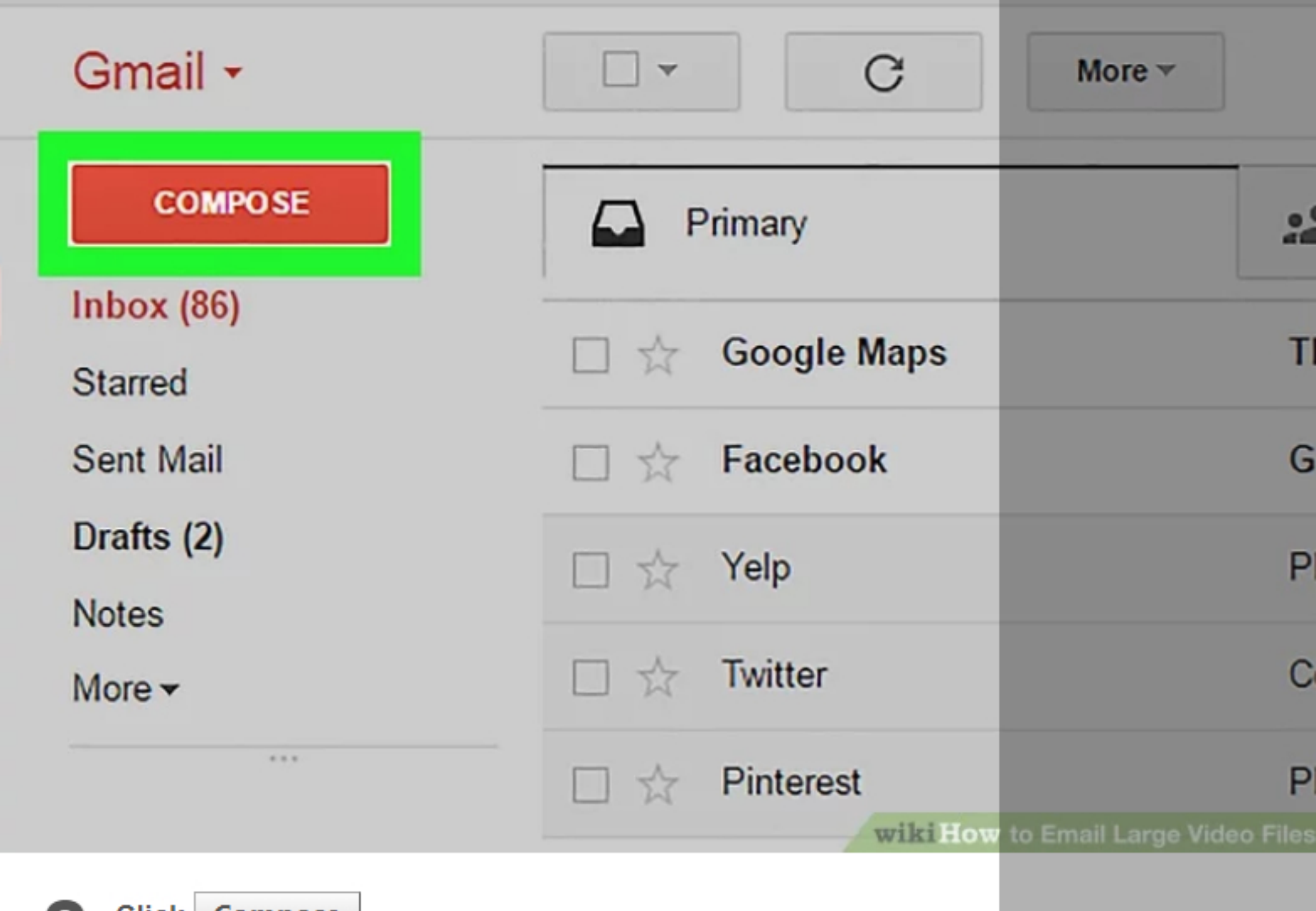




https://mail.google.com/mail/

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- 1** Open the **Gmail website**. If you aren't logged into your Gmail account, do so now with your email address and password.



