How do I add an attachment to an email?

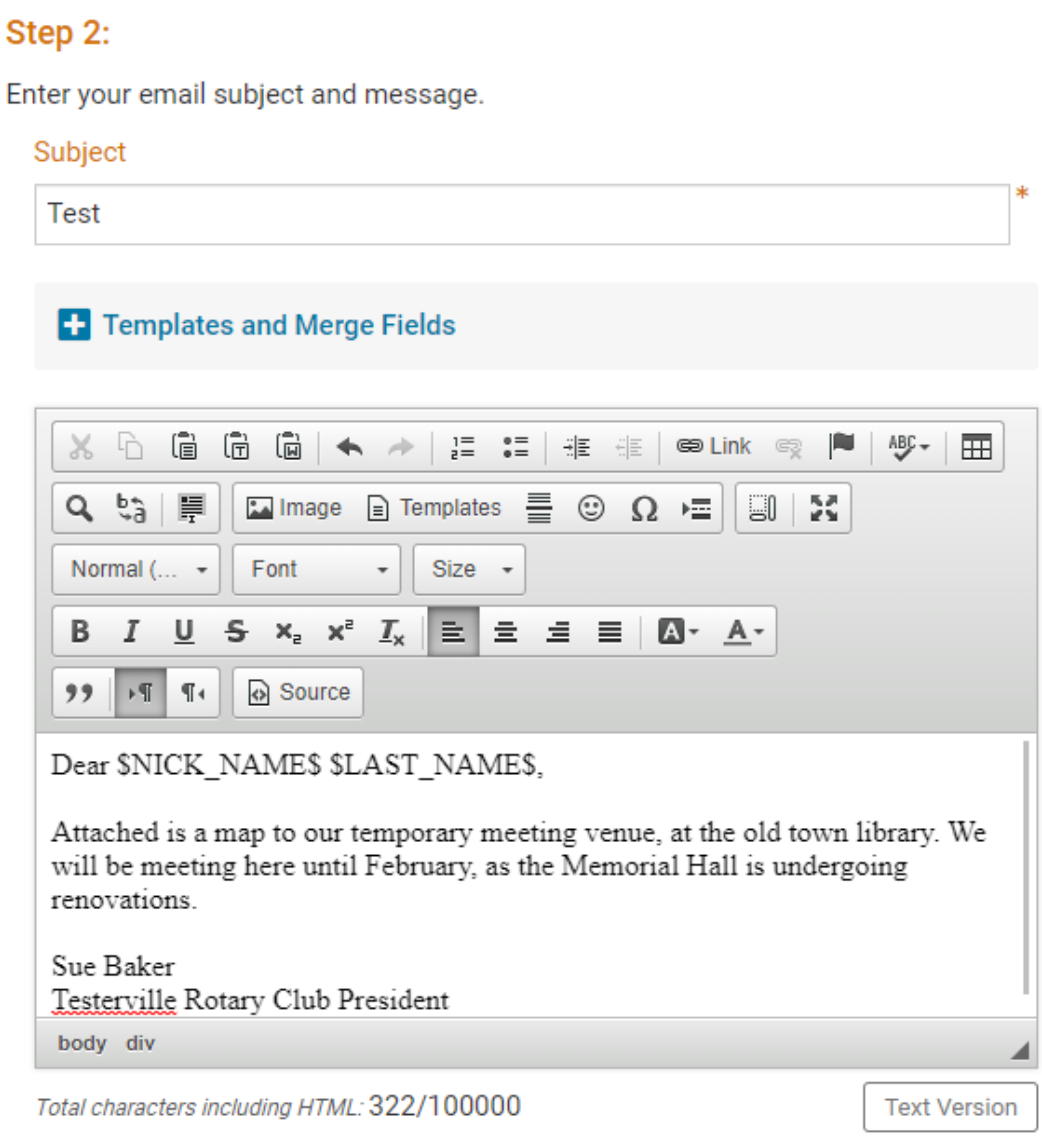
Michael C. - 2025-05-16 - Communication

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.

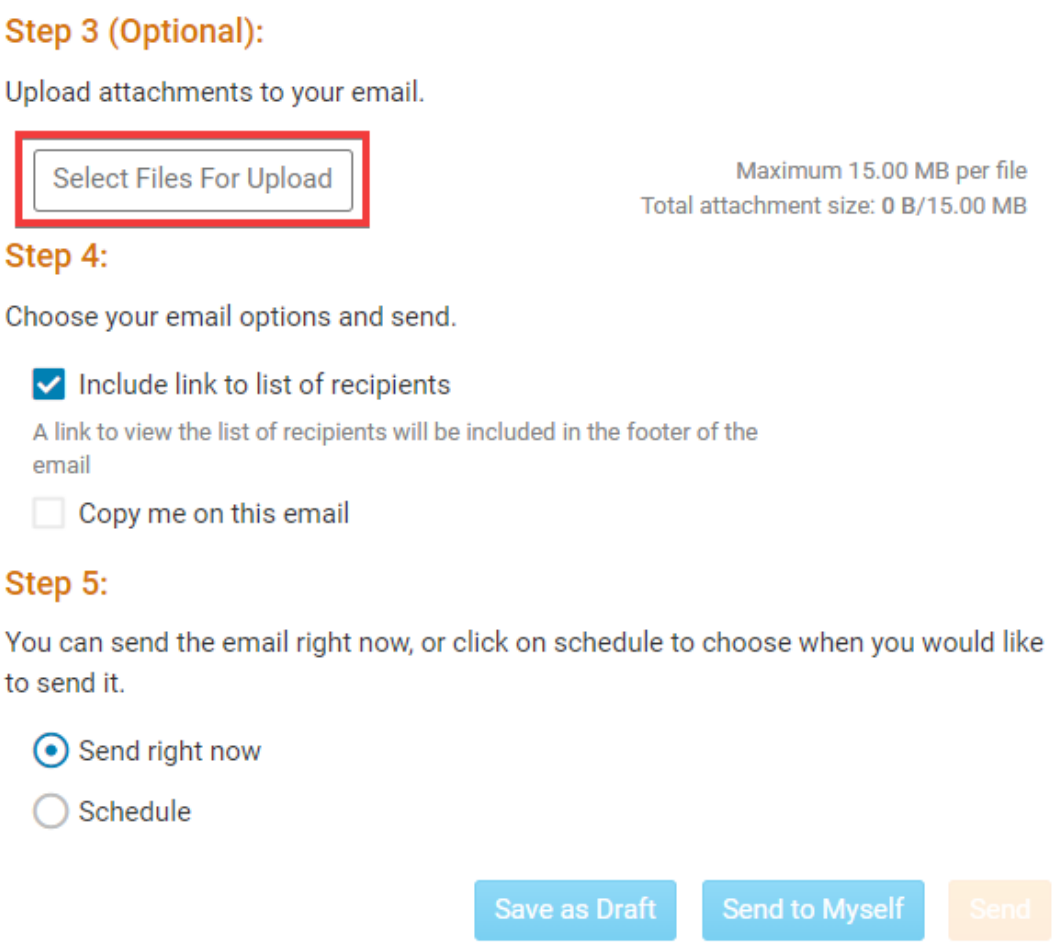
Note: *The total size of the attachments cannot exceed 15 MB.*

