How to add an attachment via a desktop computer

Please take photos or scan your documents to your device before following the below instructions. Please remember all photos must be with the document corner to corner, with all of the document showing. The detail must be legible and clear, with no background items.

How to add an attachment via a desktop computer

1. On your computer, go to your email account
2. Click **Compose or new email**.
3. At the bottom, click Attach 📎 .
4. Choose the files that you want to upload from documents or photos.
5. Click **Open**.

Tip: Add an image by dragging it directly into the compose window.

Remove an attachment

After you add an attachment, you can remove it. To the right of the attachment name, tap Close ✕ .

Do not send documents via a link or google drive as this will be rejected by our security software.