

Emailing Attachments

1. Start **Outlook** as you normally do.
2. Click **Write**.
3. Enter the Email address of the person you are sending to as you normally do.
4. Click **Attachments**, which is the button with a Paper clip on it at the top of the screen..
5. Click **Browse**, and navigate to the file you wish to attach. Click on it.
6. Click **Open**. The name of your file will appear in the box beside Browse.
7. Click **Attach**.
8. Enter the subject on the **Subject** line.
9. You may wish to enter a body of your Email (notes to the receiver).
10. Click **Send**.