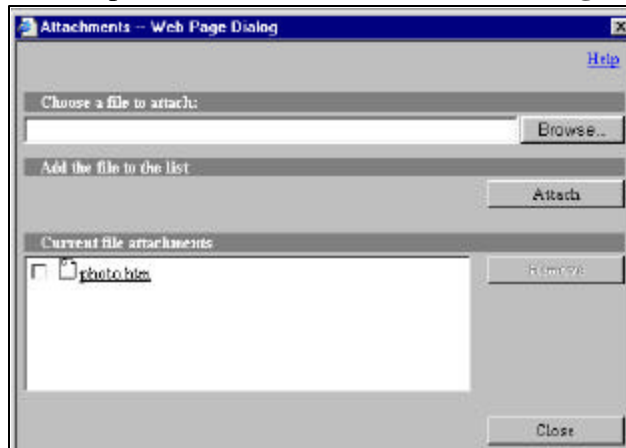
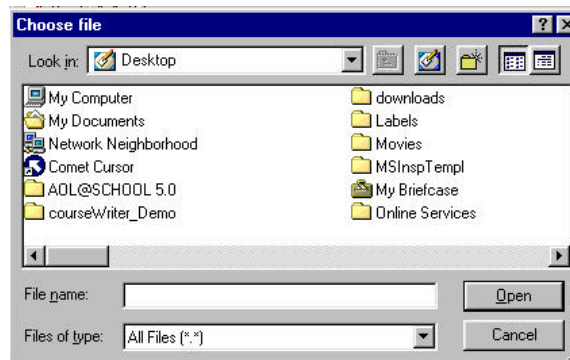


## Instructions for including an attachment with an email message

- Log in to **Outlook Web Access**.
- Click on the down arrow next to **New** located in the upper left of the Outlook window or just click on top of the **New** icon if you are in your **Inbox**.
- If you clicked on the down arrow, a menu will appear and you will need to select **Message** from the list.
- You will see a new window appear on your screen called **“Untitled – Message.”**
- Enter the name/address of the person who the message is to be sent to in the **To:** area.
- Type the subject of the message in the **Subject:** field.
- To add the attachment, click on the **Attachments** button (located below the subject line).
- A new window will open called **“Attachments – Web Page Dialog.”**



- In the first line called **“Choose a File”** click on the **Browse** button.
- After clicking on the **Browse** button, a new window called **“Choose File”** opens that will allow you to navigate to where the file was saved.



- At the end of the first line called **“Look In,”** click on the down arrow to choose the location where the file was saved (A drive, C drive, other network drive, or other location).
- Highlight the appropriate location in the list (you may have to open folders or go several layers deep depending on where you saved the file).

- Locate the file and then click on it to highlight it.
- Click on the *Open* button.
- This will place the file location in the **Web Page Dialog** window.
- Click the *Attach* button.
- The computer will process this request and move the file information into the area marked “**Current File Attachments.**”
- Click on the *Close* button to return to the message window.
- Your attachment should now appear beside the *Attachments* button in the message window.
- Type the body of the message in the *Message* area.
- Click the *Send* button to send the message.



- NOTE: If you need to remove an attached file from a message you are sending:
- Go back into the **Web Page Dialog** box by clicking on the *Attachments* button in the message window.
- Place a check mark in the box in front of the file information in the “**Current File Attachments**” area.
- Click on the *Remove* button.
- Click on the *Close* button to return to the message.

