

## Sending mail attachments

When composing an email to send, you can add attachments to it.

Click on the **Attachments** button at the top of the page.

A new window will pop up. Click on the appropriate button to attach different types of documents:

- **local files** to attach files that are saved in your computer
- **DeskNow files** to attach files that are saved in your DeskNow folders
- **contacts** to attach contacts using the vCard format
- **personal details** to attach your personal details using the vCard format. To edit your personal details, click on **Change personal details** in the **Preferences** page.

Once you have finished selecting the attachments, click on **Done** to close the attachments window.

You can also go directly to the appropriate attachments page for the type of data that you want to attach, by selecting it from the **Attachments** menu in the mail compose window.

To add or remove attachments to or from your email, click on the **Attachments** button again.

**Tip:** if you have a file that you often send as an attachment, consider saving it to a DeskNow folder, and use the **Attach DeskNow files** button to attach it every time you need to send it. In this way you need to upload it only the first time, and every subsequent time it will be much faster.