Quick Tip:  
Sending an Email with Attachment

The Center

Many TCC instructors recommend using email for communication. Some even ask that you submit assignments via email. Here is how you can send an email with an attachment, such as your assignment.

First, to get to your TCC email:

1) From the TCC home page, look for MyTCC and click on it once.
2) You will see the MyTCC login that asks for username and password. Type those and click “login.”
3) Under “my TCC Resources,” click on My TCC Email and Drive (Apps).
4) Login to your email with your username and password.
Second, to start your email:

5) Click on the “Compose” button. A box that says New Message will pop up.

6) Next to the word “To,” type in the email address of the person you are sending the email to, such as your instructor. Here is an example: gabrielle.raymond@tccd.edu

7) Now type in the Subject. If you are sending an email to your instructor, type in a specific subject such as: Paper 1 Assignment.

Third, to write the body of the email:

8) Click in the big box. This is the body of your email.

9) Type your message. Again, be as specific as possible, especially if you are sending an email to your instructor. For instance:

   Professor Hayes: I have a question about the homework for Tuesday. Are we supposed to double space our response paper? Let me know. Thank you, Gabby Raymond.

10) If you just need to ask your instructor a question, you are done with your message. Click on the blue “Send” button and you’re done!

If you need to attach a document, keep reading!

Fourth, attaching a document:

If you need to attach a document, such as your paper, here is how you do that:

11) Click the image of the “paperclip.” The paperclip image is located below the box where you just typed your email message.
12) If your document is saved on a flash drive (that portable thingy you carry with you), in the box along the left you will see “Computer.”

13) Double click on your flash drive. Mine is called My Passport.

14) When you find your document, double click on it.

15) You should now see your document attached at the bottom of your email in blue, bold letters, right above the blue send button.

    ![File attachment](Abbey_Baxter_Paper_1.docx (108K))

    Do you see it? Awesome!

16) NOW you are ready to send your email with your document attached.
17) Click on the blue “Send” button.

Congratulations! You have just sent an email and attachment.

A copy of your email will now appear in your “sent” messages (in case you want to double check that it has been sent – better safe than sorry)!

If you would like further advice on how to write an appropriate email to a formal audience, such as an instructor or your boss, see a Writing Center tutor. We would love to help you... 😊

Created by Gabrielle Raymond, Learning Lab Manager, The Center, South Campus, 2015