



MS Office

Outlook

Email: Send Attachment

An attachment is a computer file you can send along with your email message.

You can attach a document, photo, or video to an email and send it to others. **Give it a try!**

1. Open an email message you wish to send.
2. Select the **Attach File** tool in the ribbon at the top of your screen. You'll see your most recently opened files.
3. Select the document you want to attach to the email by clicking on it with your mouse pointer. The document is now "attached" to your email.
4. You may want to attach an item that isn't in your most recently opened list. Select the **Attach File** tool in the ribbon, and scroll down to the bottom of your list to **Browse This PC**.

5. A dialog box opens, and the focus is on the **Name** edit field. You see you're in the **Documents** folder.
6. Let's say the item you want to attach is in the **Pictures** folder. Go to the navigation pane to the left, scroll through your folders, and select the Pictures folder.
7. Scroll through the Pictures folder to locate the image you want to attach to the email, select it, and then select the **Insert** button.
8. Now your email has two attachments. One is a document and one is a picture.

You can send attachments like documents, photos, or videos to people through email. Try it out!