

Insert files using Google Drive in Gmail

To insert files using Google Drive, you need to be using [Gmail's new compose and reply experience](#).

If you'd like to send a file in Gmail like a photograph or word document, you can either [attach the file](#) from your computer, or insert the file into your message using [Google Drive](#).



Why should I insert using Drive instead of attaching a file?

Send larger files

Simplify collaboration

Keep control over who sees your files

Here's how to insert a file using Drive when you're composing a message:

1. Hover over the plus icon  at the bottom of the compose window, which will open the insert menu. (Remember, you need to be using [Gmail's new compose and reply experience](#) to insert files using Google Drive).
2. Click the Google Drive icon . In the window that appears, you can upload a file to Google Drive, as well as navigate to or search for files you've stored in Drive. For files stored in Drive, select the checkboxes next to the files you want to insert. *If you don't have any files in Drive, visit drive.google.com to either create, sync, or upload them.*
3. Click the **Insert** button.

Gmail then adds a link to your message so recipients can click the link to view your file.

When you send the message, Gmail checks to see if your recipients have access to the file and will prompt you to [adjust the sharing settings](#) on the file(s) you've inserted, if needed.