

How to Attach a File in Outlook 2010

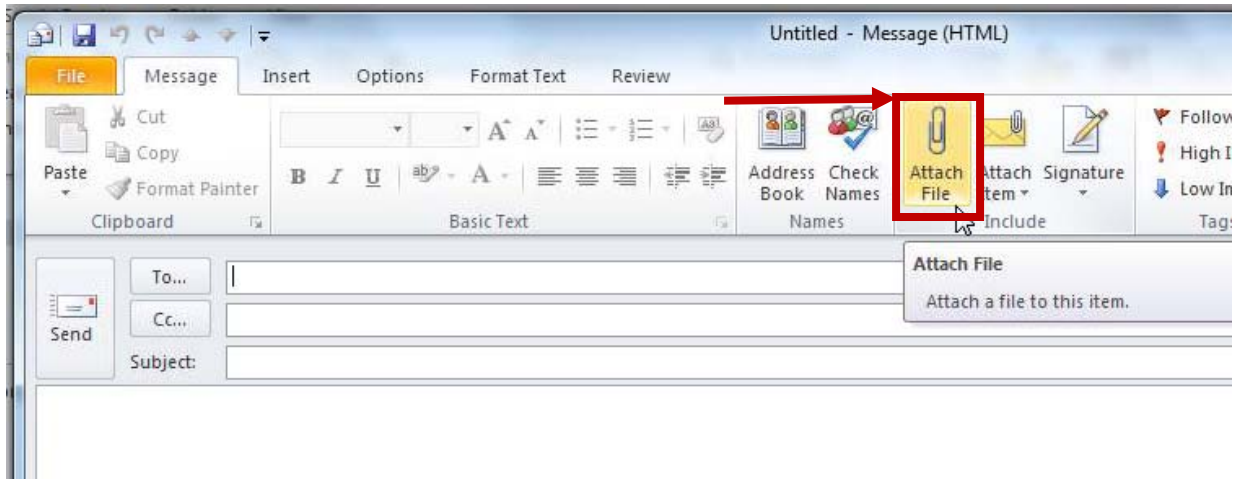


Abstract

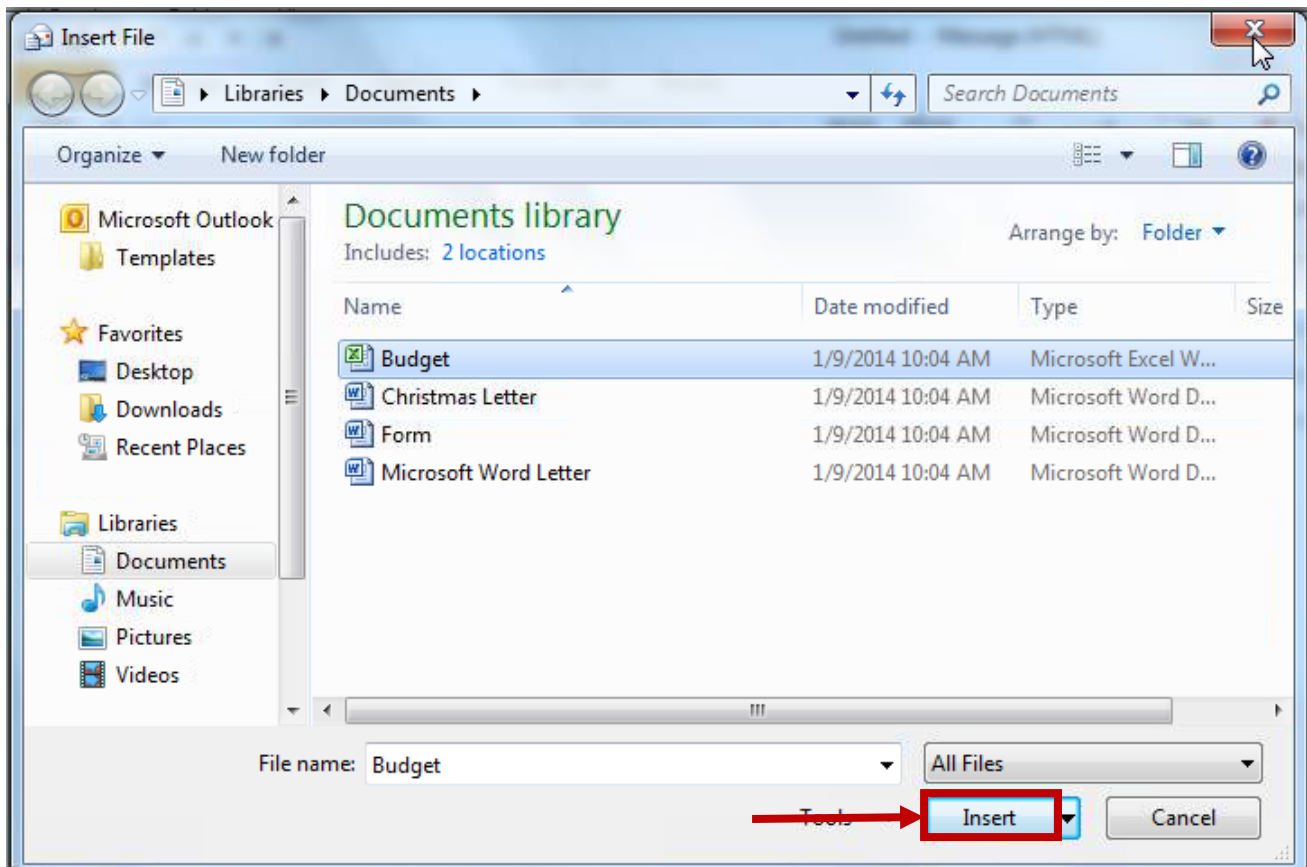
Like Webmail, Outlook allows you to attach document and pictures to share with family, friends, or colleagues. An attachment can be any type of file but the most common are Word, Excel, PDF, and picture files.

