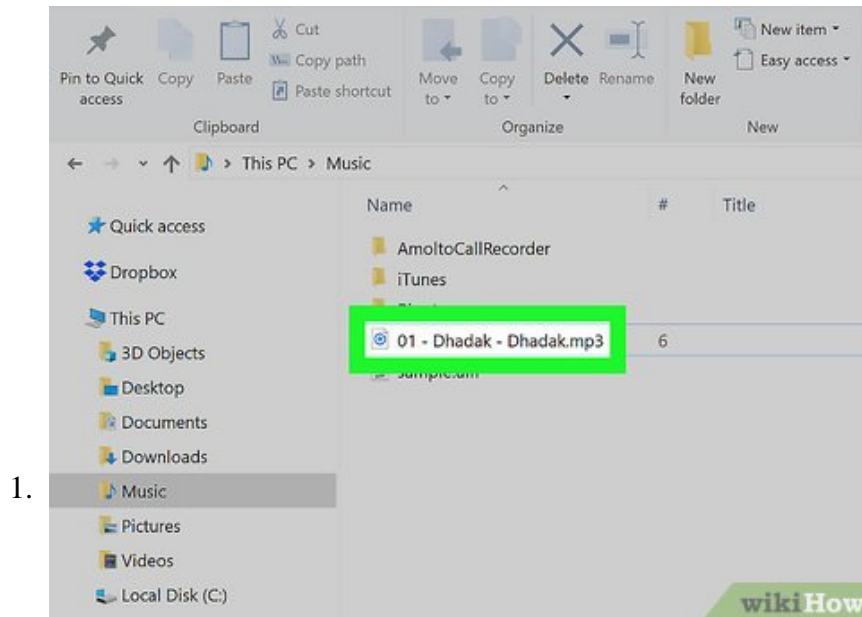


How to Email Audio Files

This wikiHow teaches you how to send an audio file via email. In cases involving large audio files, you'll first need to upload the file to a cloud service (e.g., Google Drive) and then share it from there. Locate your audio file. You can...

Method 1 of 4:

Attaching an Audio File Directly



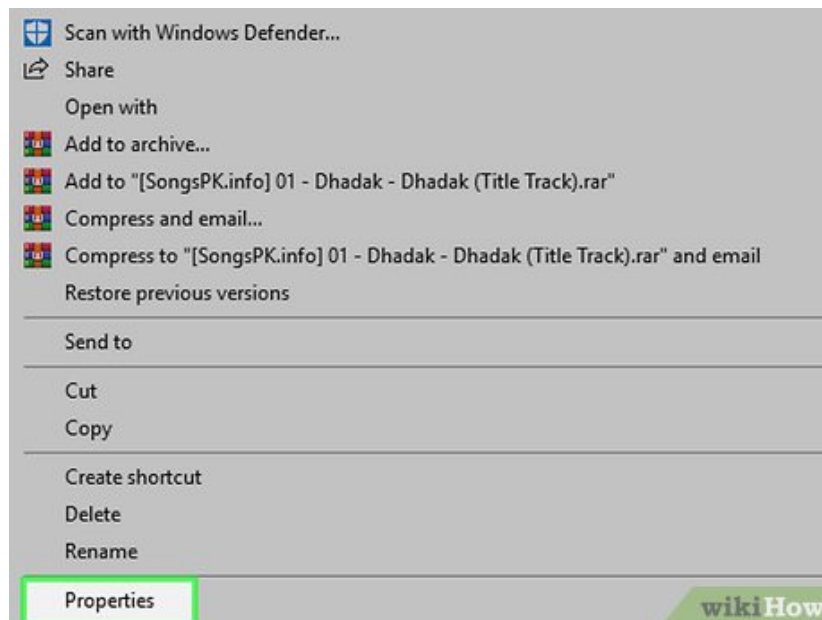
Locate your audio file. You can do this by typing its name into Finder (Mac) or the Start search bar (PC). If it's on your desktop, simply look for the file's name.

2.

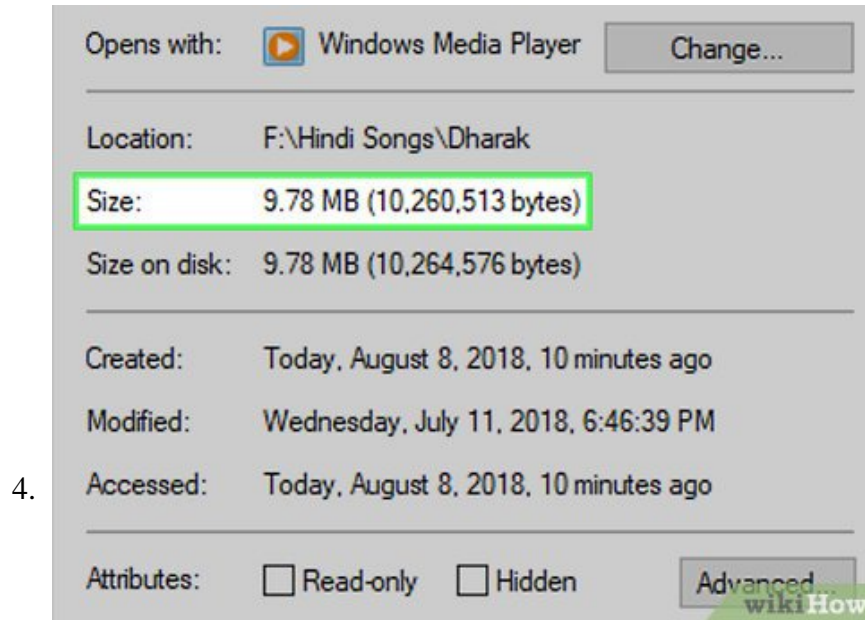


Two-finger click (Mac) or right-click (PC) the file. This will invoke a drop-down menu.

3.



Click **Get Info** (Mac) or **Properties** (PC). Doing so will bring up a list of the file's attributes, including its total size in bytes.

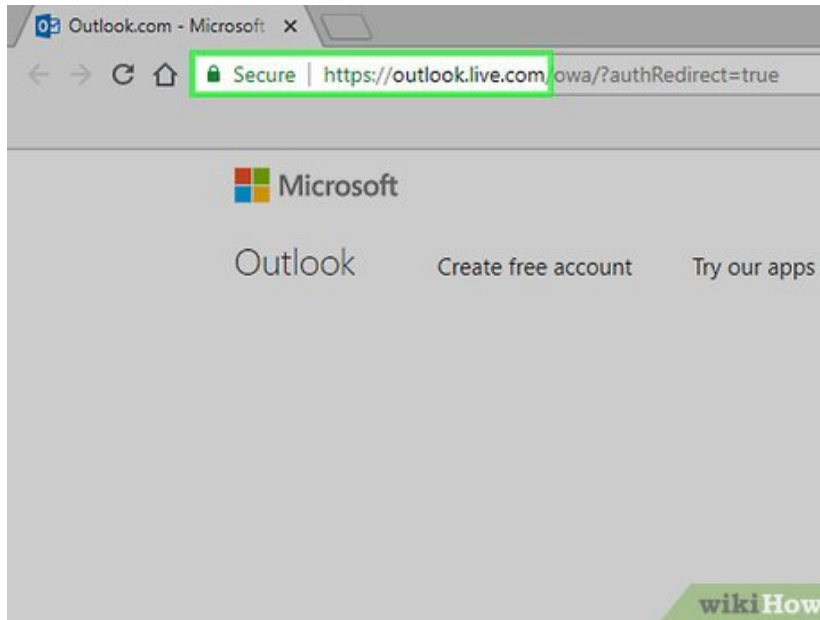


Look for the file's size. It will be to the right of the "Size" heading on both Mac and PC platforms, though you may first need to click **General** on Mac to view the "Size" heading. Most email providers have a size restriction for files:

1. **Gmail** - 25 megabytes
2. **iCloud Mail** - 20 megabytes
3. **Outlook** - 34 megabytes
4. **Yahoo** - 25 megabytes



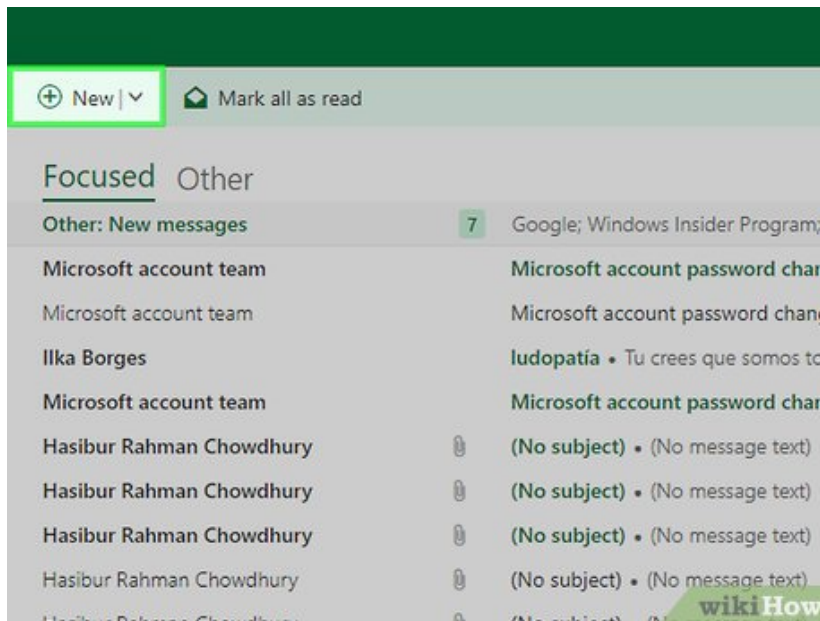
Determine whether or not your file can be sent directly. If your audio file is larger than the maximum size allowed by your preferred email provider, you'll need to use one of the other methods described in this article.



