EPSOM
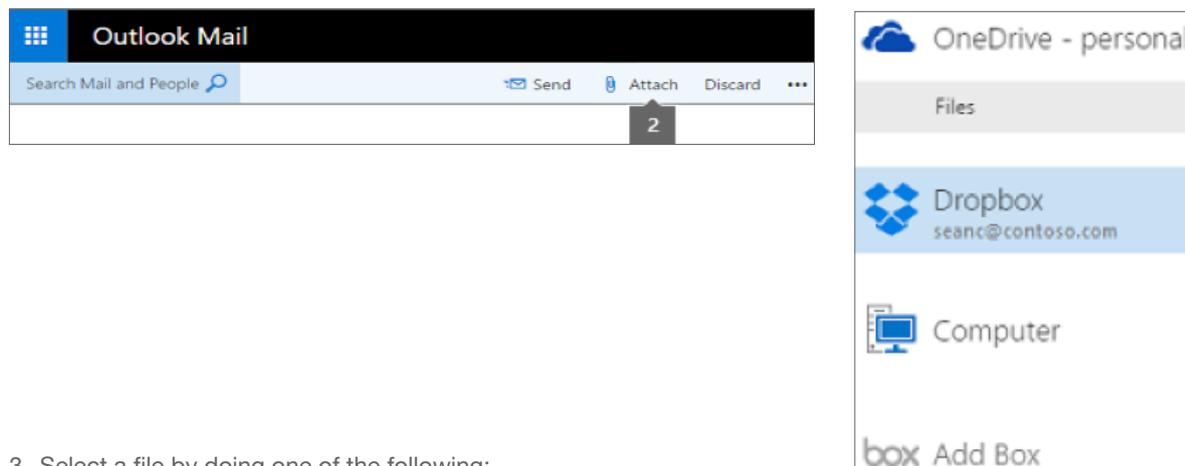## COLLEGE

# HOW TO ADD ATTACHMENTS TO EMAIL MESSAGES

Attach a file to an email message

The file can be a document, spreadsheet, picture, and so on.

1. Open a new email message or respond to an existing message.

2. Under the Outlook Mail navigation bar, select Attach, and choose the location from which you'll attach the file:

3. Select a file by doing one of the following:

- **To Insert files from OneDrive:** Select **Files**, and double-click a file to insert it into your email message. You'll be asked whether to attach the file as a OneDrive file or as a copy. Attaching a OneDrive file means all recipients gain access to the same file where they can co-author, review, and edit; attaching a copy means everyone gets a separate copy to review and edit.
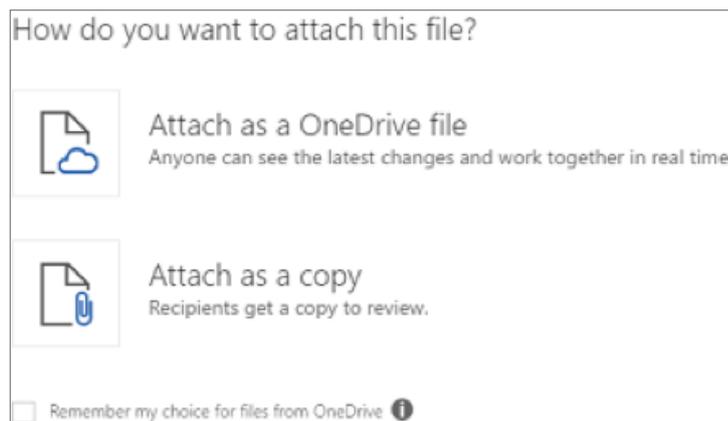

- **To Insert files from your computer:** Select **Computer**, select a file, and then select **Open**.

- **To Insert files from a storage account:** Select the account (for example, Dropbox), and double-click the file to insert it into your email message. You'll be asked whether to attach the file as a shared file or as a copy. When you share a file on a storage account, recipients will receive a link to the file and be given permission to access it.

Note: To remove a file that you attached, select x in the upper-right corner of the attachment
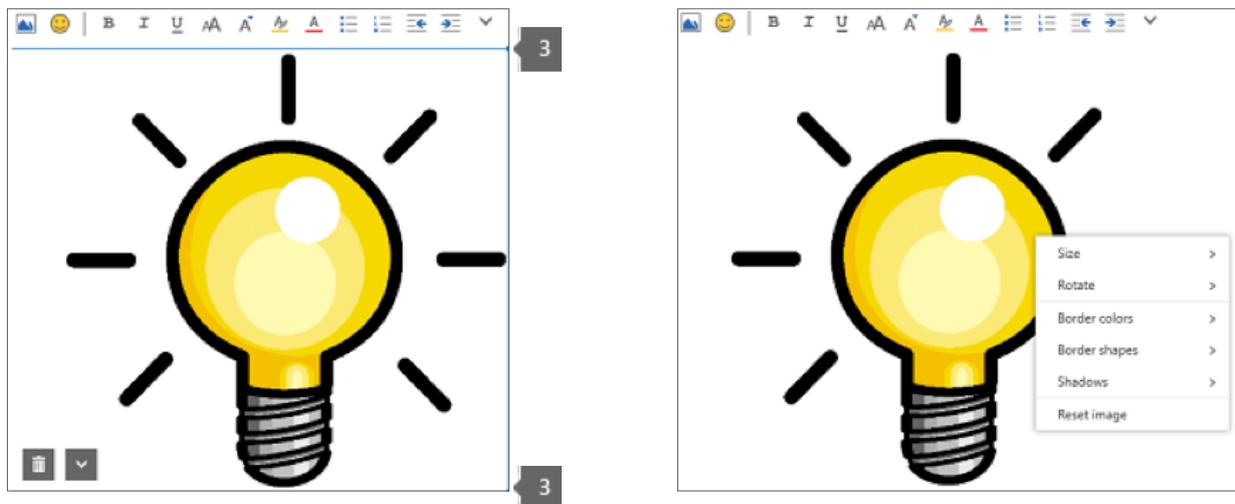

Insert a picture in an email message

1. Open the message or calendar event.

2. Select the picture icon to insert a picture from OneDrive or your computer.
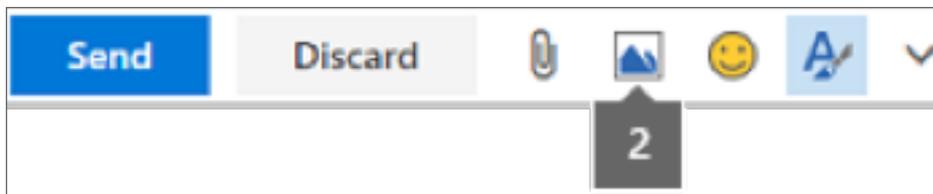
3. Drag the corner handles to make the image bigger or smaller.

Tips for sending and receiving file attachments

- If you reply to a message that has an attachment, the attachment won't be included in the reply.
- Don't open an attachment sent in an email message unless you trust the content and the person who sent it to you. Attachments are a common method for spreading computer viruses. Use the Reading pane to preview the message (> Display settings > Reading pane) before opening it.
- Long file names of attachments might be shortened in Outlook.com or Outlook on the web. This won't affect the contents of the file.

If you are experiencing difficulties logging on, please contact our IT Services department using **ITsupport@epsomcollege.org.uk** or by telephoning **01372 821159**.