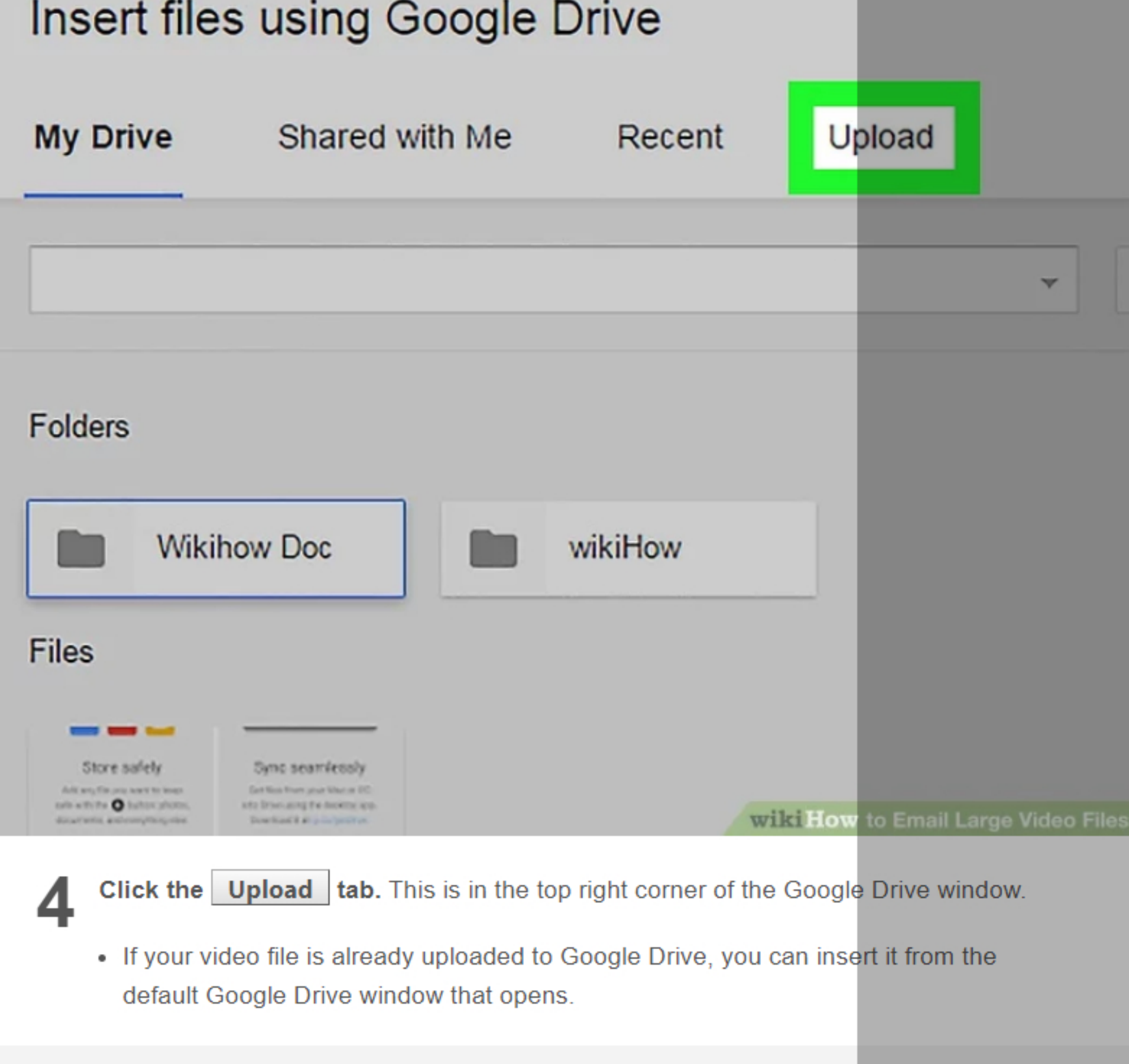
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- 2** Click **Compose**.



