



## Gmail: Dragging and dropping attachments

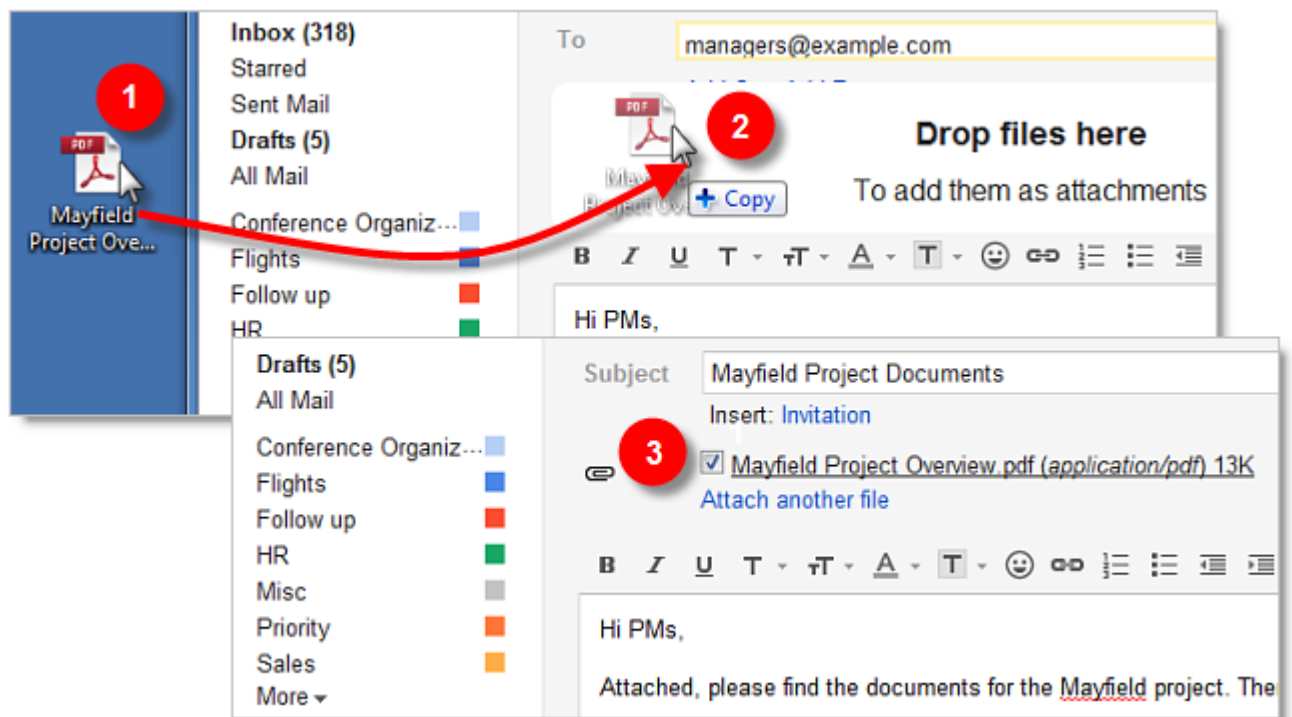
Adding attachments to messages in Gmail is easy - just drag and drop! You can drag one attachment or multiple attachments onto your messages. You can also drag attachments from a message to your desktop or another folder.

**Note:** Dragging and dropping attachments currently only works with Google Chrome and Mozilla Firefox 3.6 or later.

### Drag and drop one or more attachments

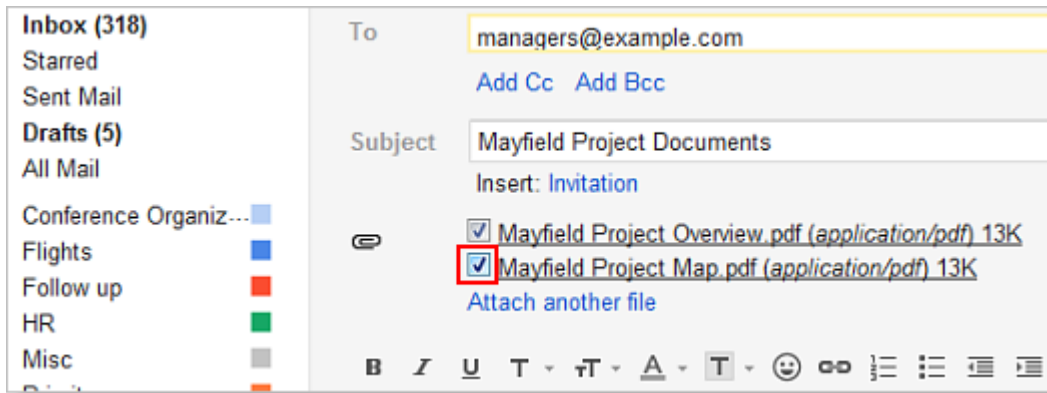
To drag and drop one or more attachments:

1. Select the file(s) you want to attach.
2. Hold down your left mouse button, drag the file(s) below the Gmail **Subject** field (**Drop files here** will appear when you're in the right spot), and release the mouse button.
3. Your file(s) attach themselves to the message.



**Note:** Remember that while you can attach multiple files, the maximum total attachment file size, inclusive of all attachments and the content of the message, is 25 MB.

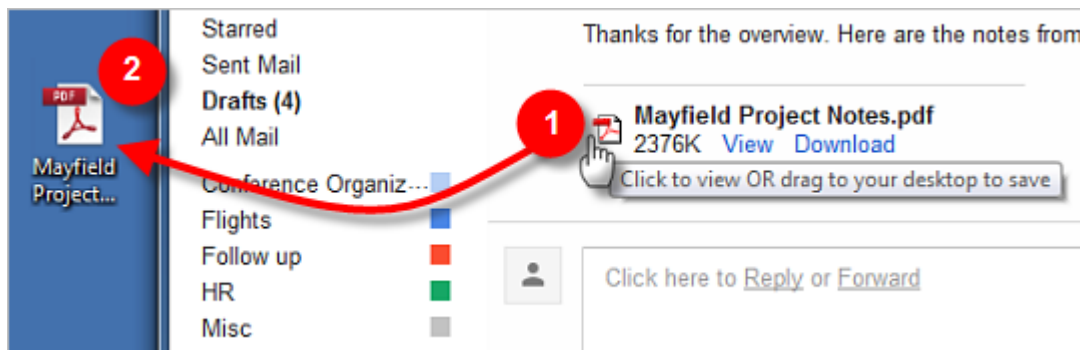
To send a message without a file that has been previously attached, uncheck the box to the left of the file before sending the message.



## Drag and drop attachments from a message

To drag and drop attachments from a message to your desktop or another folder, open the message, then:

1. Select the attachment.
2. Hold down the left mouse button, drag the attachment to your desktop or another folder, and release the mouse button.



**Note:** Remember that dragging attachments from a message is currently only available using Google Chrome and Mozilla Firefox 3.6 or later. When using another browser, click **View** or **Download** instead.