

OUTLOOK 2010

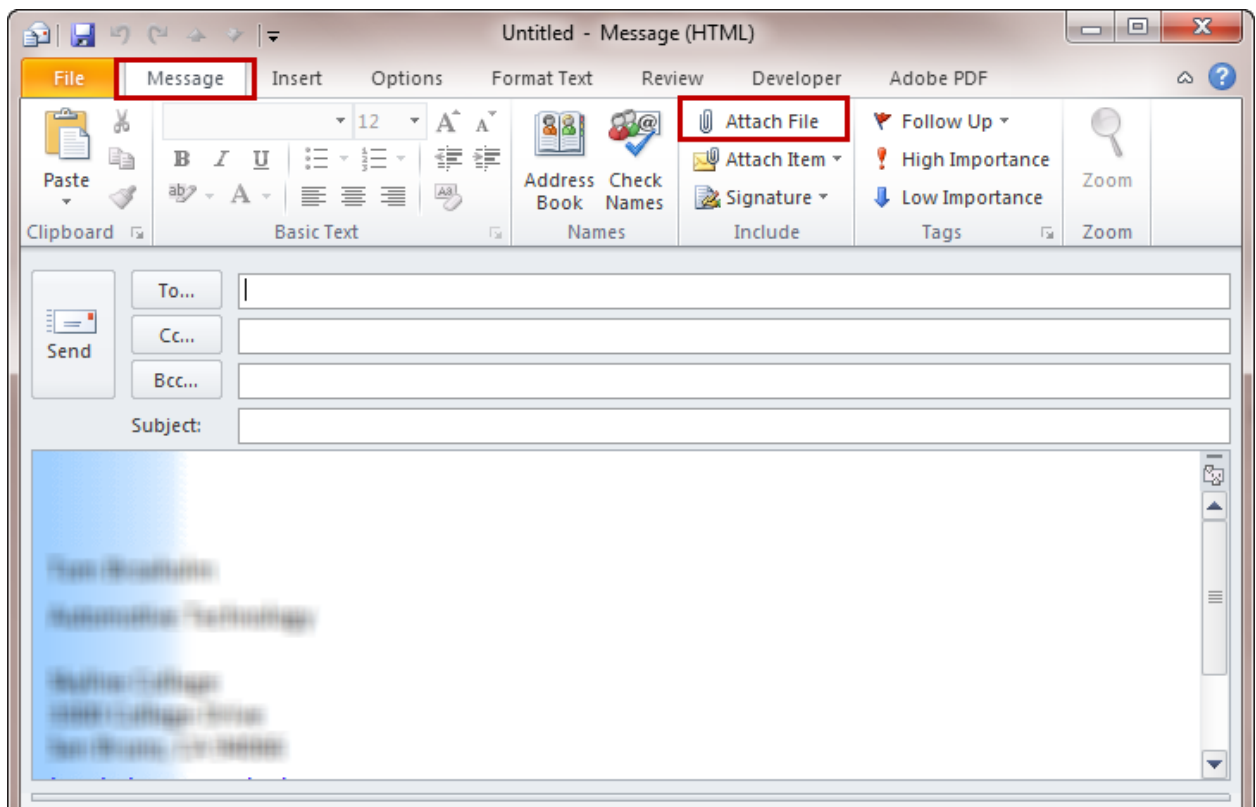
Instructional Steps

Attaching Files to Your E-mail Message

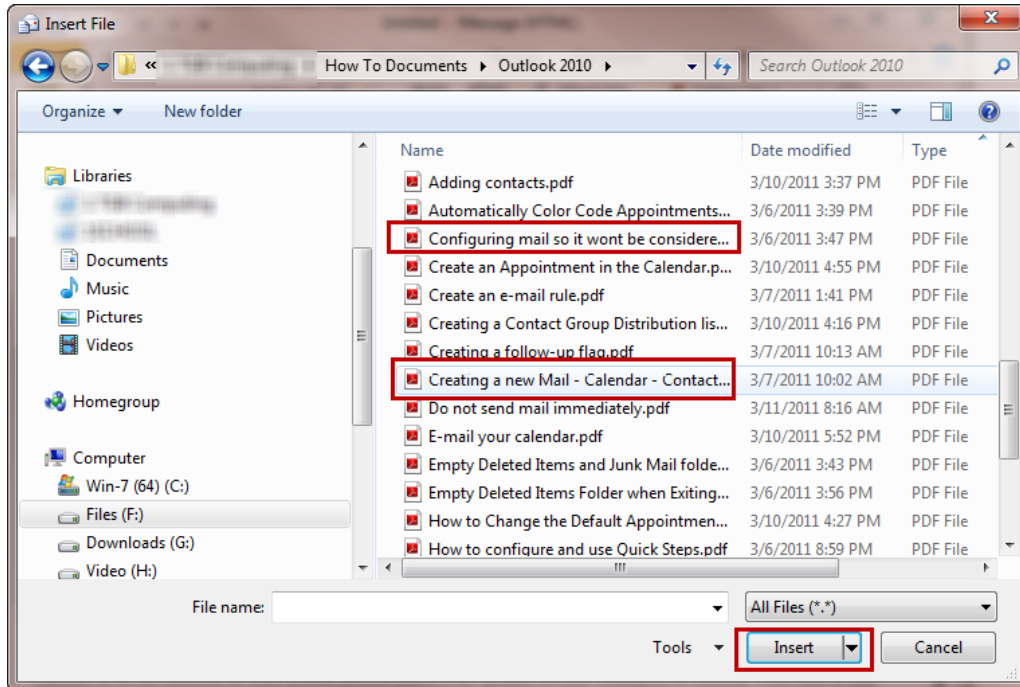
The most common way to attach a file to an e-mail message is to use the paperclip feature. However most people don't know that you can use a drag-and-drop method.

Using the paperclip method.

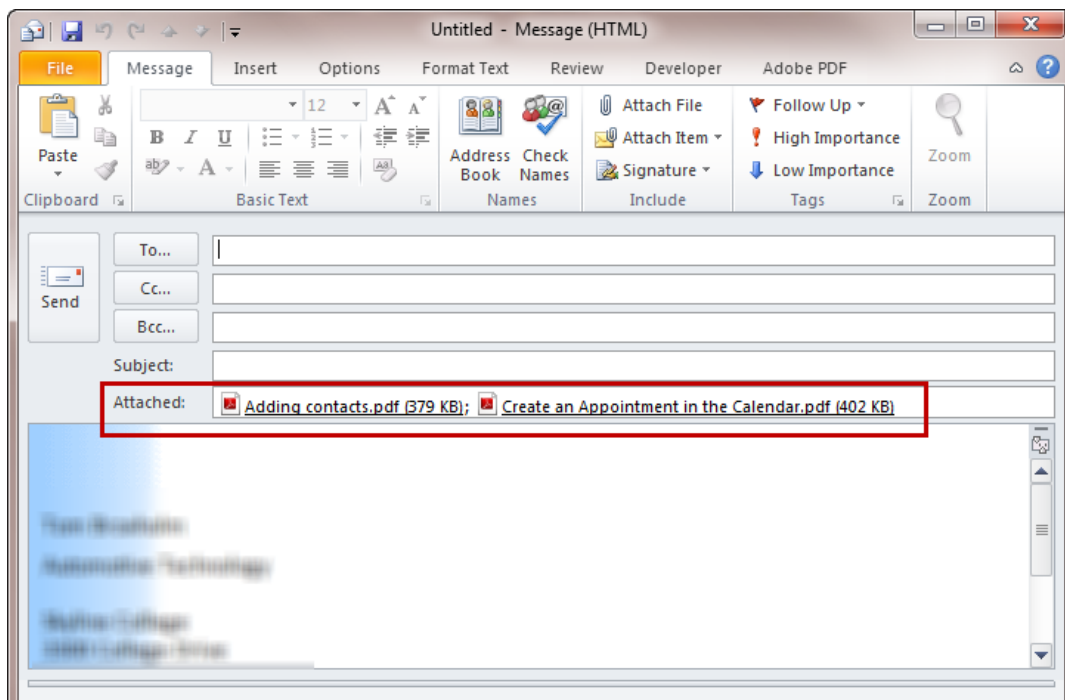
1. Open a new e-mail message. On the messaging ribbon under the included section click on the paperclip it is also label "Attach File".



2. Navigate to the location where your files are located and click a file you wish to attach to the e-mail message. You can also use the Ctrl + click or the shift + click method to select multiple files to attach a one-time. Then click the insert button.



3. Your attachments will now show up in the attachment field of your e-mail message.



Using the drag-and-drop method.

4. Open a new e-mail message. Now open my computer or Windows Explorer to locate the file or files you would like to attach to your e-mail message.
5. Arrange the two windows on your screen so that you can see the e-mail message body as well as the Windows Explorer window.
6. Within Windows Explorer click on the file or files that you wish to attach. Click on one of the highlighted files with your left mouse and hold down. Drag your mouse over to the body of the e-mail message and release the mouse. Your files will now be attached to your e-mail message.

