

Microsoft Outlook – Adding Attachments



Adding Attachments.

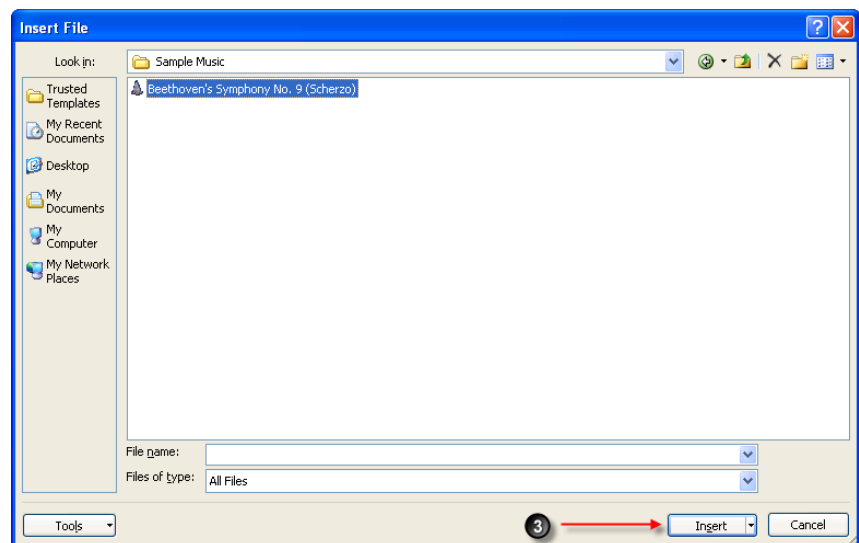
It is possible to attach virtually any type of document to an email, however Outlook may block certain types of files as they may be treated as harmful. If this is the case contact your network administrator.

If you are intending to send large documents it may be a good idea to use a compression program like “Winzip” this will make some documents a fraction of the original size.

1. **Create** a new email message.
2. **Select** the Insert tab, → Attach File icon.



3. Select the file and press the **Insert** icon.



4. The email is ready to be sent.



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Attaching Mail Items.

Attaching Mail items will allow you to attach and forward multiple Email message that you have received.

1. Select the **Insert** tab → **Attach Item**.
2. **Select** the folder that contains the Mail item(s) that you wish to attach.
3. **Select** the File(s).
4. Click **OK**.

