

Everyone - Attaching Files to Outlook Emails

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Operating System / Version: Windows 10, iOS

Application / Version: Outlook 365 Email

Hardware Version: N/A

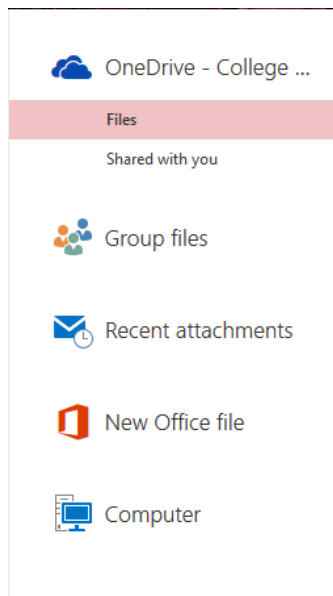
Summary: This document explains how to attach a file to an email in outlook.

Steps-to-Take in Outlook Web Application:

1. With the email you want to attach the file to open, click on the paperclip icon. If this is a new email you are writing it will be at the top, if this email is a response it will be at the bottom of the text box.



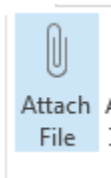
You will select computer if the file is stored on your computer and choose the file like normal, or cloud locations if the file is saved in OneDrive. Cloud locations gives you these options:



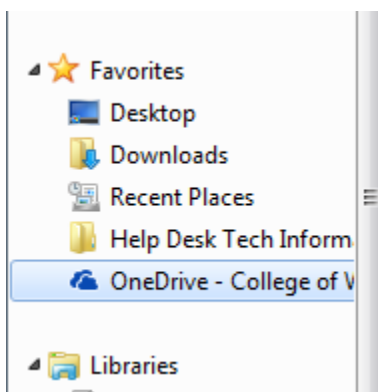
- **OneDrive Files** – attach files from your OneDrive Storage
- **OneDrive Shared with you** – if someone has shared something with you and you want to attach it.
- **Group files** – if you have files in your group folder.
- **Recent attachments** - attach files recently sent.
- **New Office file** – create and attach a new Word, Excel, or PowerPoint document within OneDrive.
- **Computer** – browse files or folders on your computer and attach them.

Steps-to-Take on Desktop Outlook Application:

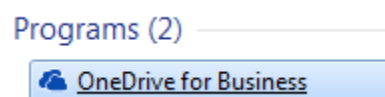
1. With the email you would like to attach the file to open, click the paperclip icon.



Attach the file from your computer like normal. If the file you would like to attach is in your OneDrive make sure your OneDrive is running and synced, then click on the OneDrive folder location.



If you don't see that folder. Click start and type in OneDrive. Click on OneDrive for Business and sync your account.



If you have any questions or trouble attaching a file, please contact us at the Help Desk by submitting a ticket or calling us at 208.562.3444.