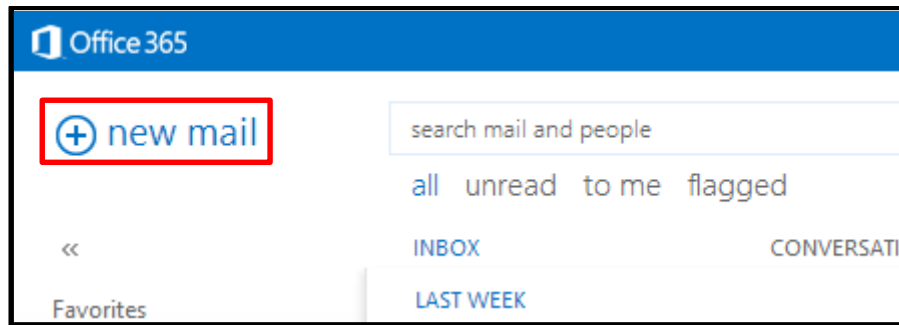# Sending an Attachment using the Live@Edu Student Email

An attachment is a file which is sent with an email message. The attachment can be opened or downloaded and saved to the recipient's computer.
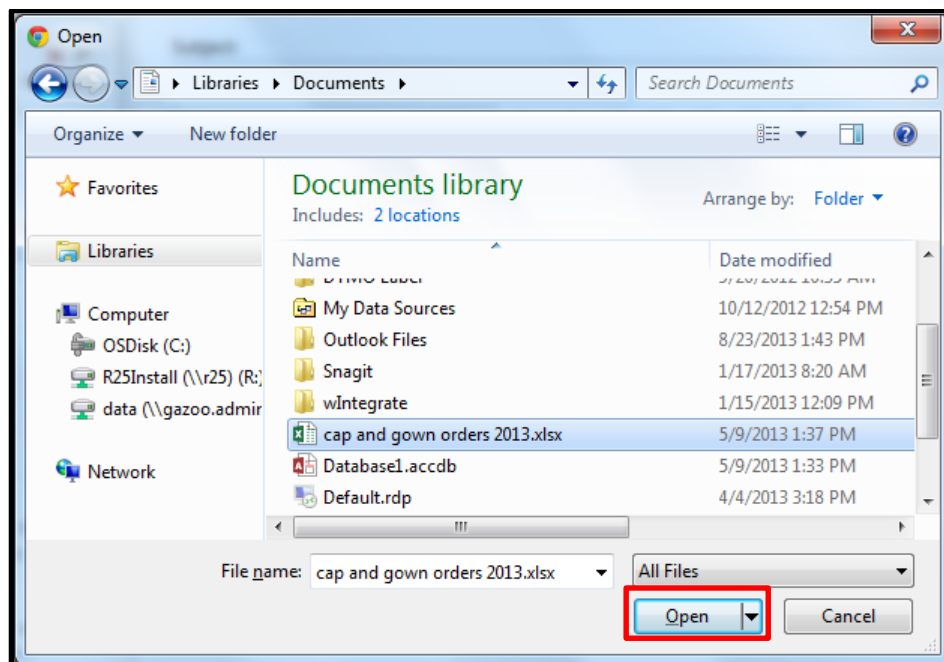
1. After you have logged in to your student email, click **new mail** in the upper left hand corner.
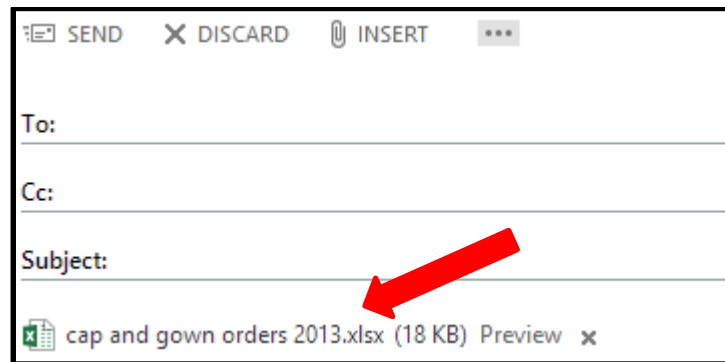

2. A new message window will appear. Click **insert** 📎 at the top of the window and choose **attachment**.
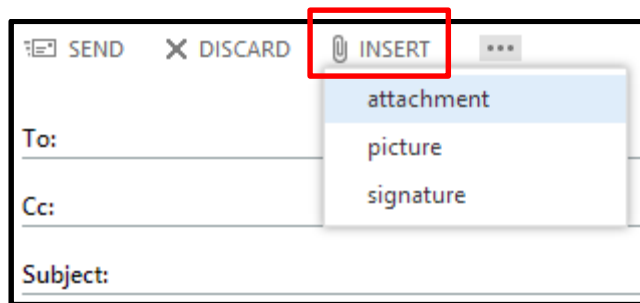
3. An **Open** window will appear. Locate the file you want to attach. Click on the file name(s). (You can select multiple files all at once). Click the **Open** button.

4. You will return to the **Compose Mail** screen. The file you selected is listed below the Subject: area.

5. If you need to add more attachments, follow steps 2 and 3. After you have finished typing your email, simply click the **Send** button to send the email.