

How to attach a PDF to an email (Quick Guide)

Before sending

- Make sure your document is saved as a **PDF**
 - The file name should end with **.pdf**
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On a computer (Windows or Mac)

1. Open your email and click **New Email / Compose**
 2. Click the **paperclip (Attach)** icon
 3. Find and select your **PDF file**
 4. Click **Open / Attach**
 5. Confirm the file appears in the email
 6. Click **Send**
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On a phone or tablet (iPhone or Android)

1. Open your email app and tap **New Email / Compose**
 2. Tap the **paperclip (Attach)** icon
 3. Choose **Files / Browse**
 4. Locate and tap your **PDF file**
 5. Confirm the file appears in the email
 6. Tap **Send**
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Common mistakes to avoid

- Sending photos instead of a PDF
 - Copying text into the email instead of attaching the file
 - Forgetting to attach the file before sending
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Final check before sending

-  File is attached
-  File name ends in **.pdf**