E-Mail Attachment Limits

Attachment Size Limit

You can send messages up to 25 MB in size. You may not be able to send attachments larger than 25 MB to contacts who use other email services that have smaller attachment limits. If you'd like to send attachments that are larger than this, you can insert them from GoogleDrive.

Note: As a security measure to prevent potential viruses, Gmail doesn't allow you to send or receive executable files (such as files ending in .exe).

Sending Attachments Larger than 25MB using Google Drive

Gmail's attachment limit is 25MB, but you can insert files larger than 25MB using Google Drive:

1. At the bottom of the email you're writing, click the Google Drive icon to insert files from Drive.
2. In the "Insert files using Google Drive" menu, you can upload a file to Google Drive from your device or navigate to a file you've stored in Drive. To send a file already stored in your drive, click on the file you want to attach.
3. Choose the option to insert as either a Drive link (a link to your original file) or as an attachment (a copy of your file)
4. Click insert to "insert".

You can also do this on the Android Gmail app by selecting Insert from Drive from the 3-dots menu. Gmail then adds a link to your message so recipients can click the link to view your file.

Other Attachment Size Limits

Messages sent using Google Groups (replaced listserv system):

To view Google Groups policies and limits, see this help document: Understanding Groups policies and limits
Messages sent via the Announce System (announce.appstate.edu) are not allowed to contain attachments.
If you have any questions, feel free to submit a request at support.appstate.edu/help, or call the Help Desk at 262-6266.

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