (see next page).

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Insert Photo

Photos

Albums

Upload

Web Address (URL)

Paste an image URL here:

If your URL is correct, you'll see an image preview here. Large images may take a few minutes to appear.
Remember: Using others' images on the web without their permission may be bad manners, or worse, copyright infringement.

Insert

Cancel

- IV. Insert link: Click this button to insert a direct link to the email. A link is just a redirection toward another website or email address. If someone clicks on the link, he or she will be sent to that site or email address. Select the appropriate link option, either "Web address" or "Email address." Then, type the link into the box. "Test this link" for Web addresses to make sure the link was typed correctly. In the "Text to display" box, type the words you would like to appear in place of the link. Finally, select "OK" to insert it into the email.

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Edit Link

Text to display

Link to:

Web address

Email address

To what URL should this link go?

Test this link

Not sure what to put in the box? First, find the page on the web that you want to link to. (A [search engine](#) might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above.

OK

Cancel

- V. Insert emoticon: Click this button to insert an emoji (basically a picture of an emotion) to the email in order to express a feeling. There are many fun ones to choose from, so click away to begin experimenting!
5. Once you finish attaching the desired attachments to your email, you can write a quick little message to go along with them. Press the blue “Send” button to send the message. Note it might take longer for bigger attachments to send.

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