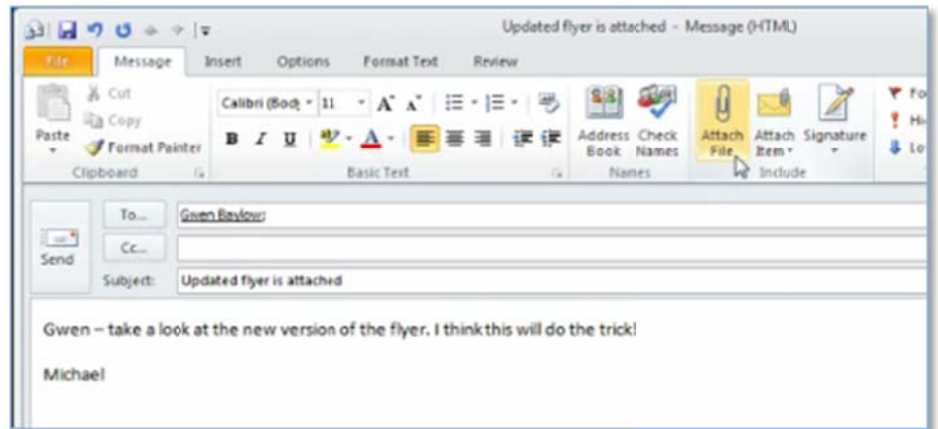


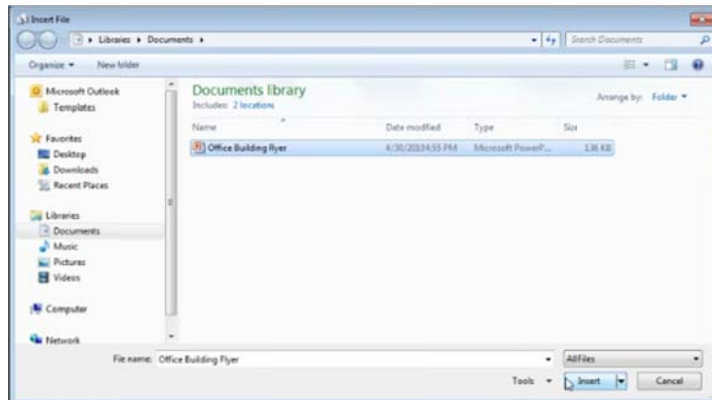
Sending File Attachments

An attachment primarily refers to a file, such as Word document, Excel spreadsheet, a picture or Acrobat file. But it could also refer to an Outlook item such as a Calendar, contact, task or even another e-mail message.

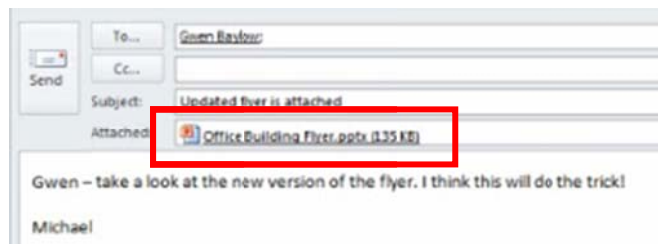
In this scenario, Michael has composed the message but need to attach a flyer made with PowerPoint before sending it to Gwen. From the Ribbon, click Attach File ...



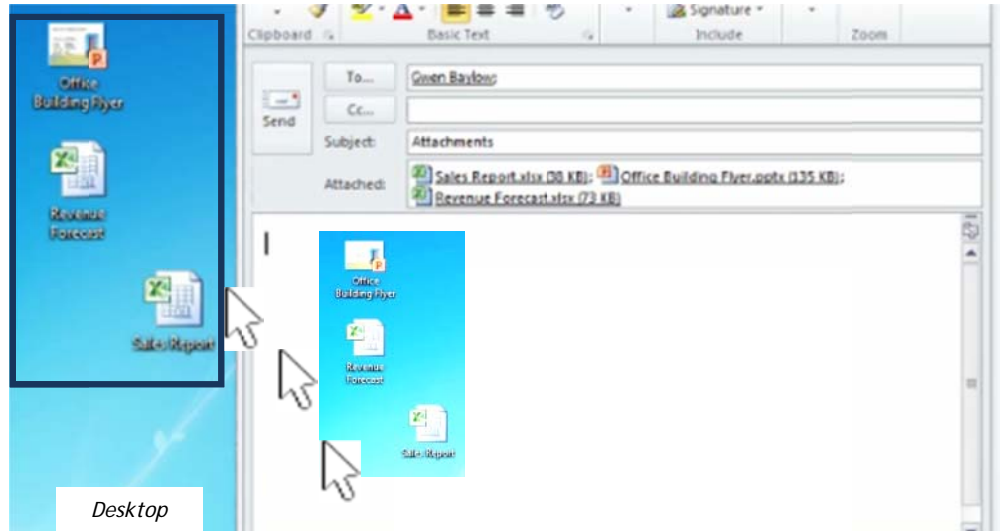
then browse to the location on his computer where the file is located ... My Documents in this case.



