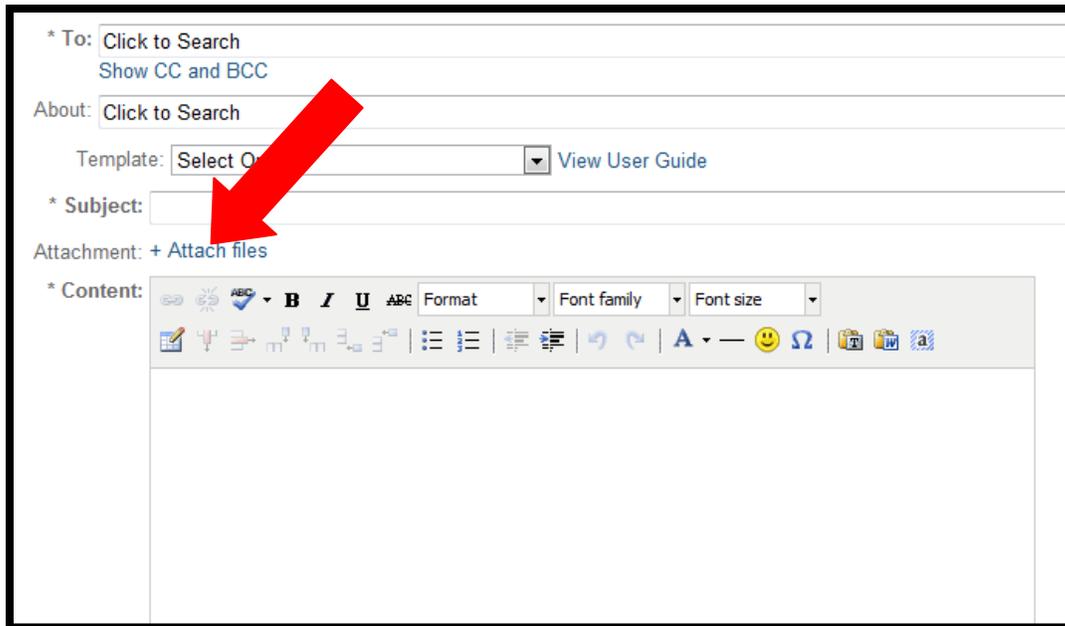
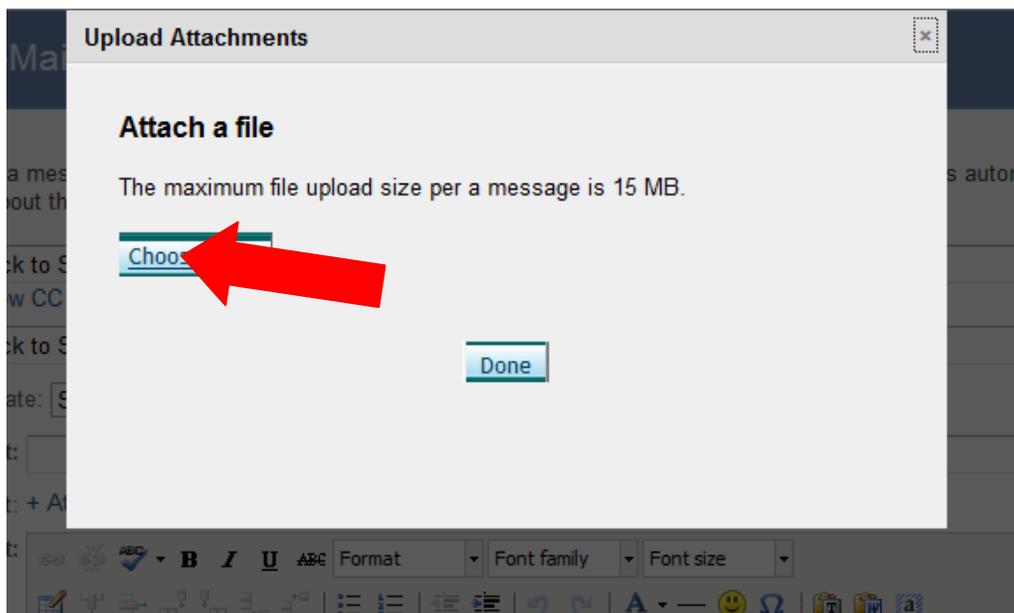


