

## How do I add an attachment to an email?

Michael C. - 2025-05-16 - Communication

You can attach images or documents to emails you send with ClubRunner's **Email Message Center**. This is useful for sharing club documents with members and non-members alike.

**Note:** *The total size of the attachments cannot exceed 15 MB.*

1. To add an attachment, you must first log in and compose an email. To do so, refer to the steps outline in [this article](#). Your link will open in a new window.
2. Compose your email as usual in the relevant fields.

## Step 2:

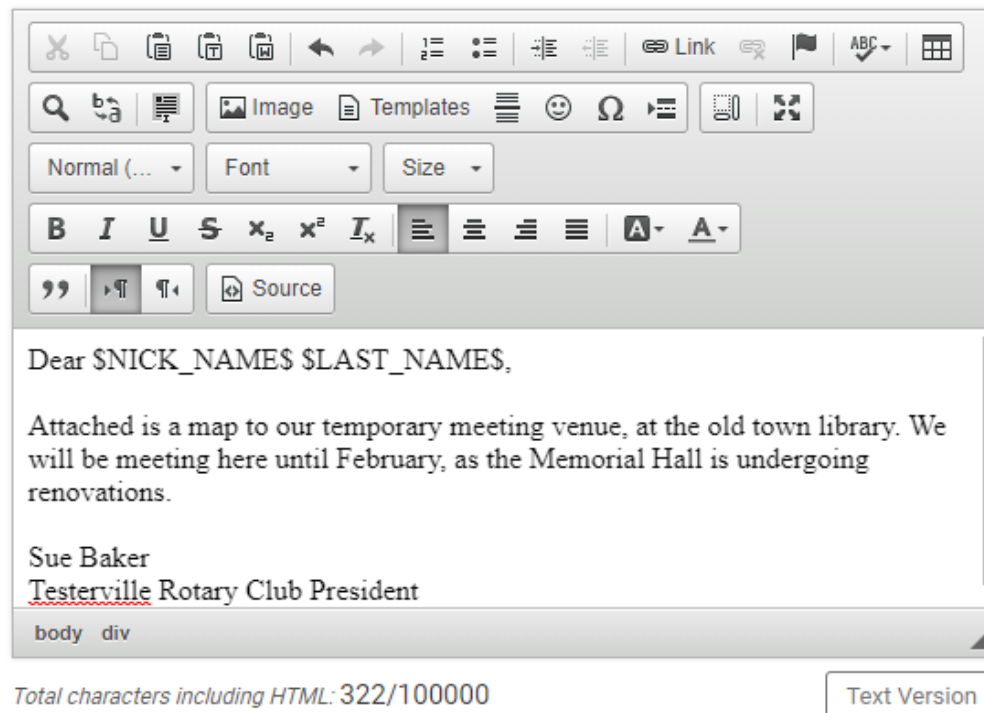
Enter your email subject and message.

Subject

Test

\*

### + Templates and Merge Fields



The screenshot shows an email composition window. At the top is a toolbar with icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, link, unlink, insert image, and a table icon. Below the toolbar are buttons for 'Image' and 'Templates', followed by font and size dropdown menus. A row of text formatting buttons includes bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x<sub>2</sub>), superscript (x<sup>2</sup>), text color (I<sub>x</sub>), bulleted list, numbered list, left-align, right-align, and background color (A). Below this are quote/unquote buttons and a 'Source' button. The main text area contains the following content:

Dear \$NICK\_NAME\$ \$LAST\_NAME\$,

Attached is a map to our temporary meeting venue, at the old town library. We will be meeting here until February, as the Memorial Hall is undergoing renovations.

Sue Baker  
Testerville Rotary Club President

body div

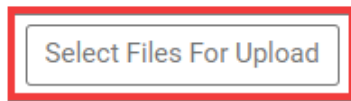
Total characters including HTML: 322/100000

Text Version

3. Next, proceed to the portion of the email composition screen under the header **Step 3 (Optional)**. To attach a file to the email, click on **Select Files for Upload**.

### Step 3 (Optional):

Upload attachments to your email.



Maximum 15.00 MB per file  
Total attachment size: 0 B/15.00 MB

### Step 4:

Choose your email options and send.

☒ Include link to list of recipients

A link to view the list of recipients will be included in the footer of the email

☐ Copy me on this email

### Step 5:

You can send the email right now, or click on schedule to choose when you would like to send it.

☒ Send right now

☐ Schedule

Save as Draft

Send to Myself

Send

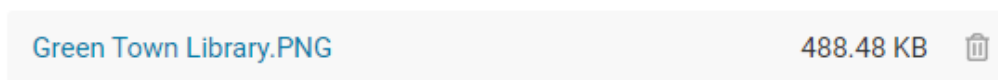
4. Now, you will prompted to select the file you want from your computer or local network. Select the file you want.

**Note:** Your view may vary, depending on your computer's operating system.

5. If you have successfully uploaded your file, the filename will appear onscreen. Click on the **Remove/Trashbin Icon** if you wish to remove the attachment, or attach an additional file by clicking **Select Files for Upload**.

### Step 3 (Optional):

Upload attachments to your email.



Maximum 15.00 MB per file  
Total attachment size: 0 B/15.00 MB

6. Now, use the email send options to send your email as normally.

#### Step 4:

Choose your email options and send.

☒ Include link to list of recipients

A link to view the list of recipients will be included in the footer of the email

☐ Copy me on this email

#### Step 5:

You can send the email right now, or click on schedule to choose when you would like to send it.

☒ Send right now

☐ Schedule

Save as Draft

Send to Myself

Send

#### Related Content

- [VIDEO: How do I send an email?](#)
- [How do I send an email?](#)
- [Where can I send an email in ClubRunner?](#)