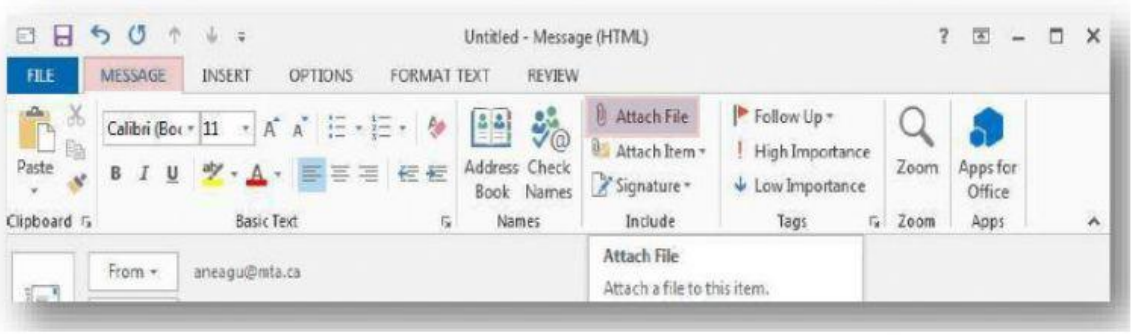
Lesson 8 Attaching a File to a Message

In this lesson you will learn how to attach a file to an email.

A convenient way to distribute a file such as a **PowerPoint presentation**, **Excel Workbook, Word document** or a **picture**, is by attaching the file to an *email message*. *Message* recipients can *preview* or *open* the file from the **Reading Pane,** open it from the message window, *forward* it to other people, or save it to the computer**.**

1. **In the *message window*. *Click* the Message tab on the Ribbon**, and click **Attach** File button in the include group. The **Insert File** dialog box appears.**1**
2. *Navigate* to and *select* the file you want to **insert** and click **Insert**, or (*in some cases the word open will appear then click on that.)* The selected file is attached to the message.

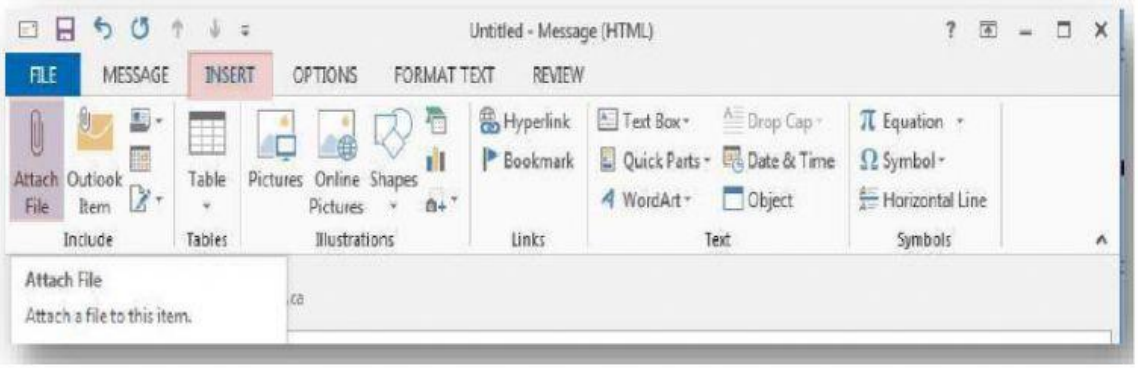


1

Other Ways to Attach a File

In the **Message** window, click the **INSERT** tab on the **Ribbon** and *click* the **Attach File** button in the *include group***. 2**

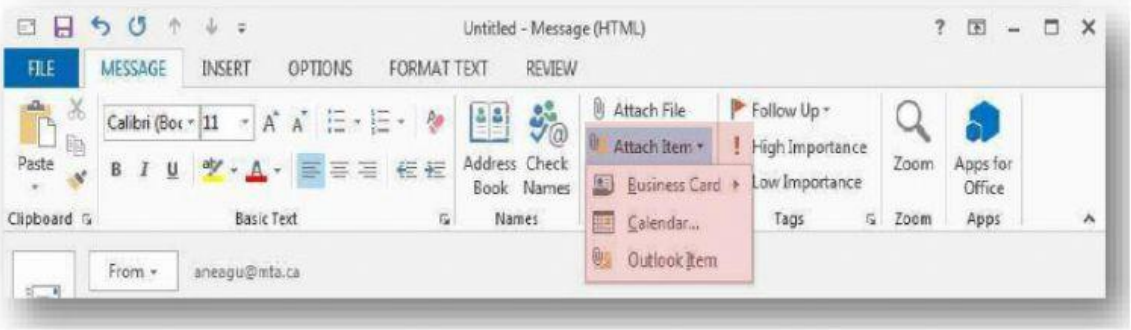
LIVEWORKSHEETS



2

You can also attach other items to a new Mail message, such as another email, an appointment or a contact's Business card.

1. In the Message window, click the MESSAGE tab on the Ribbon and click the Attach item button in the include group.
   A list of items appears including:- **3**
   Business Card-select this option to include a Business Card from your contact list.
   Calendar – Select this option to include your free/ busy information.
   Outlook item- Select this option to include an Outlook item, such as an e-Mail, appointment, or task.
2. Select the type of item you want to attach and follow the prompts if necessary.



3

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Questions

1. What type of files can you attach to a message?

2. Describes the steps you use to attach a file?

3. Can you attach other files? Name 2.

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