

Email attachments

What is in an email?

- Emails have 4 main parts
 - Addressing: From and To,CC,BCC
 - Subject: what the email is about
 - Message body: the written message
 - Attachments: extra files files (Photos, documents etc.), analogous to enclosures in an envelope in snail mail (the post).

What to do if you are sent an attachment

- DO NOT open attachments from senders you do not recognise, this is the most common way viruses are transmitted, if in doubt delete.
- NEVER open an attachment with a name ending in .exe.
- Read the email carefully before clicking.
- Be cautious if the message feels urgent or strange e.g. Unexpected invoices or bills, spelling mistakes or poor grammar, pressure to act quickly, requests for passwords or bank details.

What to do with an attachment

- If you have space, put emails with attachments that you wish to keep in a folder within your email to keep them safe.
- You can always open an attachment within the email, you don't need to actually download it.
- Only download attachments and save them to your local disk if
 - You want to edit them,
 - You want a local copy to keep safely within your personal backup strategy,
 - You want to save some space in your cloud storage (they may be big)

Sending email attachments

Why Attach Files?

- Send documents, photos, videos, and presentations
- Share information quickly and professionally
- Returning completed forms
- Common file types: PDF, DOCX, JPG, PNG

Adding attachments to an email on a PC

- Open your email application or website
- Click 'New Email' or 'Compose'
- Select the paperclip or 'Attach File' icon
- Choose the file from your computer
- Wait for the upload to complete before sending

Tips for PC Users

- Keep your files organised in folders for easy access
- Check the file size before sending
- Use clear file names
- Double-check the attachment and recipients before clicking Send

Adding attachments to an email on a Tablet

- Open your email app
- Tap Compose or New Message
- Tap the paperclip or attachment icon
- Select files from Photos, Files, or Cloud Storage
- Wait for the upload to finish

Tablet Attachment Tips

- Ensure your tablet is connected to Wi-Fi or mobile data
- Use cloud storage apps like Google Drive or iCloud
- Keep apps updated for smoother uploads

Adding attachments to an email on a Phone

- Open your email app such as Gmail or Outlook
- Tap Compose
- Tap the attachment icon
- Choose photos, documents, or videos
- Confirm the file is attached before sending

Phone Attachment Tips

- Compress large photos or videos if needed
- Check available storage space
- Use mobile-friendly file formats

Common Problems and Solutions

- Attachment won't upload → Check internet connection
- File too large → Compress the file or use cloud links
- Wrong file attached → Remove and reattach the correct file
- Email not sending → Restart the app and try again

Conclusion

- Attaching files is simple on any device
- Practice using attachments regularly
- Always review attachments before sending emails
- Keep you email and PC tidy, especially folders
(next week we will cover Spring Cleaning)