Provided by SSND CP IT Department

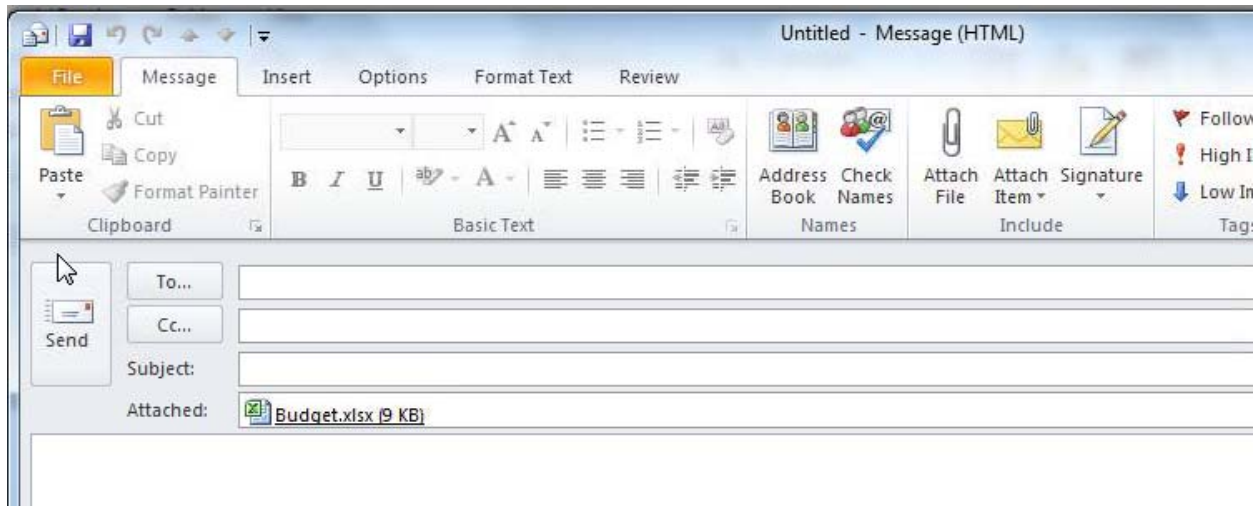
1. While composing or responding to a message, *click* the **Attach File** option on the top ribbon.



2. The Insert File window appears listing your documents. *Click* the file you would like to attach to the e-mail message then *click* **Insert**.



3. You will be returned to your e-mail message with the selected document in the Attached field. You can now *enter* the e-mail address of the person you would like to send the message to along with a subject and message.



4. Once you have the message form filled out, *click* the **Send** button.

