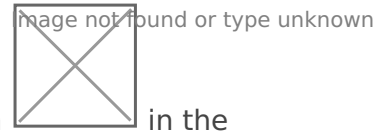


Adding attachments

How to add attachments to an email in the email editing window:

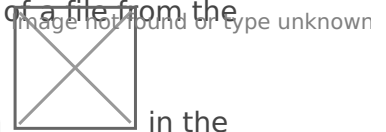
1. Select the files to be sent as attachment.



- To send a local file as attachment, click the **Attachments** icon in the button bar.

You can also add an attachment by dragging one or several files from a file browser or from the desktop to the email window.

- Depending on the configuration, you can send the current version of a file from the



Drive app as attachment. To do so, click the **Add from Drive** icon in the button bar.

2. You can remove an attachment if required. To do so hover over an attachment. Click the



Remove attachment icon.

Note: An email attachment can consume more than 25% of storage space than the locally saved file.

Options:

- Depending on the configuration, attached images can be minimized if they exceed a specified number of pixels or a specified file size. To do so, select an entry next to **Image size** on the bottom right side of the attachments

Note: Images can only be minimized directly after having been uploaded. If you open an email draft or re-load the email editing window, attached images can no longer be minimized.

- Depending on the configuration, attachments will not be sent when having reached a certain size limit. In this case, the attachment will be saved in the **Email attachments** folder in the Drive app. The email includes a link to the attachment.

Revision #1

Created 5 November 2023 00:46:14 by Ed Teach

Updated 5 November 2023 00:48:28 by Ed Teach