## Attaching a file to your Kmail message

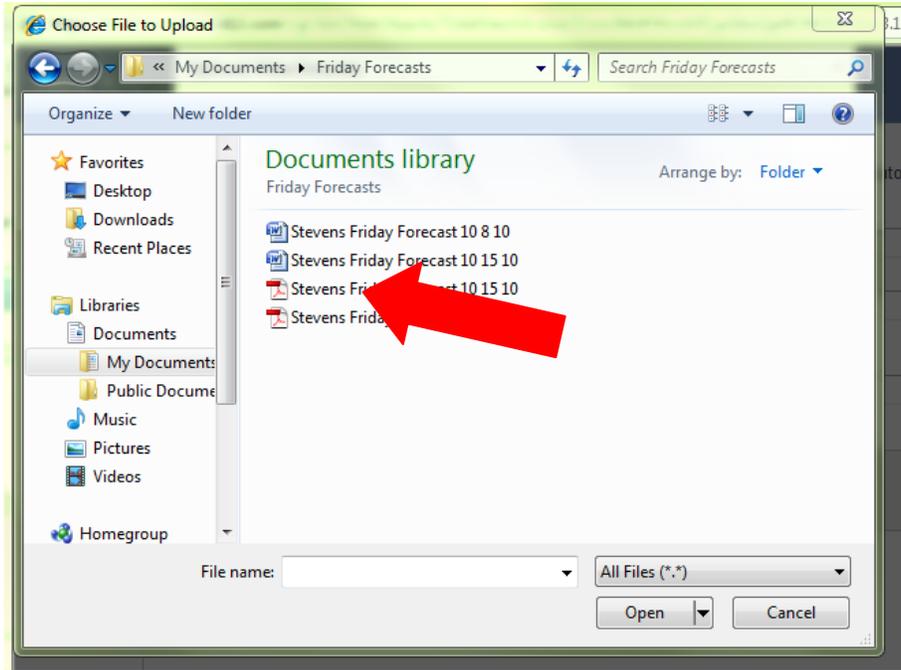
1. Select "Attach files"



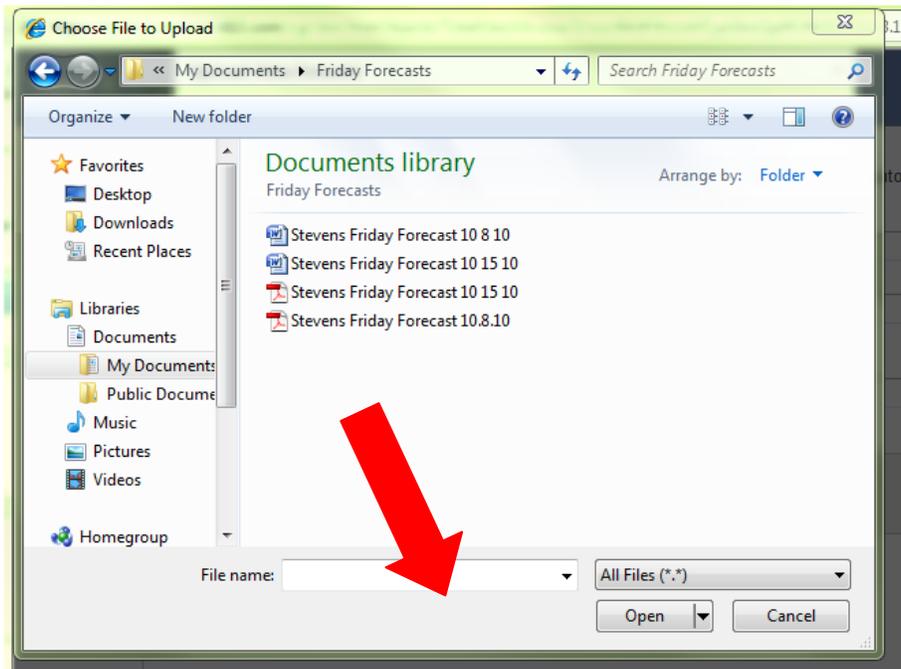
2. Click on "Choose a file"