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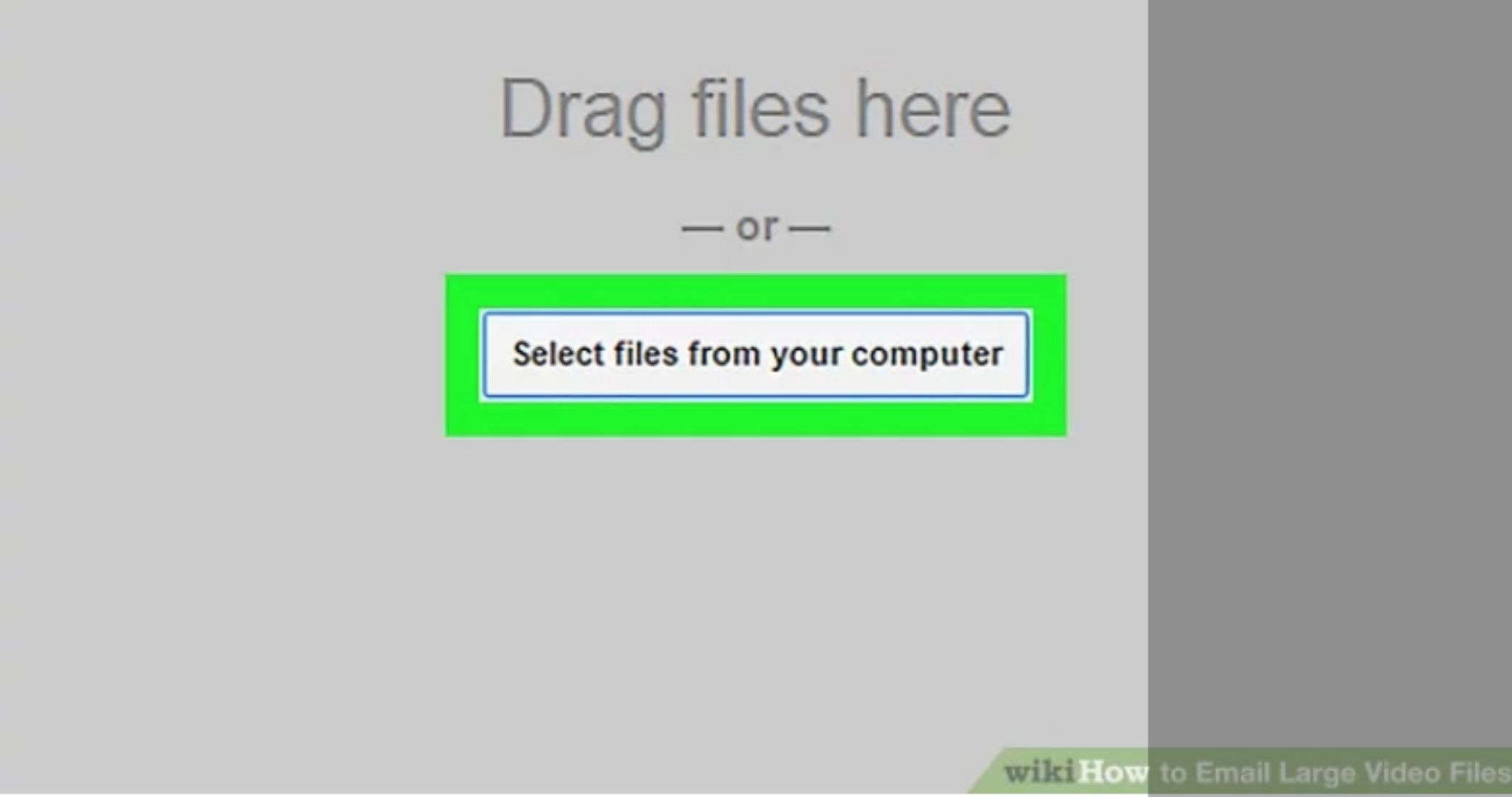
- 3** Click the **Google Drive button**. It's the triangle-shaped icon at the bottom of the "New Message" window.



