

How To Attach A File In Microsoft Outlook

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- 1) First, create an e-mail just as you always do. Fill in the address(es) of your recipient(s), your subject and write your message.
- 2) Next, click on the ATTACH FILE.
- 3) A new window appears. You will need to navigate to the file you want to attach. The top bar shows you your current location. You can use the left column items to find your file.
- 4) Once you find the file you want to attach, click on it once (highlighting it). Its name will appear below and you can then click INSERT.
- 5) Your email will now appear showing the attached file name.
- 6) If you made a mistake and attached the wrong file or if it's too large to send via email, you can right-click on the file name and choose REMOVE from the menu which appears. On the other hand, if you're satisfied, click Send!