6.

Open your preferred email service on a computer. Some popular email providers include the following:

1. **Gmail** - Go to <https://www.mail.google.com/>. You may first need to log in.
2. **iCloud Mail** - Go to <https://www.icloud.com/#mail>. You may first need to log in and then click **Mail**.
3. **Outlook** - Go to <https://outlook.live.com/owa/>. You may first need to log in.
4. **Yahoo** - Go to <https://www.mail.yahoo.com/>. You may first need to log in and then click the **Mail** icon in the top-right corner of the page.

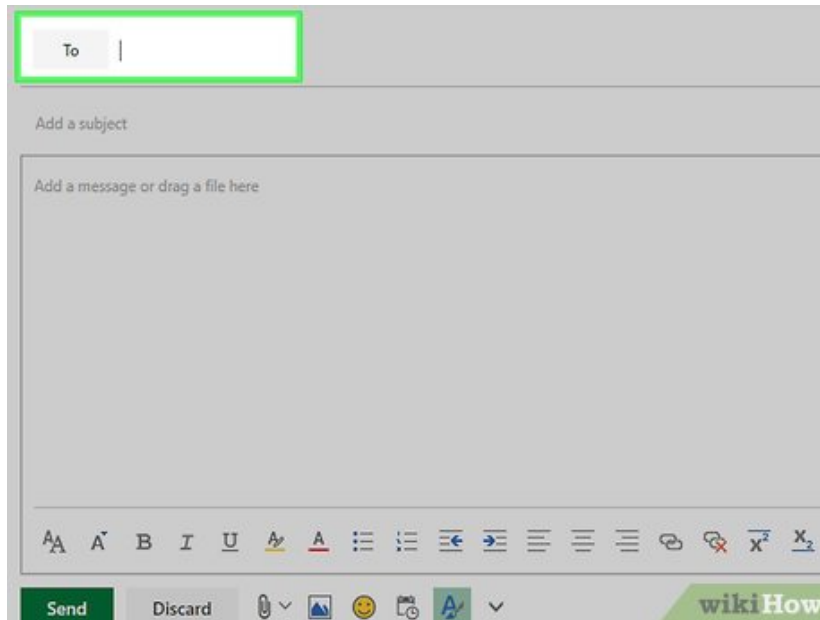


7.

Create a new email. To do so:

1. On **Gmail**, click **COMPOSE** in the top-left side of your inbox.
2. On **iCloud Mail**, click the pencil-and-square icon near the top of the page.
3. On **Outlook**, click **+New** above your list of emails in the inbox.
4. On **Yahoo**, click **Compose** in the top-left side of your inbox.

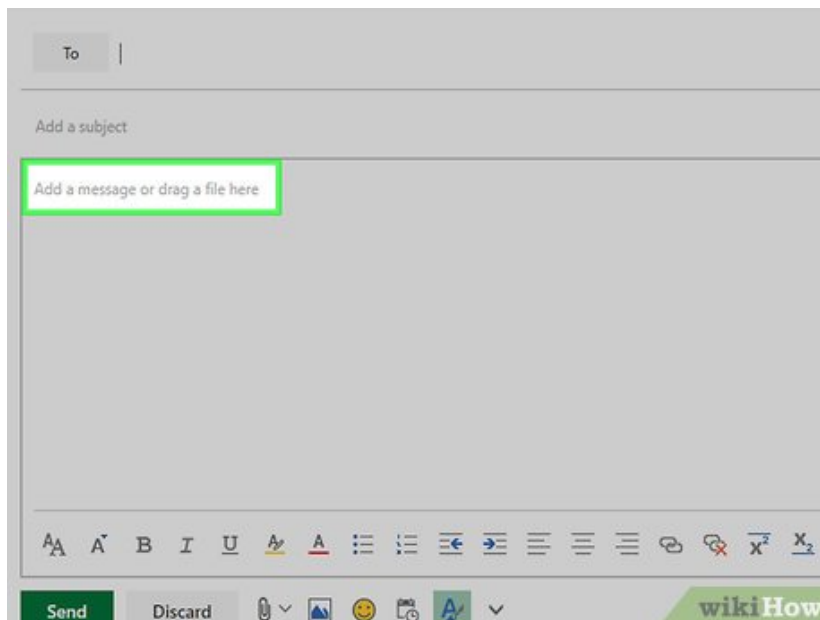
8.



Add a recipient and a subject. To do this, simply type your recipient's email address or name (if they're in your contacts) into the "To" field in the new email window, then type in a subject in the "Subject" field below it.

1. The subject isn't necessary to send the email, but it will help explain the context of the email.

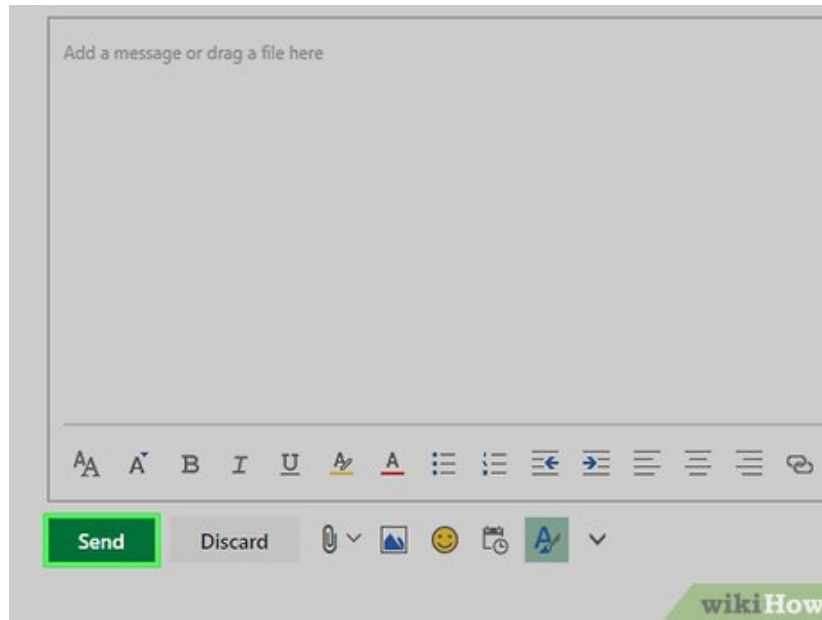
9.



Click and drag the audio file into your email window. Doing so will place it in your email as an attachment once you release the mouse.

1. You can also click the paperclip icon and then select your audio file in the resulting pop-up window.

10.

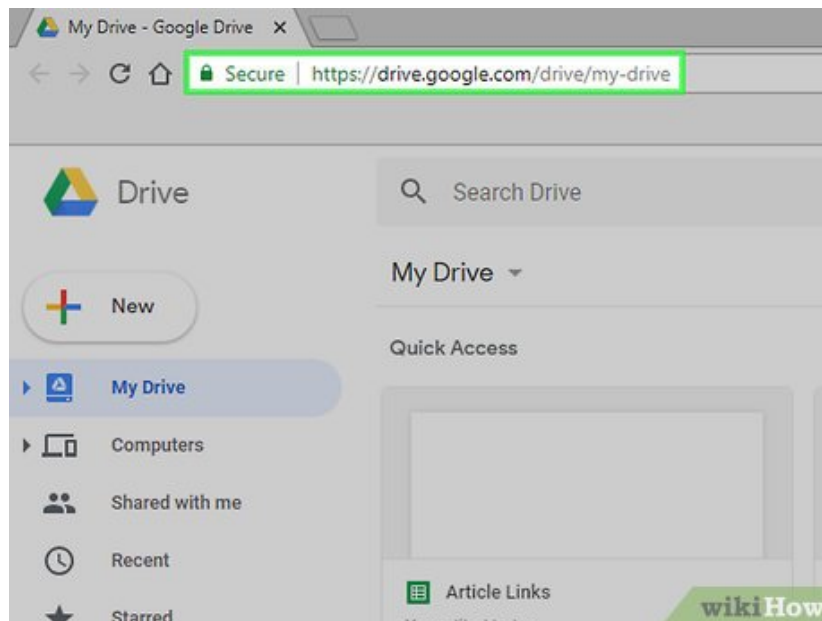


Click **Send**. Your email will be delivered to your recipient, at which point they will be able to download the audio file by opening the email and clicking the "Download" button or link.