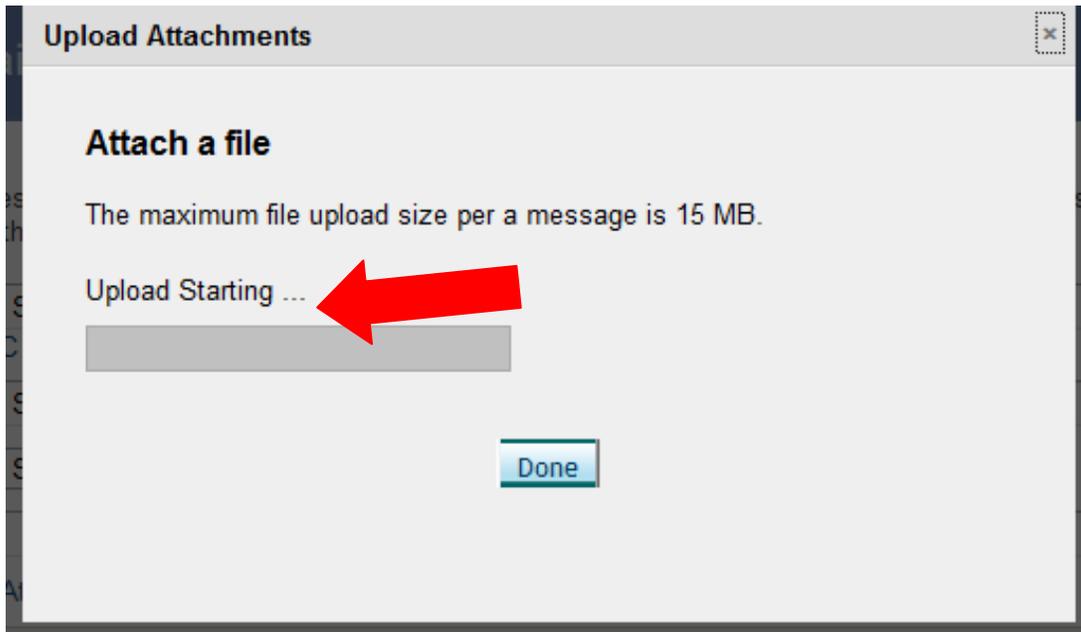
3. Choose the file you want to attach (picture, document, etc.)



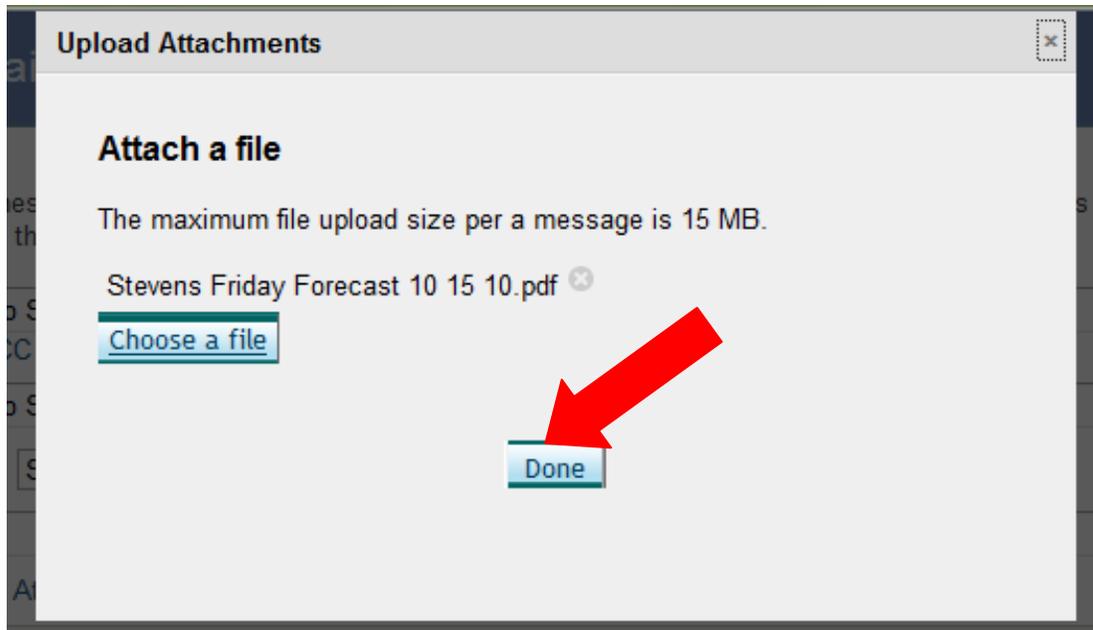
4. Press "Open"



5. Wait for the file to upload.



6. Click "Done"



7. Your file is attached and ready to send.

If you send a message to a student, their learning coaches will be automatically CC'd and the recipient is set to be about that student.

\* To: [Click to Search](#)  
[Show CC and BCC](#)

About: [Click to Search](#)

Template:  [View User Guide](#)

\* Subject:

Attachment: Stevens Friday Forecast 10 15 16.pdf + Attach more files

\* Content: