

Email Attachment Practice Exercises

Objective

Practice attaching files to emails using a PC, tablet, and phone.

Exercise 1: Attach a Photo

Goal

Learn how to attach an image file to an email.

Instructions

1. Open your email application.
2. Create a new email.
3. Add your own email address in the “To” field.
4. Attach a photo from your device.
5. Type the subject line: **Practice Photo Attachment**.
6. Send the email.

Check Yourself

- Did the photo appear in the email before sending?
 - Did the email send successfully?
 - Could you open the attachment after receiving it?
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Exercise 2: Attach a Document

Goal

Practice attaching a document such as a PDF or Word file.

Instructions

1. Open your email app or website.
2. Create a new email.
3. Attach a document from your files folder.
4. Add the subject line: **Document Practice**.
5. Send the email to yourself or a partner.

Challenge

Try attaching two files instead of one.

Exercise 3: Practice on a PC

Goal

Use a desktop or laptop computer to attach files.

Instructions

1. Open Gmail, Outlook, or another email service.
2. Click **Compose** or **New Email**.
3. Click the paperclip icon.
4. Select a file from your computer.
5. Wait for the upload to finish.
6. Send the email.

Reflection Questions

- Was it easy to find the file?
 - How long did the upload take?
 - What type of file did you attach?
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Exercise 4: Practice on a Tablet

Goal

Attach files using a tablet.

Instructions

1. Open your email app.
2. Tap **Compose**.
3. Tap the attachment icon.
4. Choose a photo or file.
5. Send the email.

Bonus Activity

Attach a file from cloud storage such as Google Drive or iCloud.

Exercise 5: Practice on a Phone

Goal

Attach files using a smartphone.

Instructions

1. Open your mobile email app.
2. Start a new message.
3. Tap the attachment icon.
4. Attach a picture or document.
5. Send the message.

Check Yourself

- Could you find the attachment icon quickly?
 - Did the file upload correctly?
 - Could the receiver open the file?
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Exercise 6: Fix Common Problems

Goal

Learn how to solve attachment problems.

Problems to Solve

1. The file is too large.
2. The wrong file was attached.
3. The upload is taking too long.
4. The email will not send.

Discussion

Write or discuss one solution for each problem.

Group Activity

Email Attachment Relay

Instructions

1. Work in pairs or small groups.
2. One person sends an email with an attachment.
3. The next person downloads the file and replies with a different attachment.
4. Continue until everyone has sent and received a file.

Goal

Practice both sending and receiving attachments.

Final Challenge

Send an email that includes:

- A clear subject line
- A short message
- One photo attachment
- One document attachment

Before sending, check:

- Correct recipient
- Correct files attached
- File uploads completed
- Professional message tone