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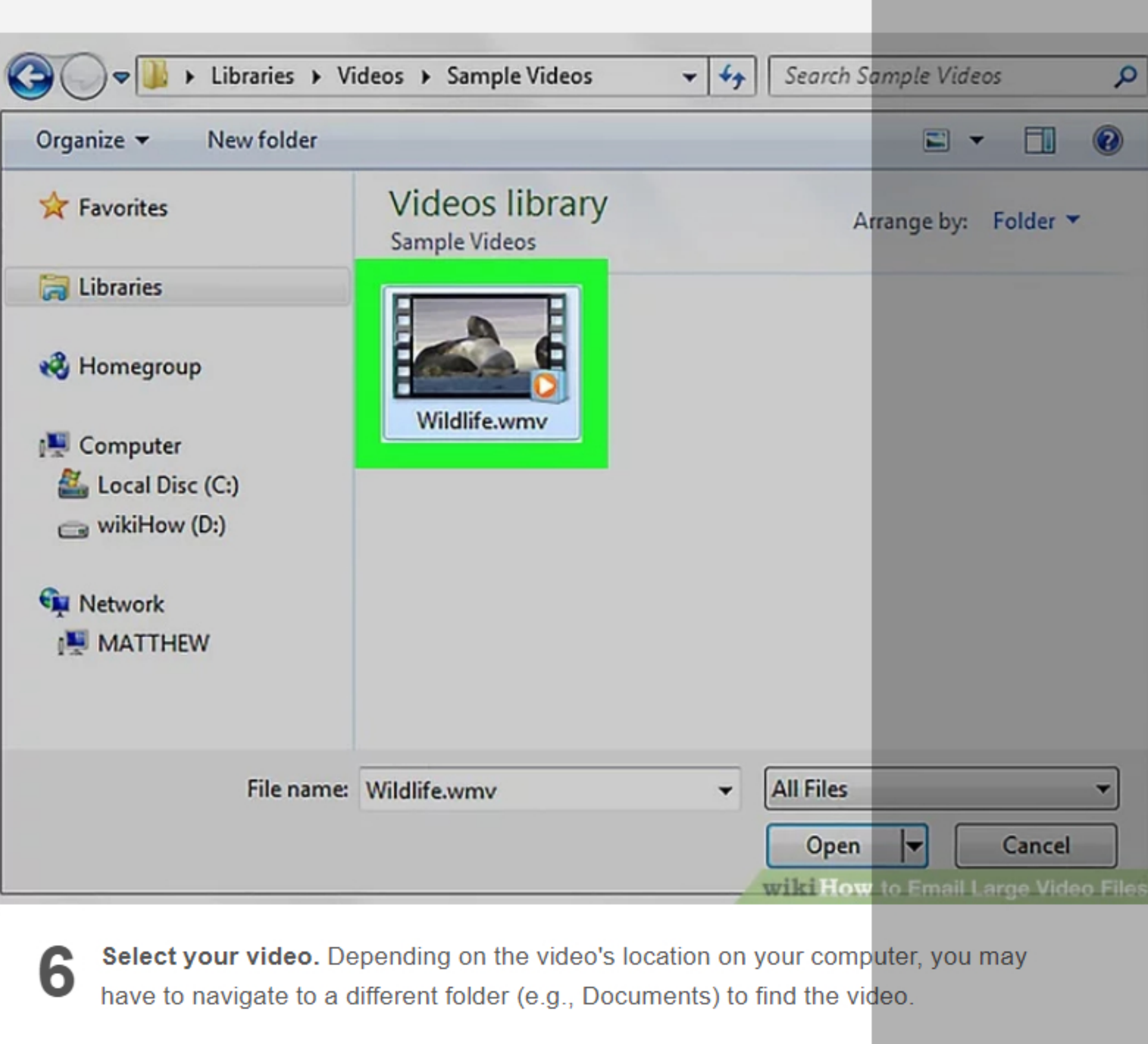
- 4** Click the **Upload** tab. This is in the top right corner of the Google Drive window.

- If your video file is already uploaded to Google Drive, you can insert it from the default Google Drive window that opens.



