



Wharton County Junior College

Attachments in Outlook 365

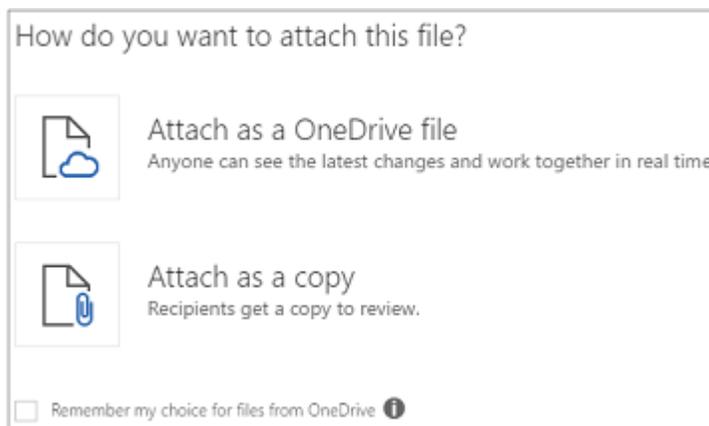
Attach a file to an email message

The file can be a document, spreadsheet, or picture.

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:
 - **Insert files from OneDrive:** Select **File**, 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.



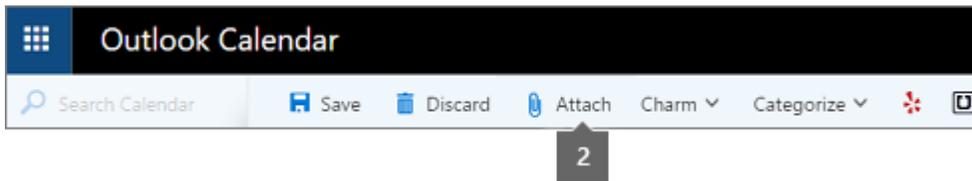
- **Insert files from your computer:** Select **Computer**, select a file, and then select **Open**.
- **Insert files from a storage account:** Select the account (for example, Dropbox), and double-click the file to insert it into your email message. You'll be asked whether to attach the file as a shared file or as a copy.

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

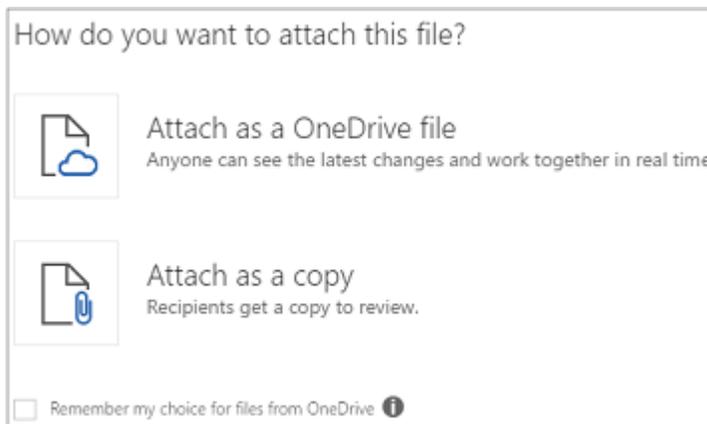
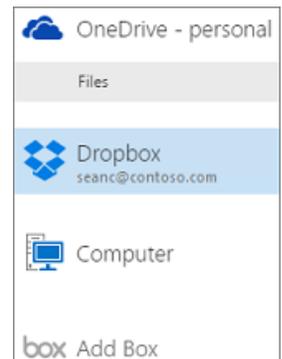


Attach a file to a calendar event

1. Open the calendar event.
2. Under the Outlook Calendar navigation bar, select **Attach**, and choose from where you want to insert a file:



3. Do one of the following:
 - **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.



- **Insert files from your computer:** Select **Computer**, select a file, and then select **Open**.
- **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. See Use a storage account with Outlook.com for more information.

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



View and edit an attachment in Outlook 365

It's not unusual for people to attach files to messages. When you receive a message with an attachment, you can click on the attachment to view the file. Some attachment types will open in a window next to your reading pane, allowing you to read them without leaving Outlook 365.

Note: ONLY OPEN ATTACHMENTS IF YOU KNOW WHAT THE ATTACHMENT IS AND TRUST THE SENDER

Viewing an attachment

When you select an attachment, what happens will vary depending on the attachment type. Many attachments will open in a preview window next to the message. If the attachment can't be opened in the preview window, you'll be prompted to download the attachment.

Attachment types that can be previewed include:

- Word
- Excel
- PowerPoint
- Most image files
- .pdf files

Select  at the top of the preview window to close it and return to the message view.

Download and edit an attached file

1. Select **More** , then select **Download**. If you save the file, note where you saved it to. By default, the file is saved to your Windows Downloads folder.
2. If you open the file for editing.
3. Save your changes and close the file.

What else do I need to know?

- Some attachments may be removed or blocked by antivirus software used by your organization (**such as .zip files**) or by the organization of the recipients of your email.
- If you reply to a message that has an attachment, but don't select **Edit and Reply**, the attachment won't automatically 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. We recommend that you use the **Preview** option if it's available.

- Long file names of attachments may be shortened in Outlook Web App. This won't affect the contents of the file.
- Depending on the service that's hosting your mailbox, the default size limit in Outlook Web App for an entire message, including all attachments, is 25 MB or 35 MB. Attachment and message size limits for your mailbox are set by your organization and may be different from the default limits.