



How to attach a photo or document on an android device


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 attach a photo or document on an android device

Attach a file

1. On your Android phone or tablet, open your email app
2. Tap Compose .
3. Tap Attach .
4. Tap **Attach file** or **Insert from Drive**.
5. Choose the file that you want to attach.
- 6.

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.