

Working with Attachments

There are several types of attachments. You can attach a file item such as a picture, Word, or Excel file by clicking on “Attach File” while creating a new email.

You can also attach a business card, calendar appointment, or send another email as an attachment. You can do this by clicking on “Attach Item” and selecting what you would like to attach.

The last thing you might want to attach would be a signature file.

If you haven’t already created one, Outlook will allow you to create one at this time. When you send pictures or other file documents you will have to have them created before you are allowed to attach them.

If your message gets bounced, check to see if the attachments were too large to be delivered. If so, you will have to make them into a pdf or split the message into more than one email and resend it.

When you receive an attachment you can click on the attachment to see your options. From here you can preview the file which will open it in the email message. Open the file which will open the attachment in a new window. Select quick print which will automatically print the full document. Select save as, to save the document in a folder of your choice and allow you to rename it. If you have several documents you can select save all attachments which will save them all at once. You can remove the attachment, copy, or select all attachments.

You can see the same controls if you right click on the attachment file. This way you can still see the message while making a decision on what you want to do with the file.