Method 2 of 4:

Using Google Drive

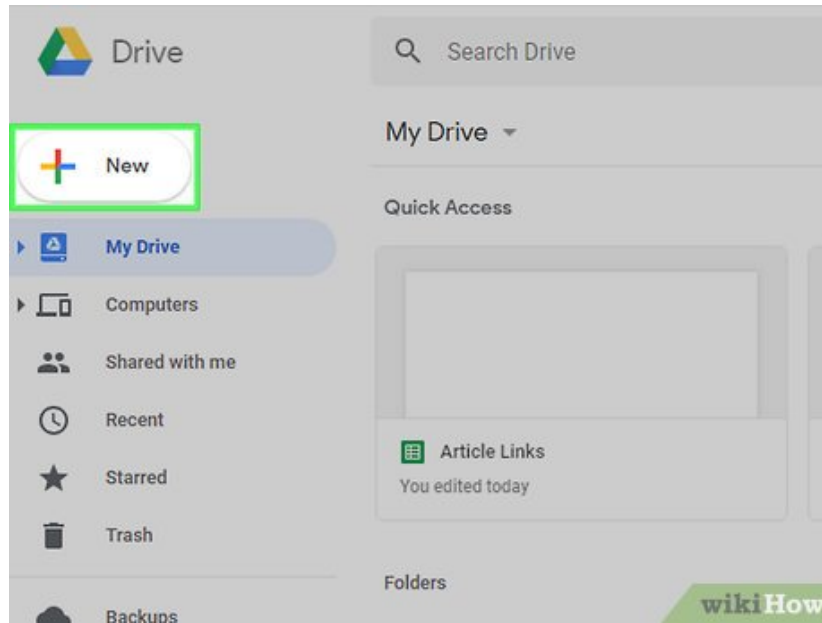
1.



Go to the Google Drive website. It's located at <https://www.drive.google.com/>.

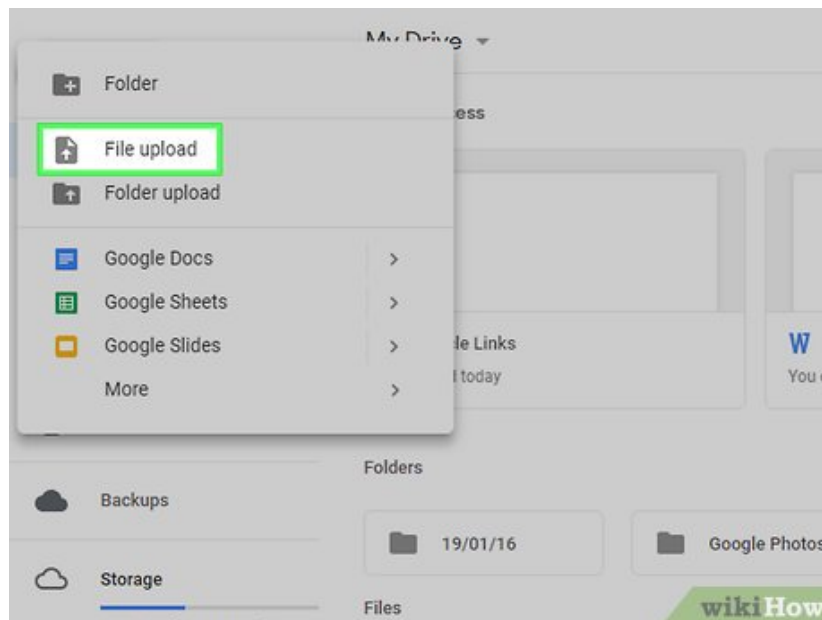
1. If you aren't signed into your Google account, you'll need to click **Go to Google Drive** and enter your email address and password before continuing.

2.

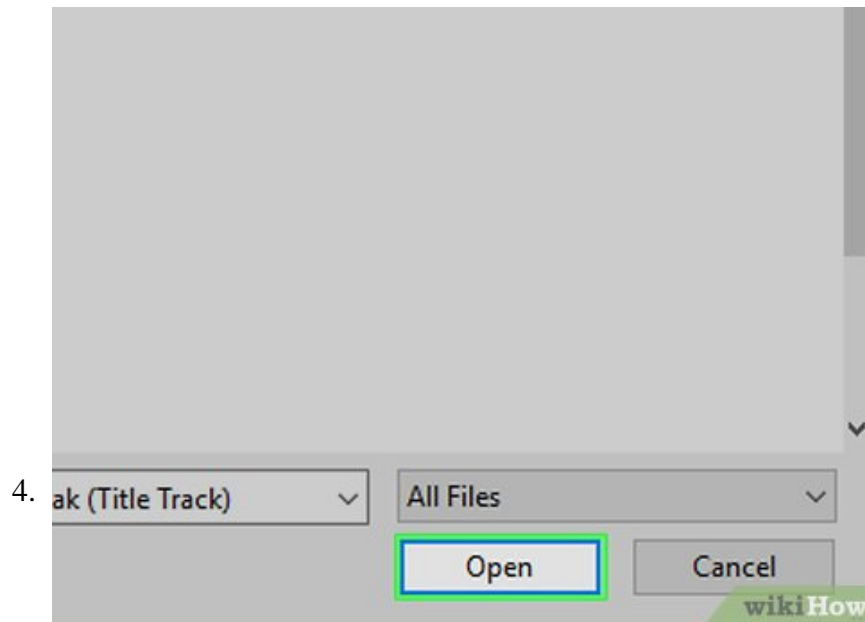


Click **NEW**. This blue button is in the top-left side of the Google Drive window.

3.

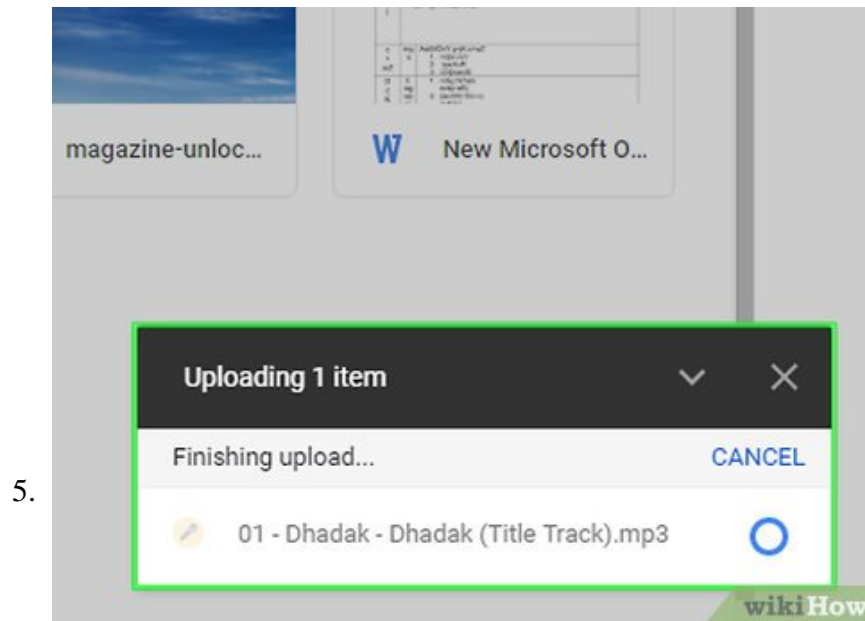


Click **File upload**. It's near the top of the **NEW** drop-down menu.



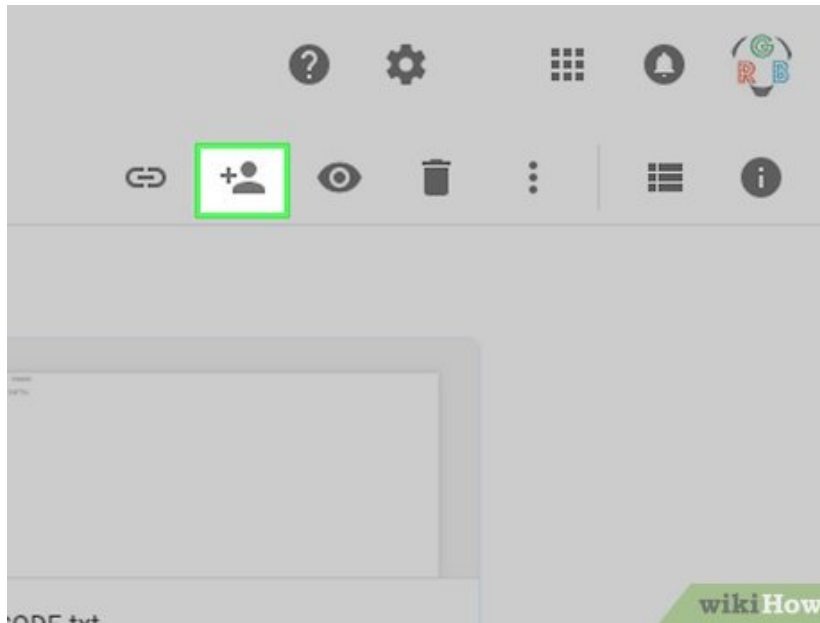
Select your audio file and click `Open`. You may need to first select the audio file's location from the list of folders in the left-hand pane in this window.

