This is a Brief Online Learning Tutorial (or BOLT) brought to you by the LISTEN project, a HRSA-funded project focused on improving the information literacy competencies of nursing students and professional nurses.
In the clinical setting it is important to understand how to send and receive information electronically so you can collaborate effectively with other healthcare professionals. In order to send different types of information electronically you will need to attach them to an e-mail. This BOLT will walk you through the steps of how to attach items to an e-mail.
The process of attaching something to an e-mail creates an “attachment”. The process is much like physically attaching papers together with a paperclip, except the items that are attached are various electronic files, such as, pictures, audio files, and various types of computer documents. Examples used during this learning example will focus solely on how to attach document files to an e-mail.
Once you have opened the new e-mail to be sent, Notice how the red arrow is pointing to a paperclip icon on the top row. Click the paperclip to attach a document, link, or various other files.

The second image below has an arrow pointing to an envelope with a paperclip - this icon is for attaching e-mails themselves.
After you click the paperclip another window will open, from which you will select your document. Browse through the files or documents that pop up, and select the file you would like to attach. If your document to be attached is located inside another folder, or inside several sub-folders, you will need to know that pathway. In this image we are searching on the desktop - note the circle is designating 5 different places where files can be stored. For this exercise we are looking at the “Desktop”
Left click on the document you would like to attach. Then click the Insert button on the bottom right of the screen.
Verify that the document you have uploaded is the correct document you want to send - then enter the To… e-mail address, add e-mail addresses for anyone you want to Cc (carbon copy) the e-mail to, fill in the subject line, complete your e-mail message, and finally, click “Send”. This BOLT has helped provide you with the knowledge base to e-mail attach any document you want to share with colleagues. The Cc feature allows you to send the attachment to multiple people at the same time.
Continue to visit the LISTEN website, at listenuphealth.org, for other helpful tips on using technology; and, seeking, evaluating, and applying information in nursing to support evidence-based nursing practice.
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