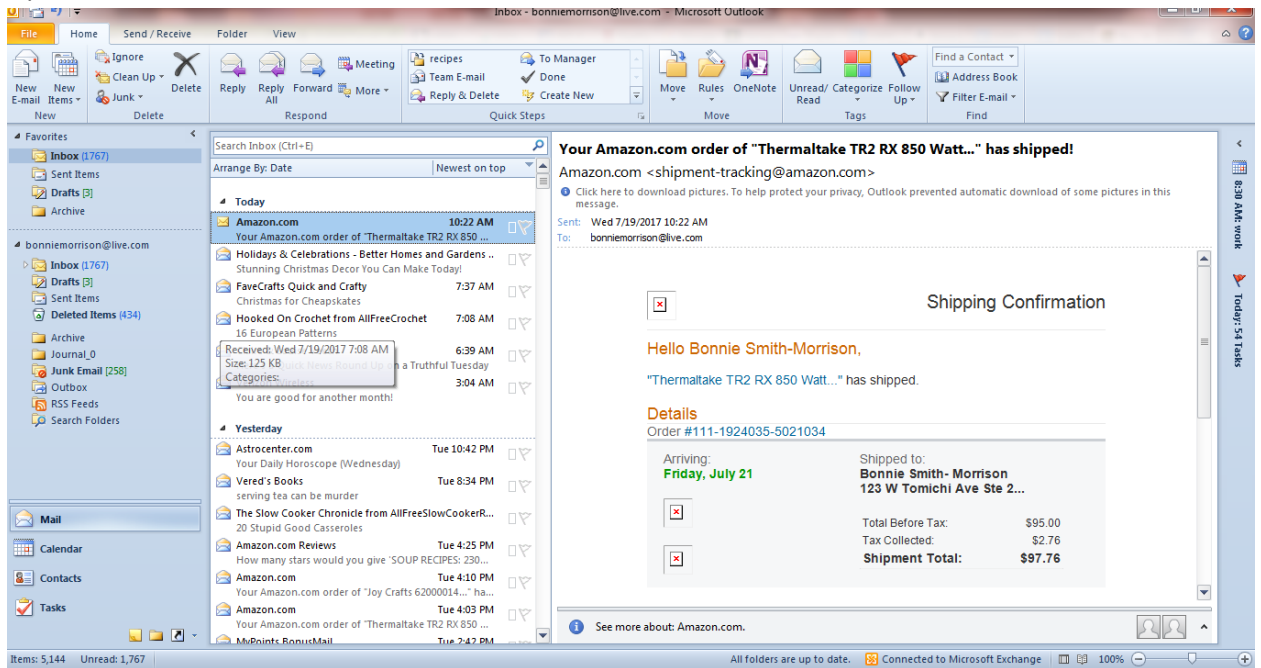
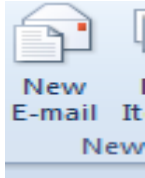


To Attach a File to an Email in Outlook

1. Open Outlook



2. Click new mail



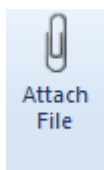
3. Fill in the to field:

4. Fill in the subject:

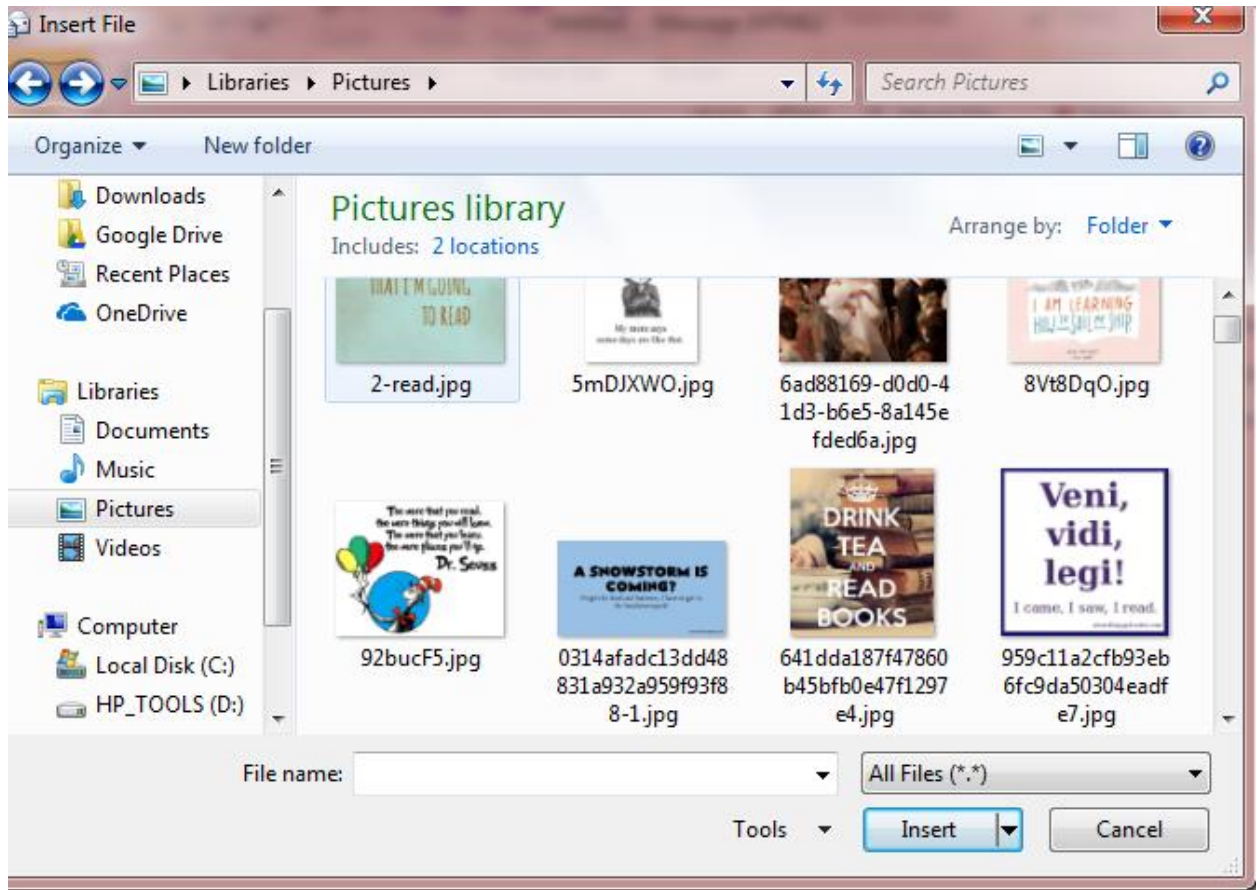
5. Type the body of the email

Attached if an example of file attaching

6. Click the paper clip



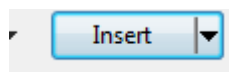
7. Navigate to the file you wish to send.



8. Select the file by clicking on it.



9. Click insert.



10. Click Send