1. You can also click and drag your audio file into the Google Drive window.



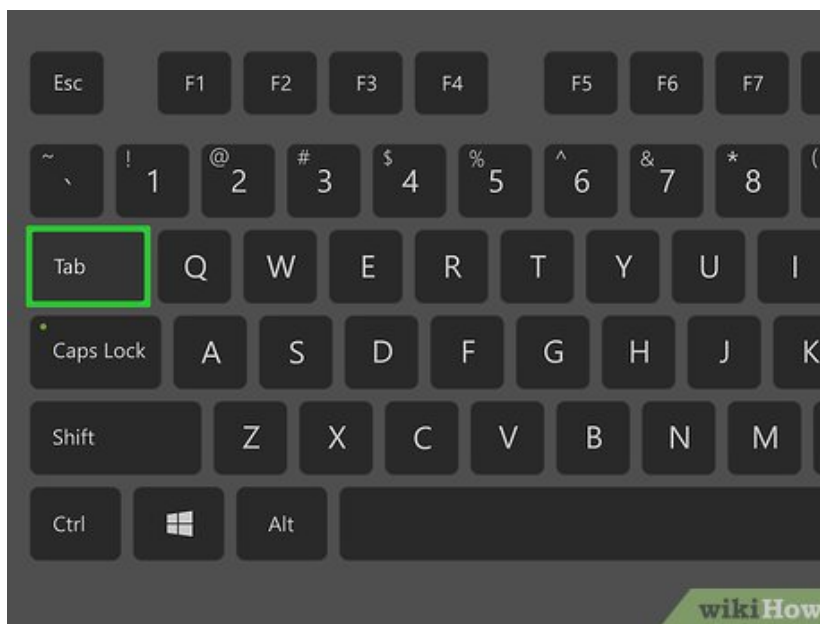
Wait for your file to finish uploading, then click it. This will select the file.

6.

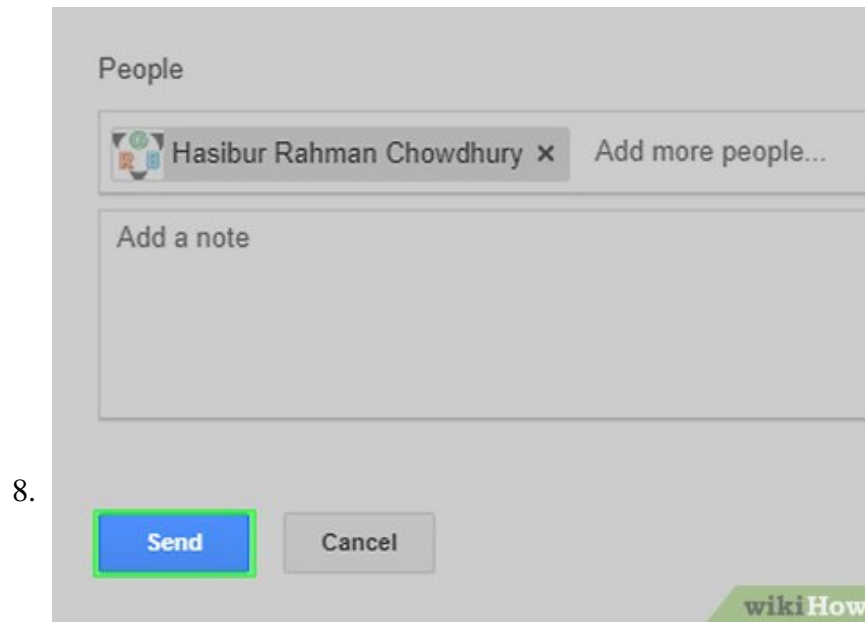


Click the "Share" button. It's a person-shaped icon with a "+" next to it in the top-right side of the Google Drive window. Clicking this will bring up a window with a field for email addresses.

7.



Type in an email address and press Tab. This should be the email address of the person with whom you wish to share your file.

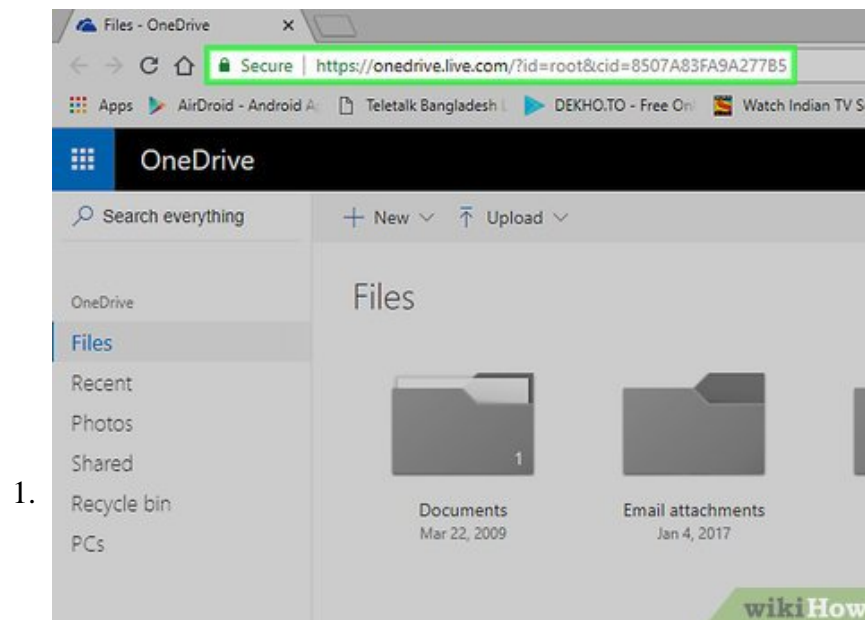


Click **Send**. Doing so will send a link to the audio file to your selected contact(s); upon clicking **Open** below the linked audio file in the email, recipients will be taken to the audio file's page, at which point they can click the downward-facing arrow in the top-right corner of the page to download it.

1. You can also enter a note in the field below the email area before clicking **Send**.

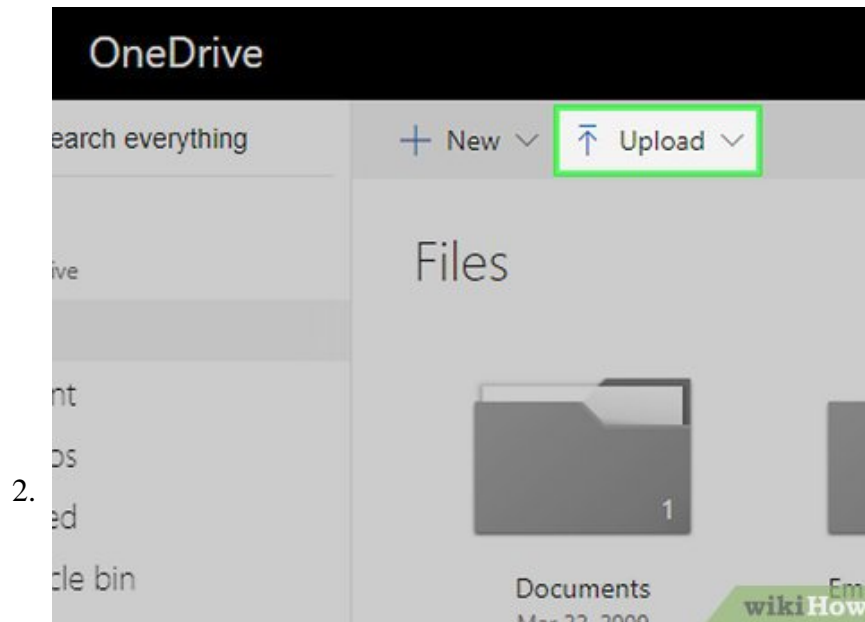
Method 3 of 4:

Using OneDrive



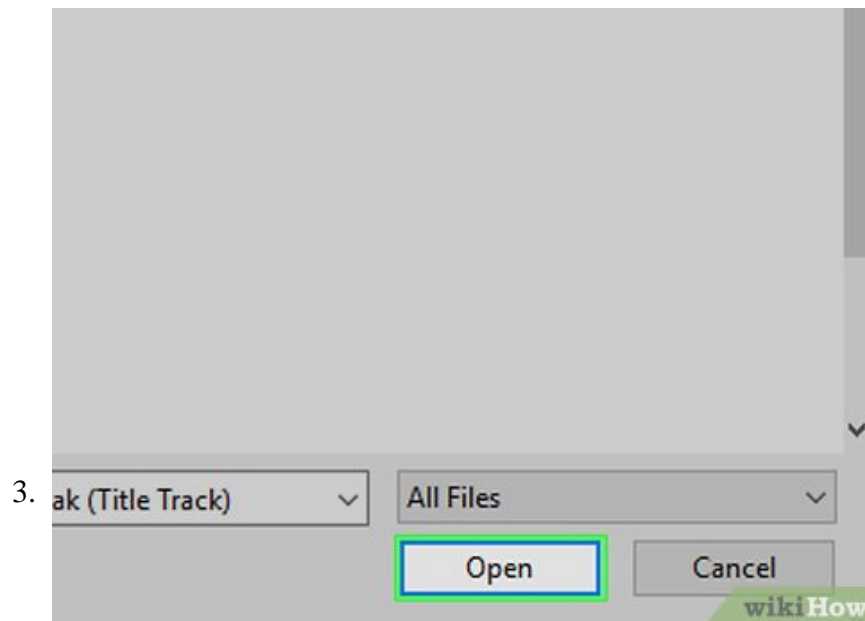
Go to the Outlook OneDrive site. It's located at <https://www.onedrive.com/>.

1. If you aren't signed into OneDrive, you'll have to enter your Outlook email address and password before continuing.



Click . This tab is near the top of the OneDrive window. Doing so will prompt a pop-up window to appear.