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.

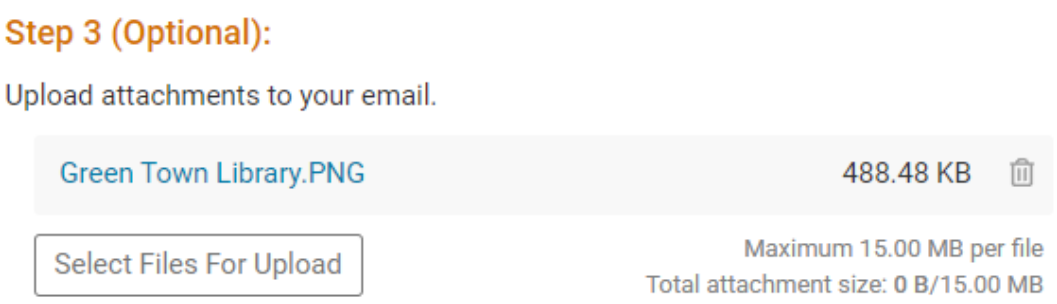


3. Next, proceed to the portion of the email composition screen under the header **Step 3 (Optional)**. To attach a file to the email, click on **Select Files for Upload**.

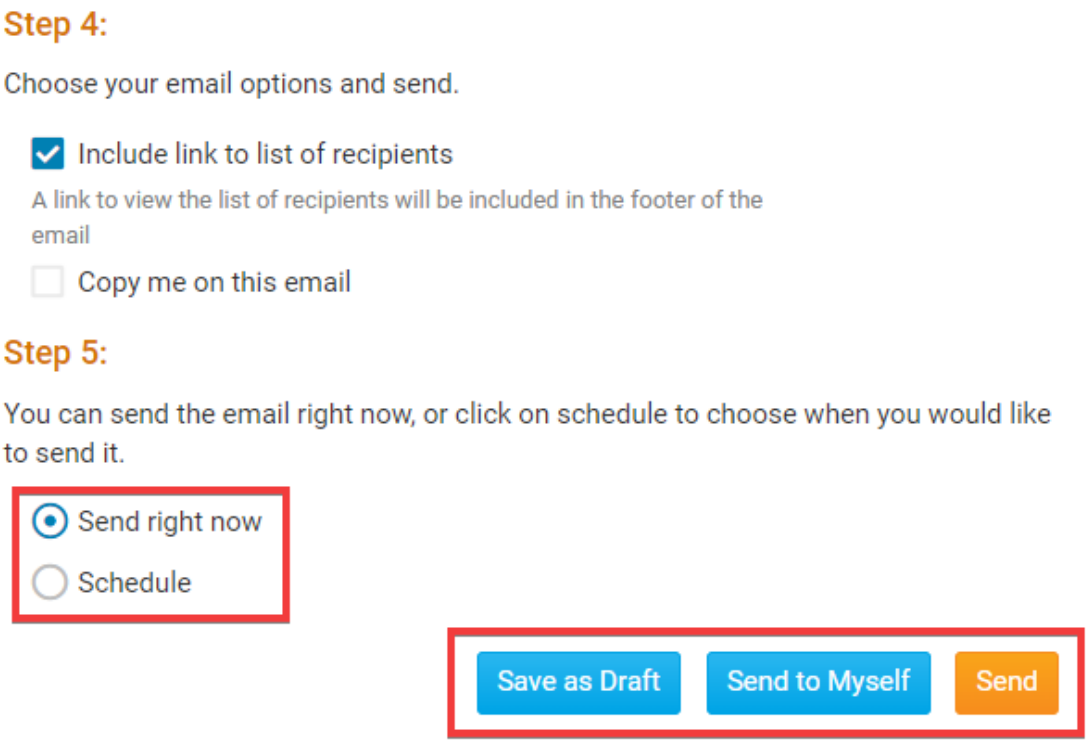


4. Now, you will prompted to select the file you want from your computer or local network. Select the file you want.
***Note**: Your view may vary, depending on your computer's operating system.*

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**.



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



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