

How do I add an attachment to an email?

Michael C. - 2021-01-19 - 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 6 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.

Select Template: -- Select Group - ▾

Subject: Venue Change *

Insert Mail Merge Fields

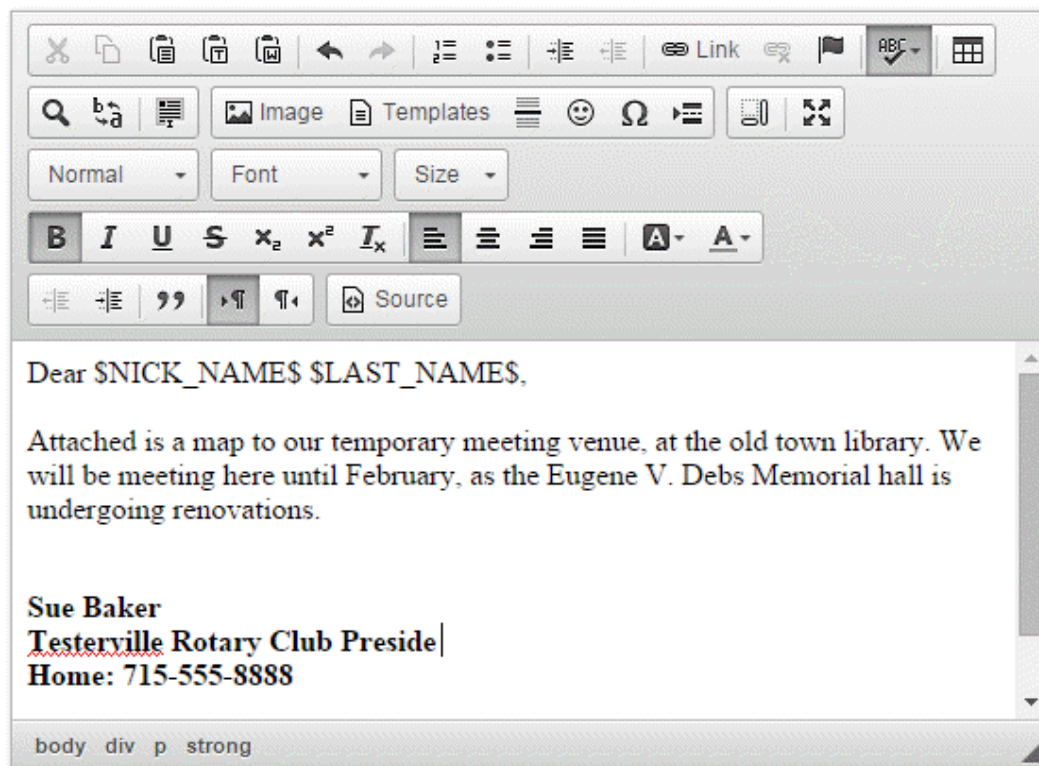
Account: Account Full Name ▾

Recipient: Recipient Title ▾

Sender: Sender First Name ▾

The Nick Name merge field will be replaced by First Name if it is empty.

Message:



The screenshot shows an email composition window with a rich text editor. The toolbar includes icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, link, unlink, and a font color palette. The message body contains the following text:

Dear \$NICK_NAMES \$LAST_NAMES,

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

Sue Baker
Testerville Rotary Club Preside
Home: 715-555-8888

body div p strong

Total characters: 513/100000

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.

Total attachment size: 0 B/6.00 MB

Select Files For Upload

Step 4:

Choose your email options and send.

- Send a list of recipients as an attachment.
- 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

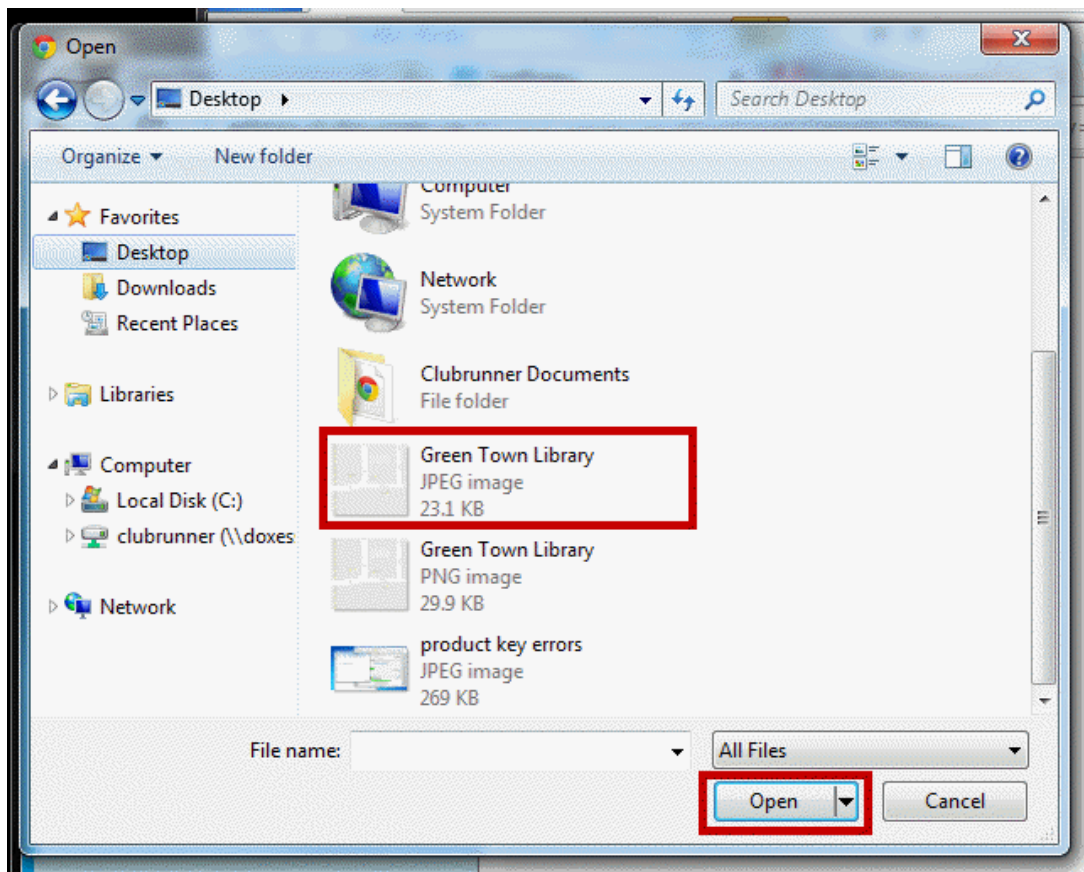
Save as Draft

Send to Myself

Send

4. Now, you will be 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 **Remove** 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.

Green Town Library.jpg (23.11 KB)

Remove

Total attachment size: 23.11 KB/6.00 MB

Select Files For Upload

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

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

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