

# Uploading a File as an Attachment

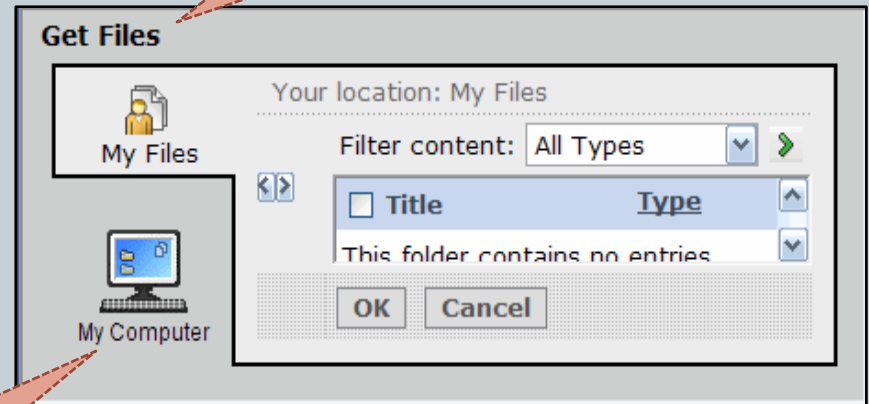
**These steps apply to Assignments, Discussion Posts, and Email Attachments**

Add Attachments

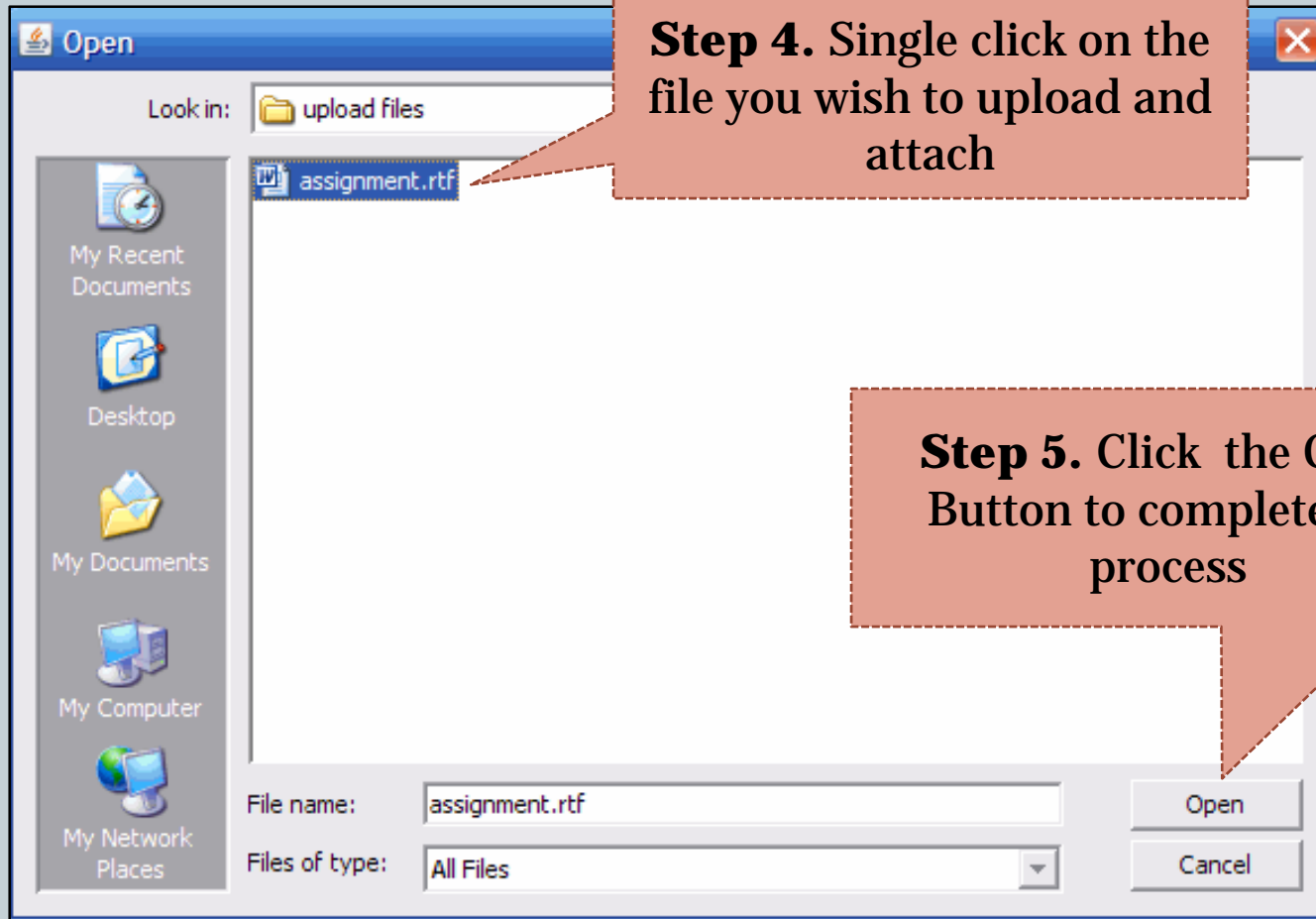
**Step 1.** Locate the Add Attachments Button

The Get Files window will open when you click on the Add Attachments button

**Step 2.** Click on the My Computer Icon



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**Step 4.** Single click on the file you wish to upload and attach

**Step 5.** Click the Open Button to complete the process