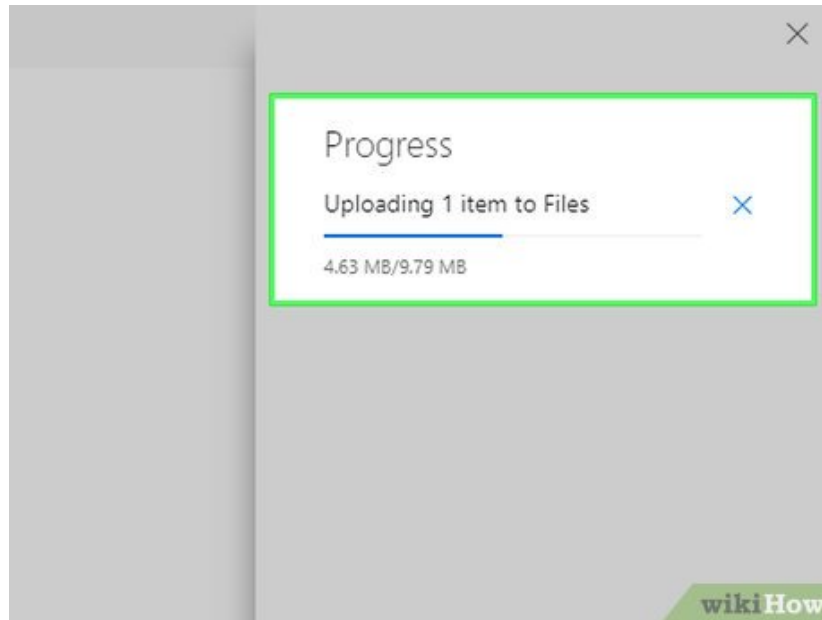
1. If you have any selected files, you won't see this tab. Click your browser's "Refresh" button (the circular arrow in the top-left side of most browsers and the right side of the URL bar in Safari) to de-select any files.



Select your audio file and click . You may need to first select the audio file's location from the list of folders in the left-hand pane in this window.

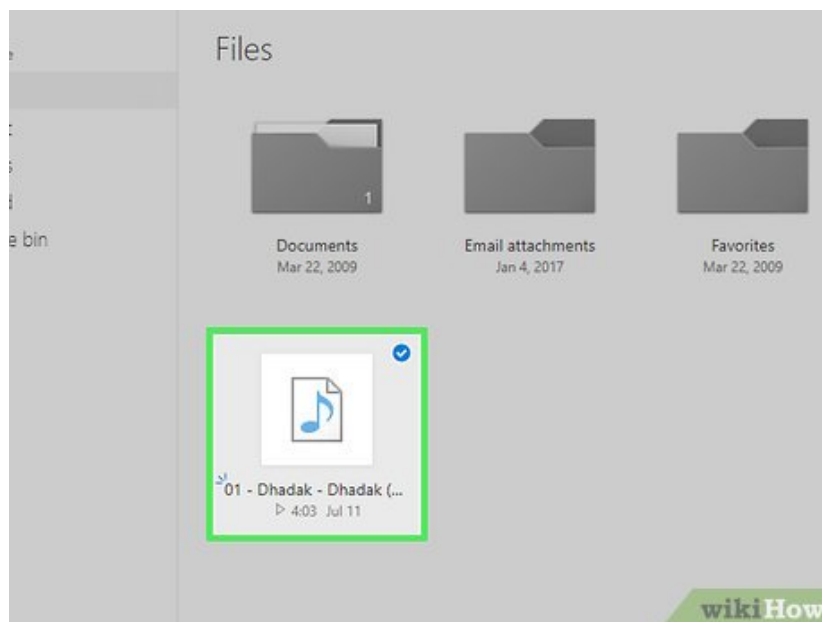
1. You can also click and drag your audio file into the OneDrive window.

4.

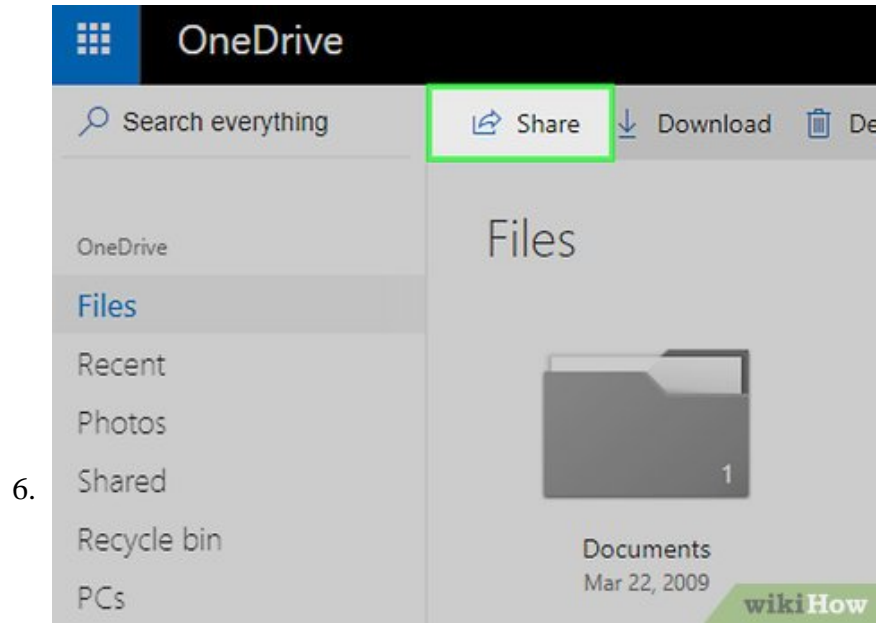


Wait for your audio file to finish uploading. The amount of time this will take varies depending on the file size and your Internet speed.

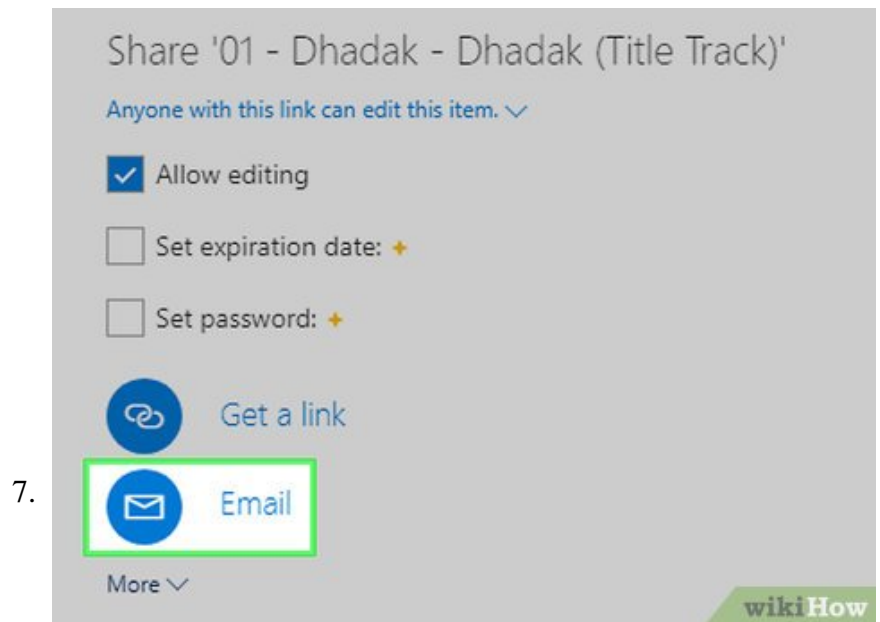
5.



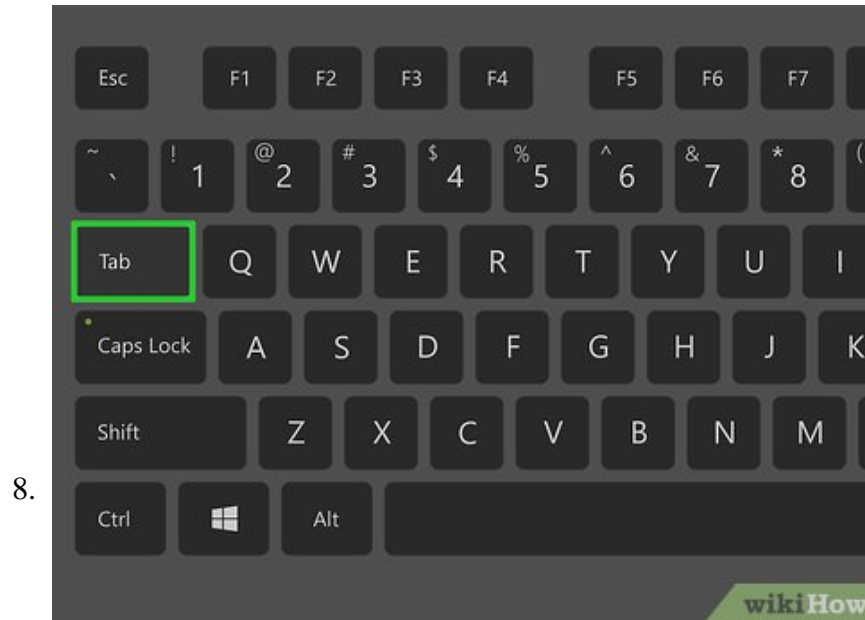
Click your audio file's top-right corner. This will select it.



