

An **attachment** is a file included with an email, text message, or online form.

Common attachments include:

- A résumé or Word document
- A PDF
- A photograph
- A spreadsheet
- A video or audio file

For example, if you email your résumé to an employer, the résumé file is the **attachment**.

You usually add it by clicking the **paperclip icon** (), selecting the file, and waiting for it to finish uploading before sending the message.