

Attach a photo, video, or document to an email





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.

Attach a photo, video, or document to an email

You can attach and send documents, videos, and photos in your emails for recipients to easily download and save.



1. Tap in the email where you want to insert the attachment, then tap  above the keyboard.



2. Do one of the following:

- *Attach a document:* Tap  above the keyboard, then locate the document in [Files](#).
In Files, tap Recent, Shared, or Browse at the bottom of the screen, then tap a file, location, or folder to open it.
- *Attach a saved photo or video:* Tap  above the keyboard, then
- choose a photo or video. Tap  to return to the email.
- *Take a new photo or video and attach it to the email:* Tap  above the keyboard, then take a new photo or video. Tap Use Photo or Use Video to insert it into your email or tap Retake if you want to reshoot it.





Scan and attach a document to an email

You can scan a paper document and send it as a PDF.

1. Tap in the email where you want to insert the scanned document, then tap  above the keyboard.
2. Tap  above the keyboard.
3. Position iPhone so that the document page appears on the screen—iPhone automatically captures the page.

To capture the page manually, tap  or press a volume button. To turn the flash on or off, tap .

4. Tap Retake or Keep Scan, scan additional pages, then tap Save when you're done.
5. To make changes to the saved scan, tap it, then do any of the following:

- *Crop the image:* Tap .
- *Apply a filter:* Tap .
- *Rotate the image:* Tap .
- *Delete the scan:* Tap .