After he selects the file, the window closes and the Outlook message shows the PowerPoint attachment and the size, below the Subject.

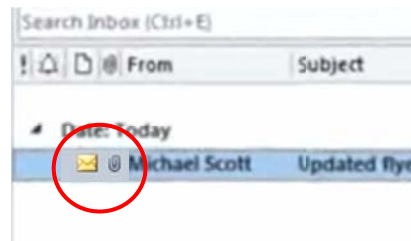


Another way to attach files is to simply drag them into the message window. This is especially handy when the files you want to attach are right on the Desktop.



At this point the message, and attachment, are ready to send.

Gwen receives the message in her Inbox and notices the small paperclip icon, indicating an attachment.

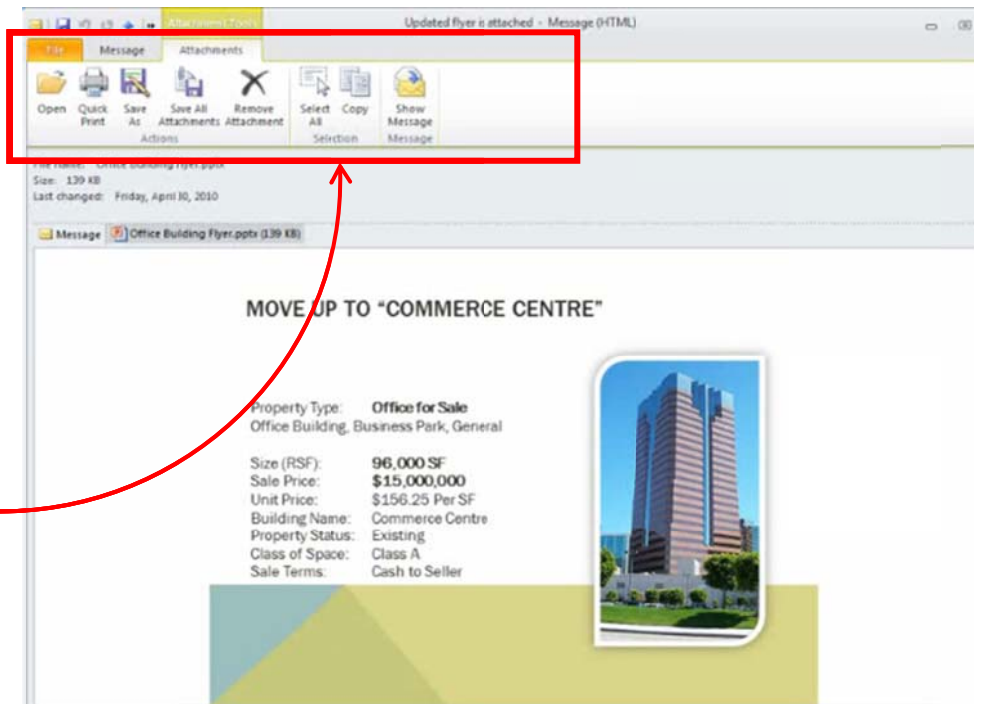


When the message is opened, the attachments display under the subject.



Before taking the time to save it, Gwen can click the attachment to preview the contents of the file to make sure it's what she needed.

Notice how the Ribbon changes to display the Attachment options. From here, Gwen can print the contents of the attachment, or save it to a location on her computer.



Remember that saving the attachment save a copy of the file, the original attachment is still connected to the message.