


Gmail – Attachments, Attaching from Drive, and Formatting

Working with Attachments

Now that you know how to send a message, there are times when you need to include a file(s) with the message. The additional file(s) are called attachments. You can attach a file(s) to an email message that is on your computer or from Google Drive. Google Drive files can be attached if they are not in a Google file type. Files like Microsoft Word, images, PDFs, etc. can be attached unless they are larger than 15mb. Google file format files like Google Docs, Google Sheets, and Google Slides cannot be attached. They are shared via a link in the email message. You choose the access level when you click send.



Also, there are times when you receive a message that includes an attachment(s). You have the option to preview, download, print, and save the attachment to your Google Drive.

Formatting a Message







You can format the text in an email message similar to text in many document creation programs. It is helpful to make text stand out to help the recipient read and find key information. Some formatting you can do include: choosing a font, making the text larger or smaller, adding bold, italics, or underline to important information, changing the text color, using bullets or numbering, and highlighting text. To access the formatting options, click the **Formatting Options** Button  to show the formatting bar


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[Your Name]

5. Add attachments. Click the **attach files** button  at the bottom of the compose message window.
6. In the Open file window, click **Documents** on the left, then double-click **Google Suite Files**, double-click the **Data Files** folder, and then double-click the **Docs** folder.
7. Click on the file named **LLC Invoice** and then click **Open**. At the bottom of the message, notice the blue link for the attached file.
8. Click the **Attach More files** button . Notice the paper clip looks a little different because you already have at least one file attached.
9. In the Open file window, click on the file named **LLC Fundraiser** and click **Open**.

Format the Message

10. Click the **Formatting Options** Button .
11. In the message area, highlight (select) the word **composing** in the first sentence, and on the formatting bar, click the **Bold** button  to format the text as bold.
12. In the message area, highlight (select) the word **sending** in the first sentence, and on the formatting bar, click the **Bold** button  to format the text as bold.
13. In the message area, highlight (select) the word **Attachments** the first word in the second sentence, and on the formatting bar, click the Underline button  to format the text as underlined.
14. In the message area, highlight all of the text (tip: CTRL+A is a fast way to select All) and on the formatting bar, click the font button  and choose a font you like.
15. Make sure all of the text is still highlighted, click the **font color** button , and choose a color you like.

16. Click the  to hide the formatting toolbar.


17. Click **Send**.


View a Message with Attachments


18. Click **Inbox** on the left. Notice the email with the subject line **First Email with Attachments** message and the oval icons for the attached files.


19. Click the **first oval** and a preview of the file appears. If you do not have ovals, click the message to read it and click the first attachment at the bottom of the message.

20. You are in preview when the attachment shows with a black background and a toolbar at the top. Click

the Next button  to preview the next attachment.


21. Click the Next button  to preview the next attachment.

22. Click the previous button  to preview the previous attachment.


23. Click the back button  in the left corner of the preview near the filename.

24. Now click on the message (not an oval) to read the message.

25. The attachments are at the bottom with a small version of each attachment. Click on the first one. You are in preview again

26. Click the back button  in the left corner of the preview near the filename.

Download an Attachment

27. Now we will download an attachment (save a copy of the attached file to the computer). Point to the first attachment and click the download icon . The file is automatically saved to the Downloads folder on your computer.

28. In the bottom left corner of the window, a link to the downloaded file appears.

29. Click the file in the bottom-left corner and the computer will open the file in an App that it chooses. The App may allow you to edit, format, and save the file with your changes. The file is automatically saved to the Downloads folder on your computer. If you make any changes and want it in a different location, do a Save As to put it where you want.

30. Close the window the file opened in and you should return to your email.

Save an attachment to Google Drive

31. Make sure you are in the **First Email with Attachments** message.

32. Point to the first attachment and click the **Add to Drive** button . Once added the icon becomes the **Organize** button .

33. Click the **Organize** button , double-click **My Drive**, double-click **Google Suite Class** and click **Move here**.

34. Practice by previewing, adding to Drive, organizing in Drive, or downloading.

Reply to a message and Attach or Link from Drive

35. Make sure you are still reading the First Email with Attachments message. If not, click Inbox on the left and click the message.

36. Click **Reply**.

37. In the message area, type the following:

[Your Name],

I am adding a few attachments and links to files from my Google Drive online storage. Here is a link to the Google Apps and Purpose file:

Thanks,

[Your Name]

38. Click the **Insert files using Drive**  button.

39. Double-click your **Google Suite Class** folder and double-click the **Docs** folder.

40. Click on the **Energy** file. Notice the choices in the bottom right-corner, **Drive link** or **Attachment**.

41. Click on **Attachment**.

42. Click **Insert**.

43. Click in the message area after the colon (:) to the right of the word file.

44. Click the **Insert files using Drive**  button again.

45. Double-click your Google Suite Class folder and double-click the **Docs** folder.

46. Click on the **Google Apps and Purpose** file. Notice the choice in the bottom right-corner is only **Drive link** because it is a Google file.

47. Click **Insert**.

48. Click **Send** and **allow** the share. Choose **Comment** level if needed.

Take Screenshots

49. To submit your work, you need to take screenshots or pictures of folders that you will paste into a document. To take a screenshot in **Windows** just press **Print Screen** while viewing your Google Drive screen or use the snipping tool. On **MAC** hold COMMAND + CONTROL + SHIFT then press 3. Next, open Word or WordPad and paste it. For help with screenshots, open the [Taking a Screenshot](#) or watch this [snipping tool video](#). Below is a list of folders that you should have screenshots or pictures for:
- **Gmail Inbox**
 - **First Email with Attachments** message in message view
 - **Google Suite Class folder** in your Google Drive
50. **Save** the file with all of the screenshots with the name **Gmail - Attachments** to your **Documents** or **Pictures** folder.

Submit your work

CANVAS ONLINE COURSE USERS

1. Make sure you **downloaded** the file(s) in the earlier exercises.
2. Return to the **Canvas Google Suite Course** website (<https://berkeleyas.instructure.com>) or tab.
3. Return to the **Gmail Assignment 6.5 - Attachments, Attaching from Drive, and Formatting** assignment.
4. Follow the instructions in the Assignment to submit your work in Canvas.

NOT IN A CANVAS ONLINE COURSE

1. Upload the files using the [Student Exercise \(Assignment\) Upload Form](#).
2. Click and type your **first name** in the first name box.
3. Click and type your **last name** in the last name box.
4. Click your **class**.
5. Click in the exercise name box and type **Gmail - Attachments**.
6. Click the **add file** button.
7. Click **Browse files** or use the **drag** option.
8. Navigate to the Documents or Pictures folder where you saved it.
9. Click the **Gmail - Attachments** file.
10. Click **Open**.
11. Click **Submit**.

If you are having challenges contact me or email the file(s) as an attachment(s) to alfredmiller@berkeley.net.