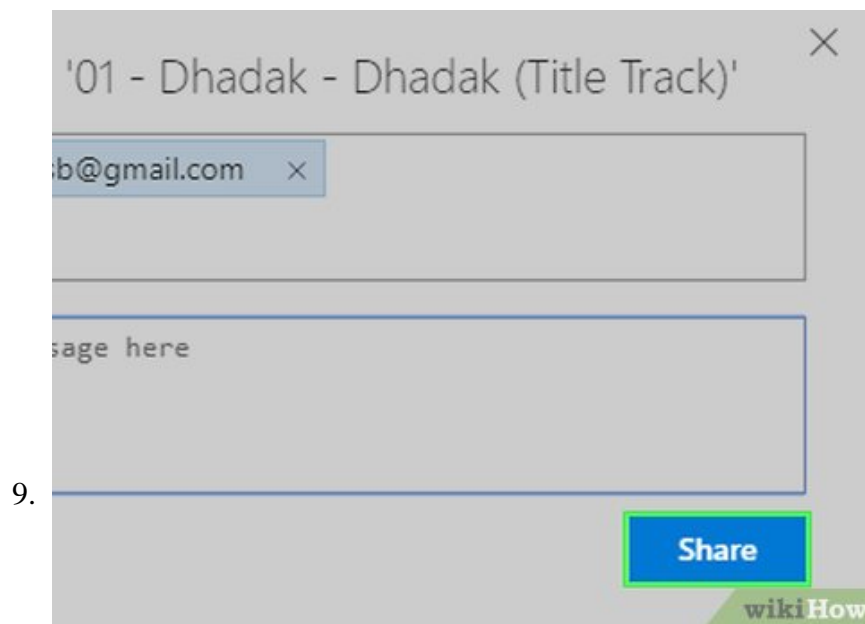
Click **Share**. It's in the top-left side of the OneDrive tool bar that's at the top of the page.



Click **Email** when prompted. Doing so will open a window with a field for email addresses.



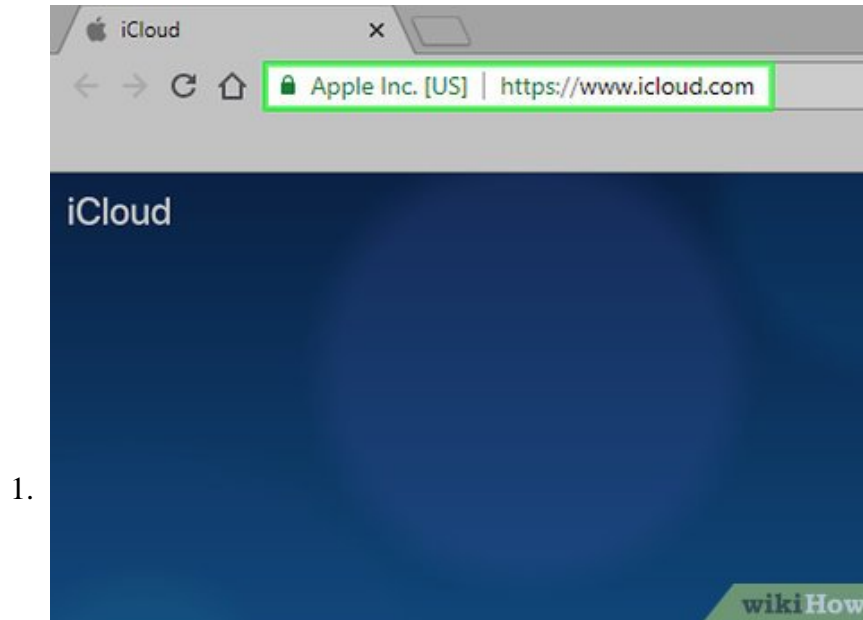
Type in an email address and press **Tab**. This should be the email address of the person with whom you wish to share your file.



Click **Share**. Doing so will send a link to the audio file to your selected contact(s); once they open the email, your recipient(s) can click **View in OneDrive** to listen to the track.

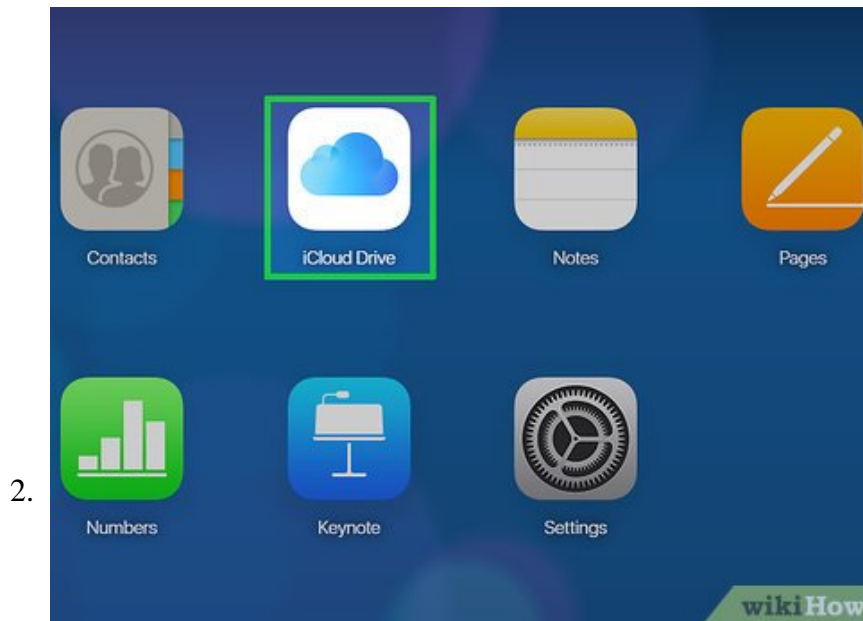
Method 4 of 4:

Using iCloud Drive

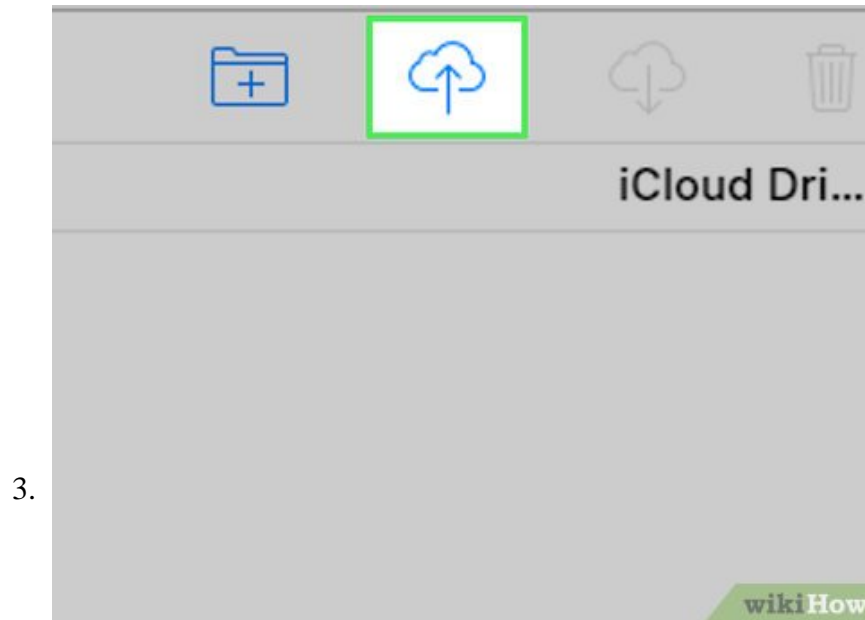


Go to the iCloud website. It's at <https://www.icloud.com/>.

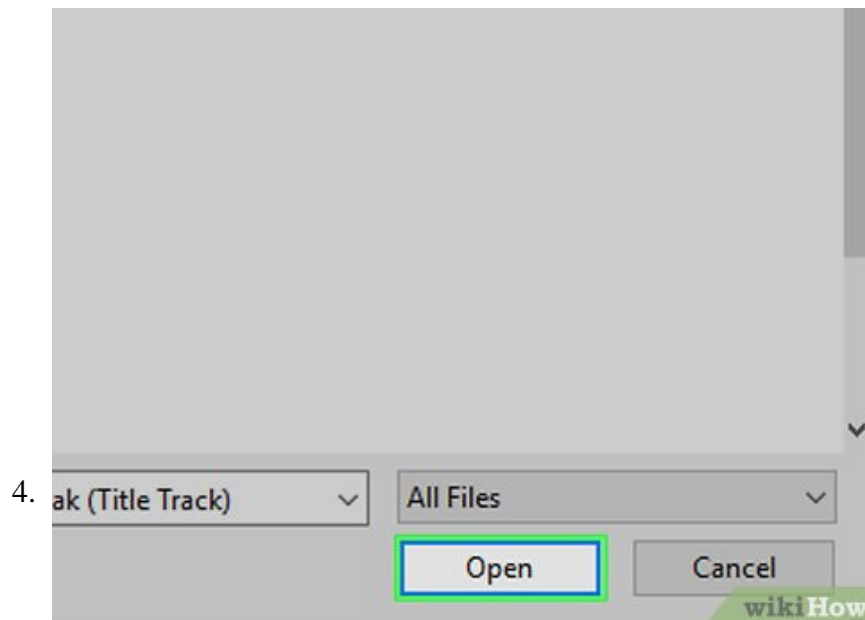
1. If you aren't signed into iCloud, you'll need to enter your Apple ID email address and password to continue.



Click . It's a white app with a blue cloud located in the top row of options.



