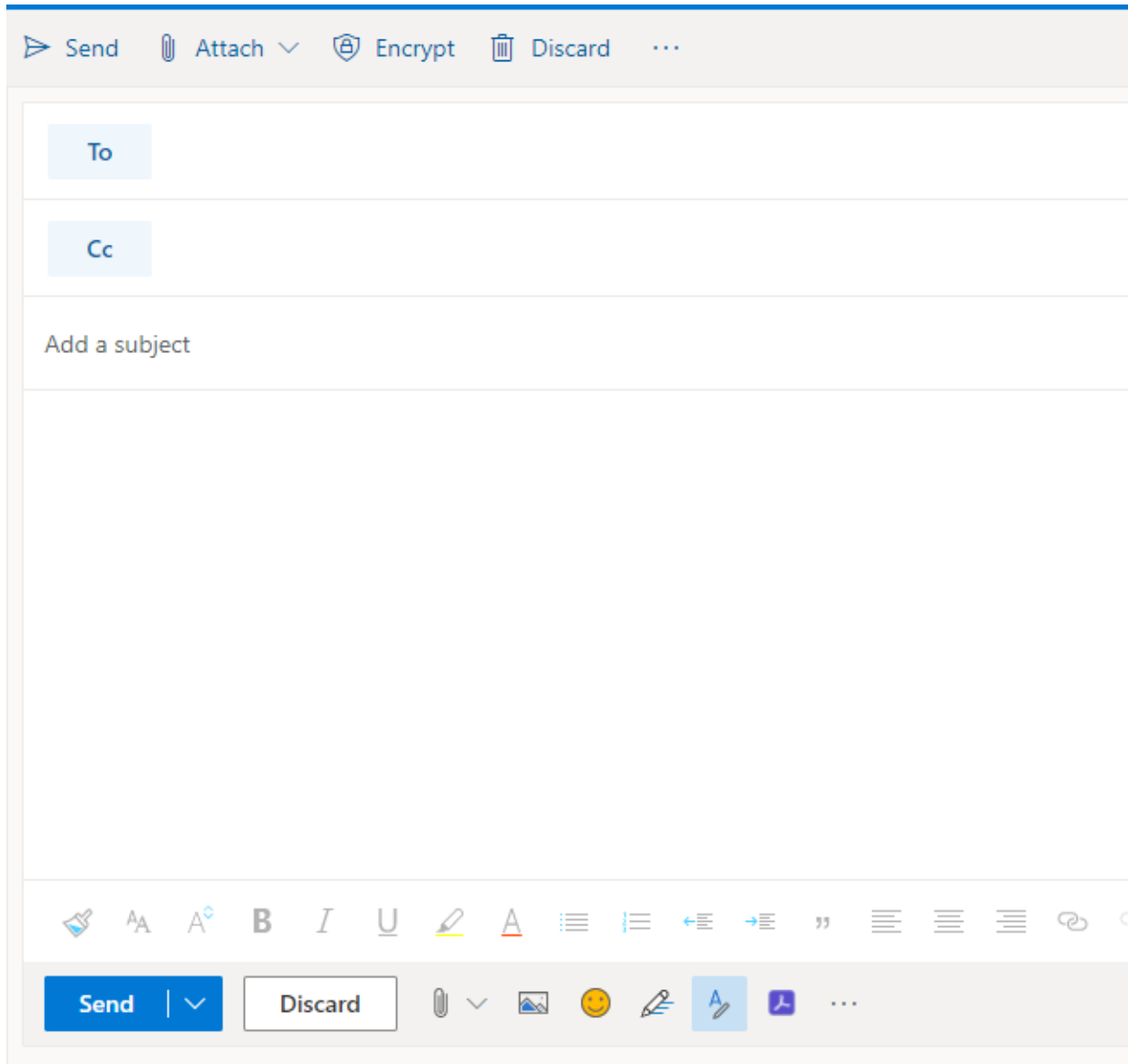


How do I attach a document to an e-mail message?

Website “Outlook.office.com”

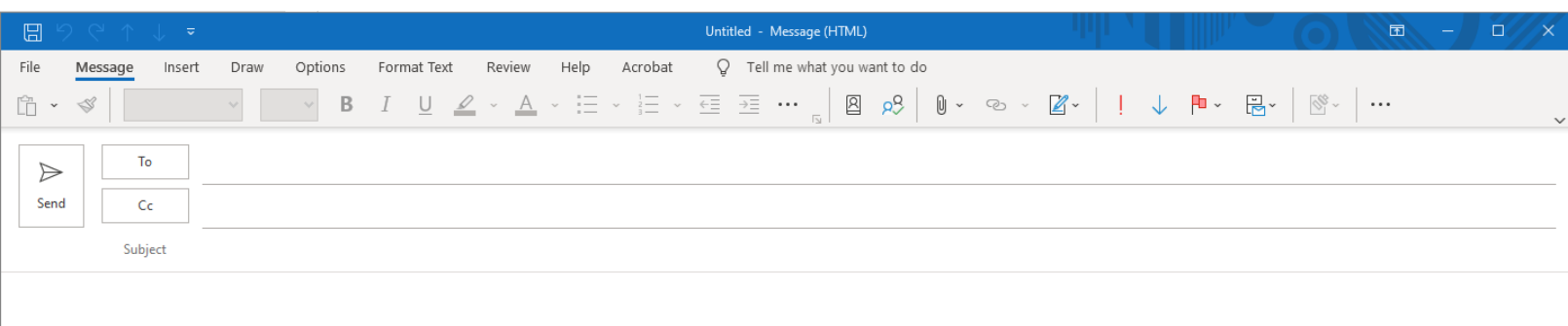
In order to attach a document to an email. Locate the paperclip icon at either the top or the bottom of your email message.



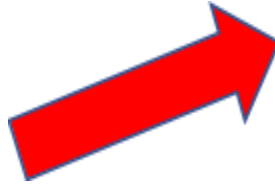


Whichever icon you click there will be an option to “Browse this computer”. Click on that and then navigate your file explorer for the file you wish to attach. Once you have located the file click on it once and then click on the “Open” Button. Congratulations your document is now attached.

Outlook 2019



Similar to the website, locate the paperclip icon at the top of your email.



Click on it and select "Browse this PC". Again, navigate the file explorer to locate your file. Once you have located the file click on it once and then click on the "Open" Button. Now your document is attached.