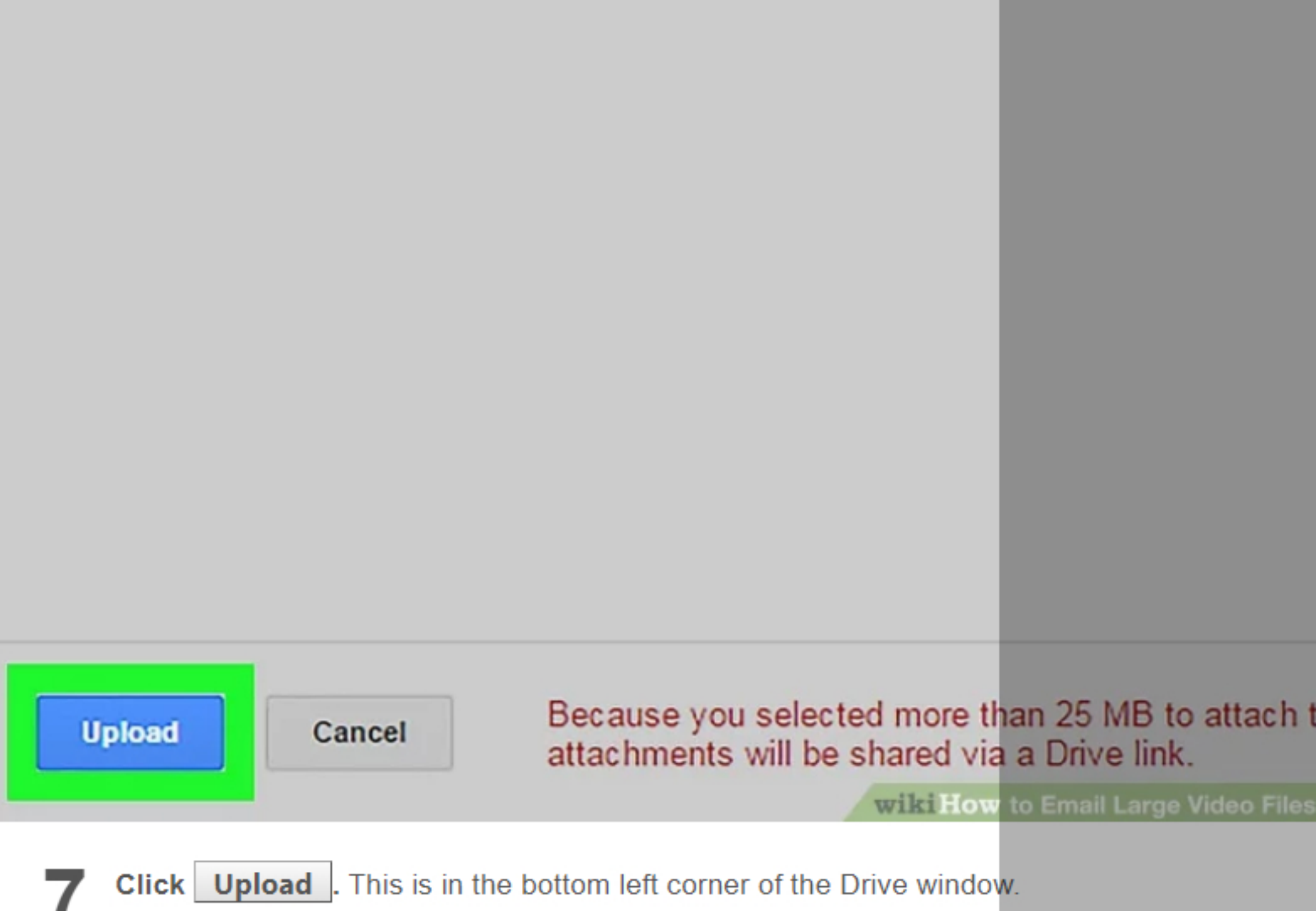
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- 5** Click **Select files from your computer**.