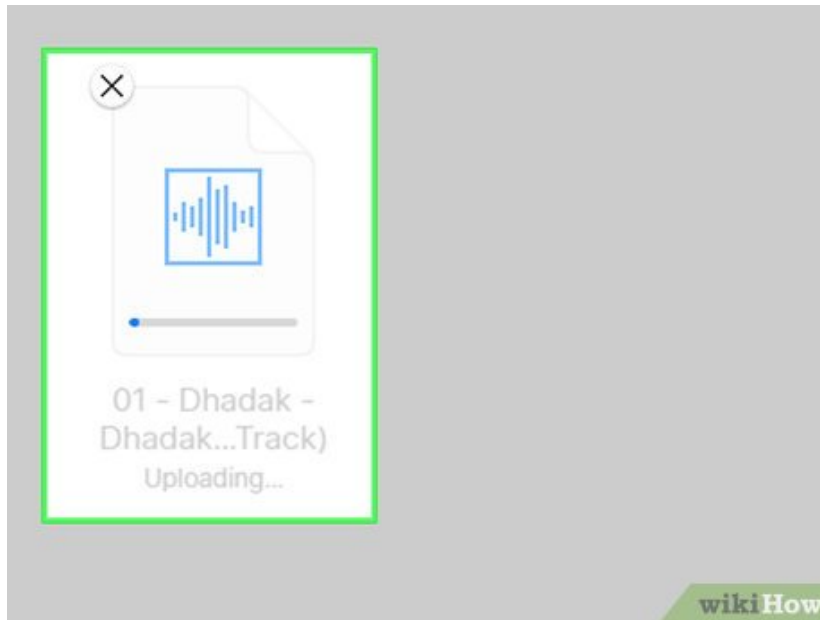
Click the cloud with an upward-facing arrow icon. This icon is at the top of the iCloud Drive window.



Select your audio file and click . You may need to first select the audio file's location from the list of folders in the left-hand pane in this window.

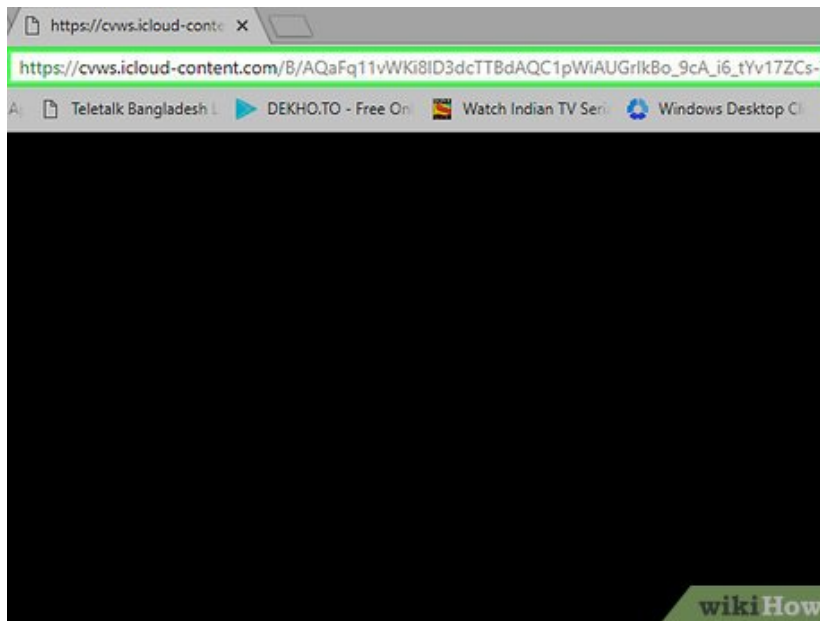
1. You can also click and drag your audio file into the iCloud Drive window.

5.



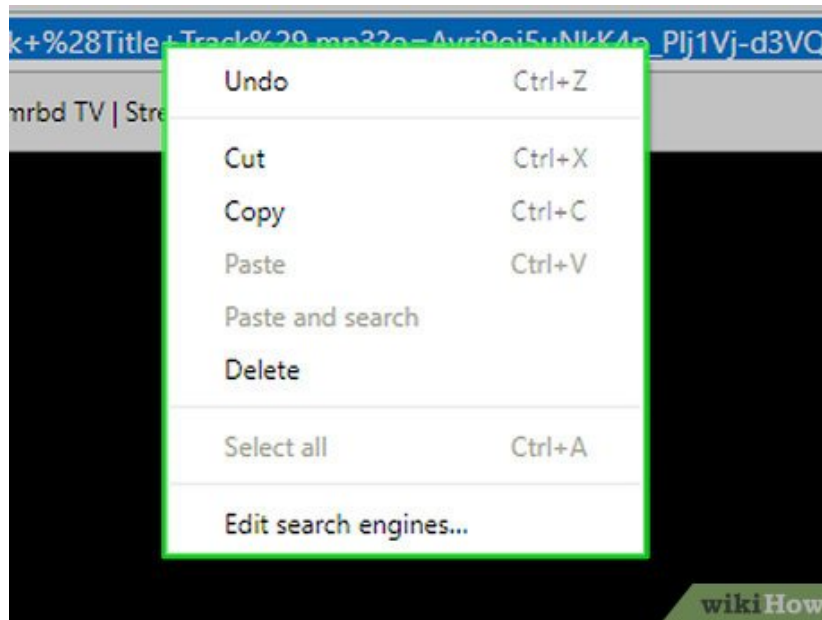
Wait for your audio file to upload, then open it. You'll do this by double-clicking it. Since iCloud Drive doesn't have a "Share" option like the other cloud services, you'll have to manually copy your audio file's URL and send it to a friend.

6.



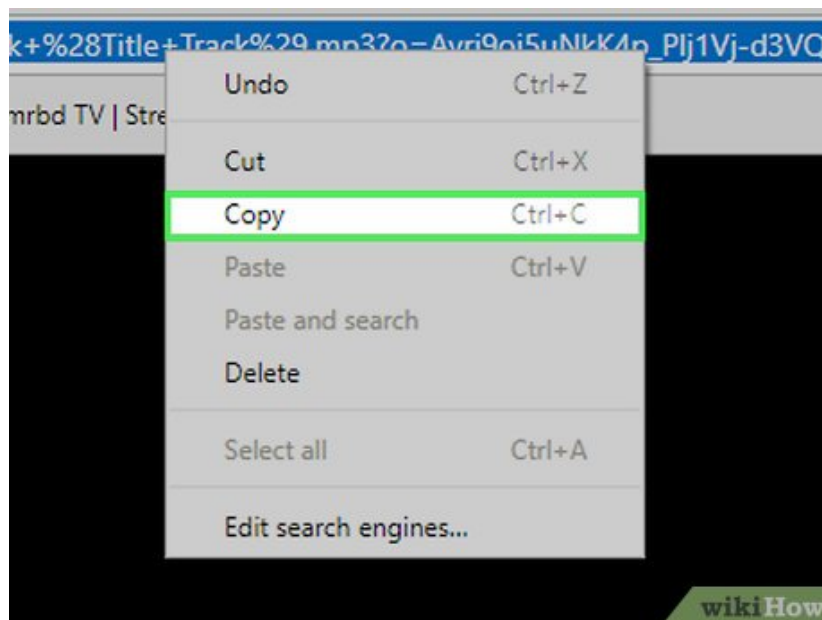
Click the audio file's URL. It's the long string of numbers and letters in the address bar at the top of your browser's window. Clicking the URL will select it.

7.



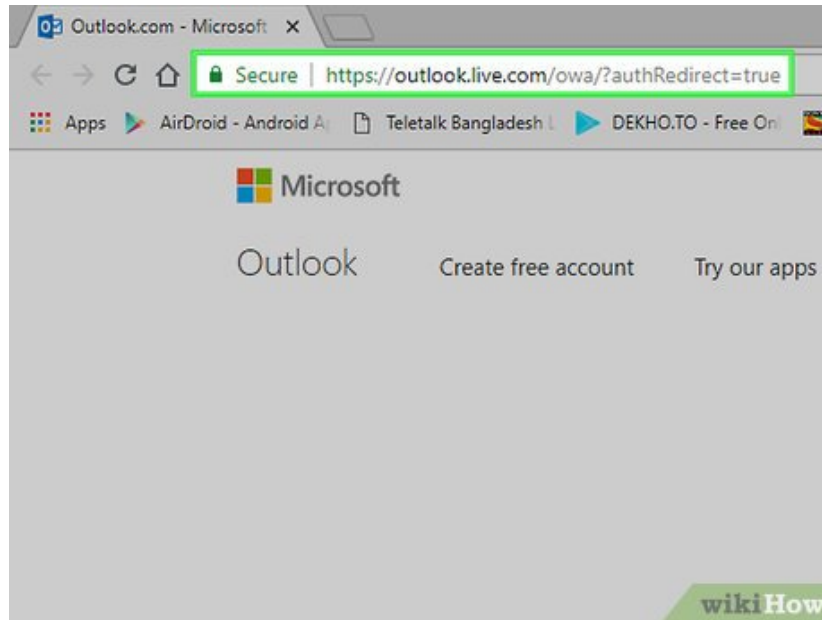
Two-finger click (Mac) or right-click (PC) the selected URL. Doing so will invoke a drop-down menu.

8.



