

HOW TO SEND LARGE DOCUMENTS

If you've sent an e-mail with an attachment and received an error message back, chances are your e-mail was rejected because the attachment was too large. There are a couple different ways to send large attachments in these cases.

1. Compress the file. In cases where the attachments isn't too large you can try compressing the file into a zip file. Once you've sent the zip file the recipient will be able to download the file and open it as you had originally saved it.

1. Send the file in multiple emails. For example if you are sending a file with 20 photos in it, try breaking the file up into two files with 10 photo's each.

1. Use a Cloud Storage Service. A simple option for sharing large documents is by sharing them in a cloud storage service like Dropbox, Google Drive, or SkyDrive. You could then share the file with someone and inform them that the file is shared over email. They could click a link and download the file directly to their computer.

If you use Gmail or Outlook.com, you'll find that Google and Microsoft have integrated Google Drive and SkyDrive into their respective email services. Just click the Google Drive or SkyDrive button when sending an email and you'll be able to share a file via email. Gmail and Outlook will walk you through choosing a file that already exists in your cloud storage drive or uploading a new file.

If you do not use either of these another great option is Dropbox. Dropbox allows you to create an account for free and store up to 2GB. You can have multiple files in your Dropbox and share different files with who ever you want by simply sending them a link to join your Dropbox.