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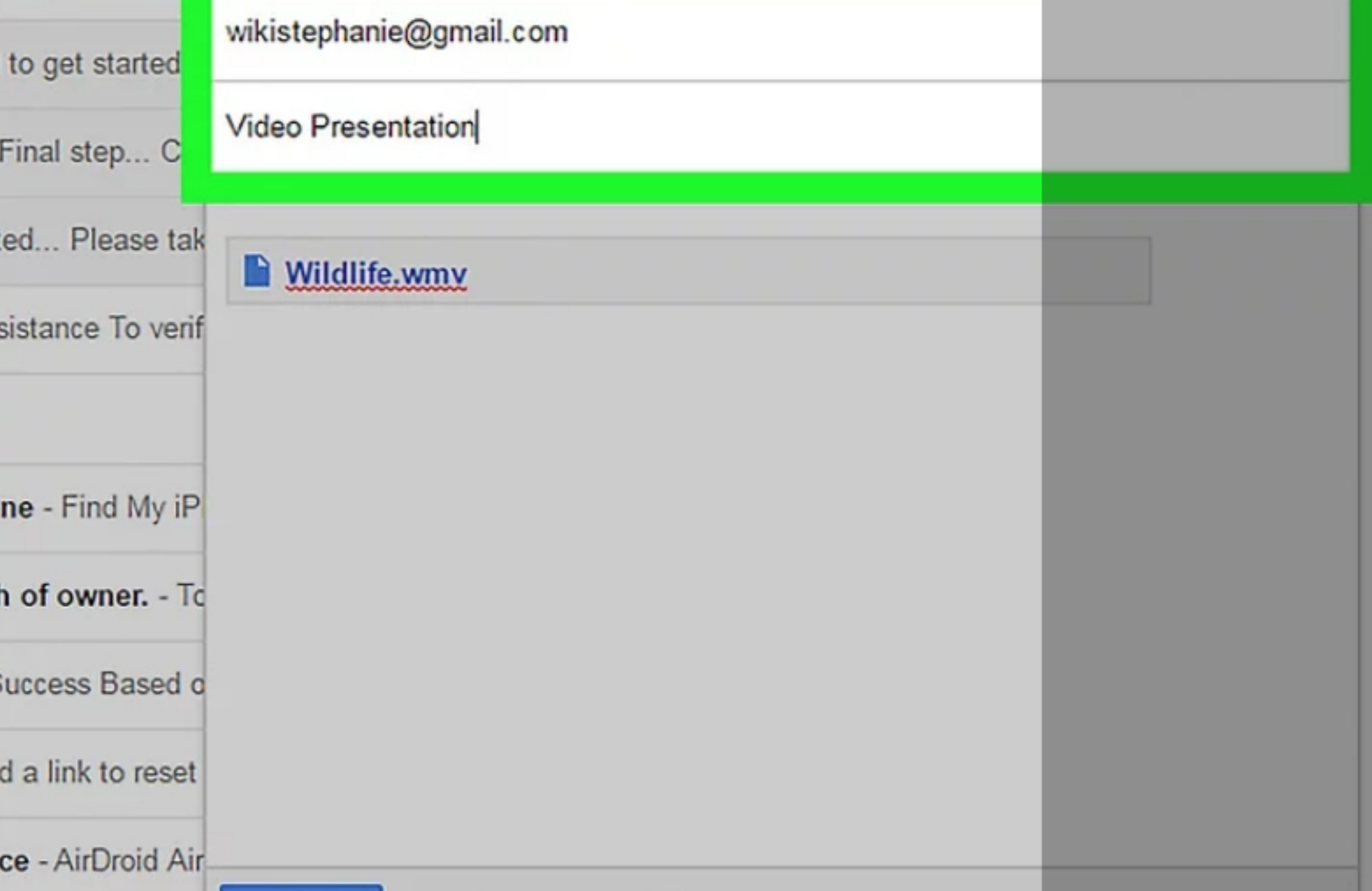
- 6** **Select your video**. Depending on the video's location on your computer, you may have to navigate to a different folder (e.g., Documents) to find the video.



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- 7** Click **Upload**. This is in the bottom left corner of the Drive window.

- Your file may take a long time to upload. Once it finishes, it will appear as a link in your "New Message" window.



- 8** **Enter your email details**. These will entail some combination of your recipient's email address, a subject field, and email text.



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- 9** Click **Send**. It's the blue button in the bottom left corner of the New Message window. Your video file will send as a link, from which your recipient will be able to download the file after opening it.

- If you haven't previously authorized your recipient to view your attachment, you'll need to click **Share and send** in the window that pops up.
- You can also choose to let your recipient edit or comment on the file from the drop-down menu here ("view" is the default setting).