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How do I send a file to someone by e-mail?

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You can attach any file -- word processing documents, spreadsheets, graphics, photographs, even sounds -- to an e-mail message.

This article has two parts:

- [Part 1: Attaching a single file to an e-mail message](#)
- [Part 2: Attaching multiple files to an e-mail message](#)

Part 1: To attach a single file to your e-mail

1. Click the **Write** icon on the AOL toolbar.
2. In the **Write Mail** window, click **Attach File**.
3. Navigate to the folder that contains the file you want to attach.
4. Double-click the file you want to attach.
5. Address and compose the mail, then click **Send Now**. Ensure the file being sent is not open before sending the mail.

Part 2: To attach multiple files to your e-mail

1. Click the **Write** icon on the AOL toolbar.
2. In the **Write Mail** window, click **Attach File**.
3. Navigate to the folder that contains the file you want to attach.
4. Hold down the CTRL key, and click each item you want to select.
5. When you have finished, click the **Open** button.
6. Address and compose the mail, then click **Send Now**. Ensure the file being sent is not open before sending the mail.

Notes

- AOL scans all attachments for virus infections.
- In newer versions of the AOL software, You can also attach files by using your mouse to drag files from a folder on your computer to the Mail Attachments list box. The Mail Attachments list box is located just above the **Attach File** and **Detach File** buttons and below the horizontal separator line. If you drag and drop files to a Mail message