


Attachments in Outlook

Attachment Guidelines

When you create a message, you can attach a file to that message. There are a few file type and size guidelines you should know before attaching files or items to an item:

1. Make sure the recipient (and Cc) will be able to open and read the attachment.
2. The recipient must have the application in which the attachment was created or similar application.
3. Be aware of the attachment size, a large attachment will use a lot of space and might delay the delivery and/or opening of the item.

Attaching a file to an email message

1. In the new message, click the “**Insert File**” button . The dialog box is displayed.
2. Browse and select the file you want to attach.
3. Click “**Insert**”.

After you send the message, sometimes the recipient has to wait a few seconds for the message to display. To refresh the inbox, click the “**Send/Receive**” button.

Note: An attachment in a message that is formatted as **HTML** or **Plain Text** displays in a text box below the Subject text box. An attachment in a message that is formatted is **Rich Text**, or any other item is included in the body of the item.

Identifying emails with attachments from the Inbox

The header will contain the word “**Attachment**” and/or an attachment symbol.



Opening an attachment:

1. On the **Attachments** line of an opened message, double-click the name of the attachment to open the dialog box.
2. Click **Open** to open the file in the application. A message box is displayed.
3. Click **OK** to close the message box.

Saving an attachment:

1. Choose **File** → **Save Attachments** to display the Save Attachment dialog box.
2. Navigate to the folder of your choice, if necessary.
3. Enter a name for the attachment in the “**File Name**” text box.
4. Click **Save**.
5. Close the message.