



# HOW TO SEND EMAILS WITH ATTACHMENTS IN OUTLOOK

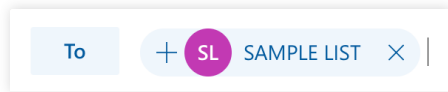
1

On a computer, use your internet browser to visit the website [www.outlook.live.com](http://www.outlook.live.com).

If requested, sign into your Microsoft account.

3

In the **To** field, type the contacts name, email address or contact list name. Once the correct name appears click on it from the drop-down list that appears.



5

Click below the subject line to type the body of your message.

2

Click on the **New message** icon located in the upper right corner.

New message

4

Click on **Add a subject**, type an appropriate title for your email message.

Add a subject

6

To attach a file, click **Attach** located near the top of the message.

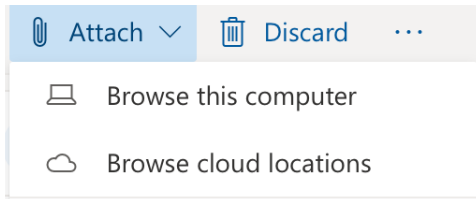
Attach

Almost there!



7

Click **Browse this computer** or **Browse cloud locations** (which is OneDrive), depending where the file has been previously saved.

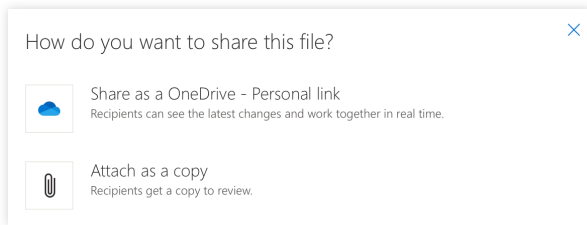


**Note:** Once browsing your computer or OneDrive you may have to open a folder to locate your file.

9

If attaching the file from OneDrive you will have to choose between sharing the file as a **OneDrive link** or **Attach as a copy**.

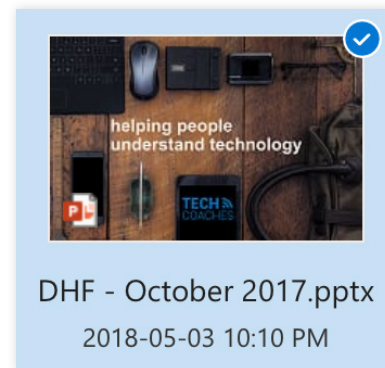
It is recommended to Share as a OneDrive Link in order for recipients to collaborate and edit the original file rather than attaching as a copy. Attaching as a copy allows recipients to simply review and have their own copy.



**Note:** If the file exceeds a certain size your only option will be to share as a OneDrive Link.

8

Once you have located the file click on it to highlight it or give a check mark. Click **Next, Choose, or Add**.



8

Select **Send**.



*You're all set. Time to manage incoming emails!*

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