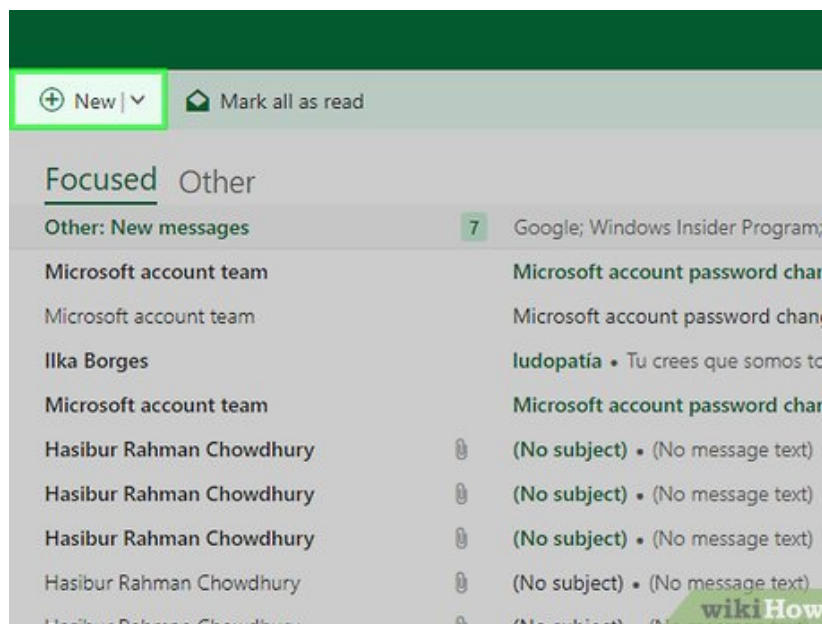
Click **Copy**. This will copy your selected URL.

9.



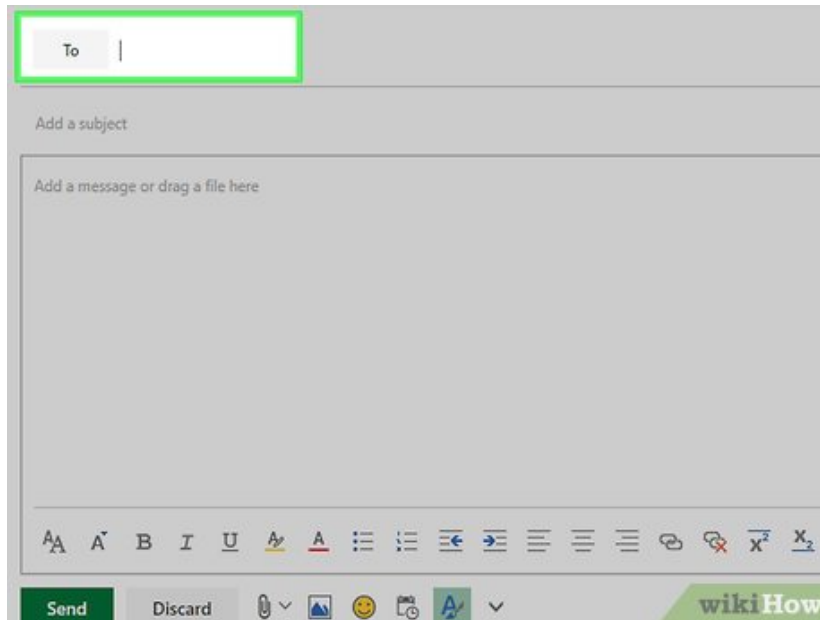
Open your preferred email service. Since you aren't sharing the URL from within iCloud Drive, you can paste the URL into any email from any provider.

10.



Open a new email window. This process will vary based on your email provider; for example, you'll click **COMPOSE** on Gmail and Yahoo, but **New** for Outlook.

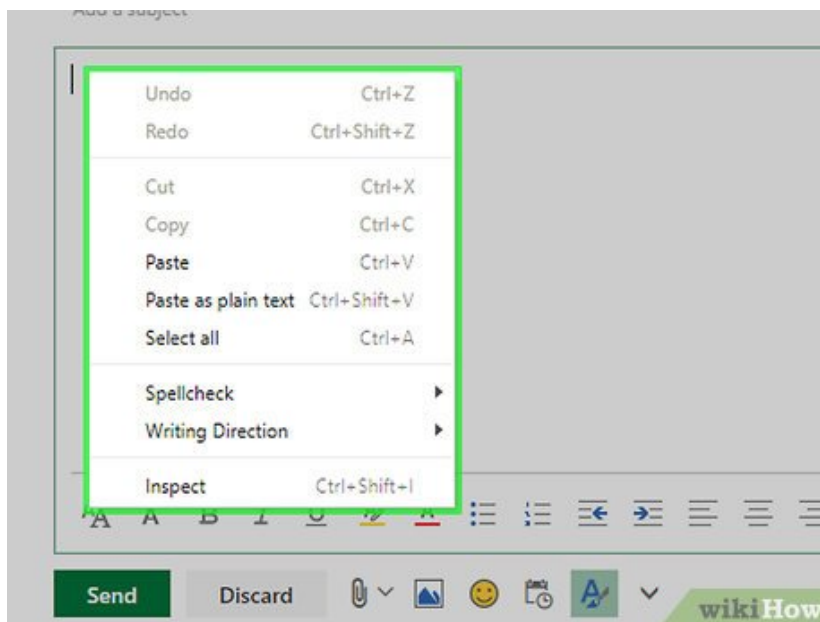
11.



Add a recipient and a subject. To do this, simply type your recipient's email address or name (if they're in your contacts) into the "To" field in the new email window, then type in a subject in the "Subject" field below it.

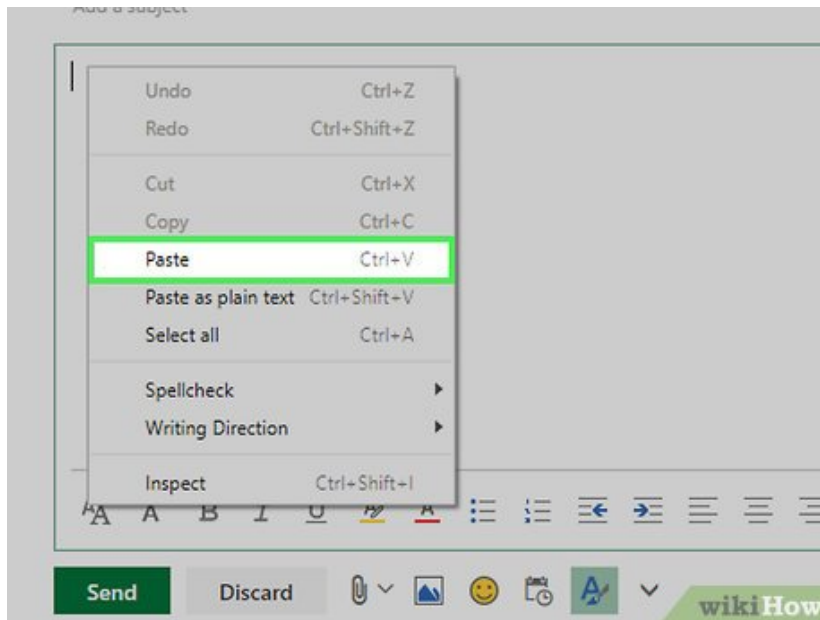
1. The subject isn't necessary to send the email, but it will help explain the context of the email.

12.



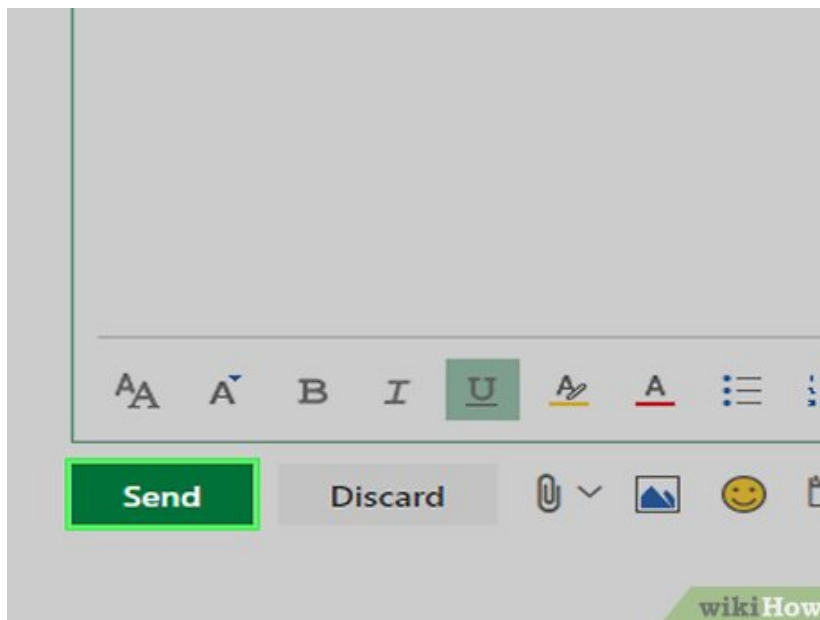
Two-finger click (Mac) or right-click (PC) the email's message window. This is where you'll paste your URL.

13.



Click **Paste**. Doing so will paste your copied URL into the email's body.

14.



Click **Send** to send your email. Your recipient will be able to click the URL to view the file, at which point they can click the downward-facing arrow on the right side of the file's audio control bar in order to save it to their computer.

You finished reading the article "**How to Email Audio Files**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.