

Share from OneDrive Display the contents of your OneDrive location and select the file to be attached.

Repeat the steps as necessary to add more attachments from different locations. If you decide not to send (or no longer want) the attachment, click the attachment and then click **Remove**.

When you receive an email message that includes a file attachment, a paperclip icon displays beside the message in the message list.

View: All ▾

Nick Klassen

▶ Soccer updates!



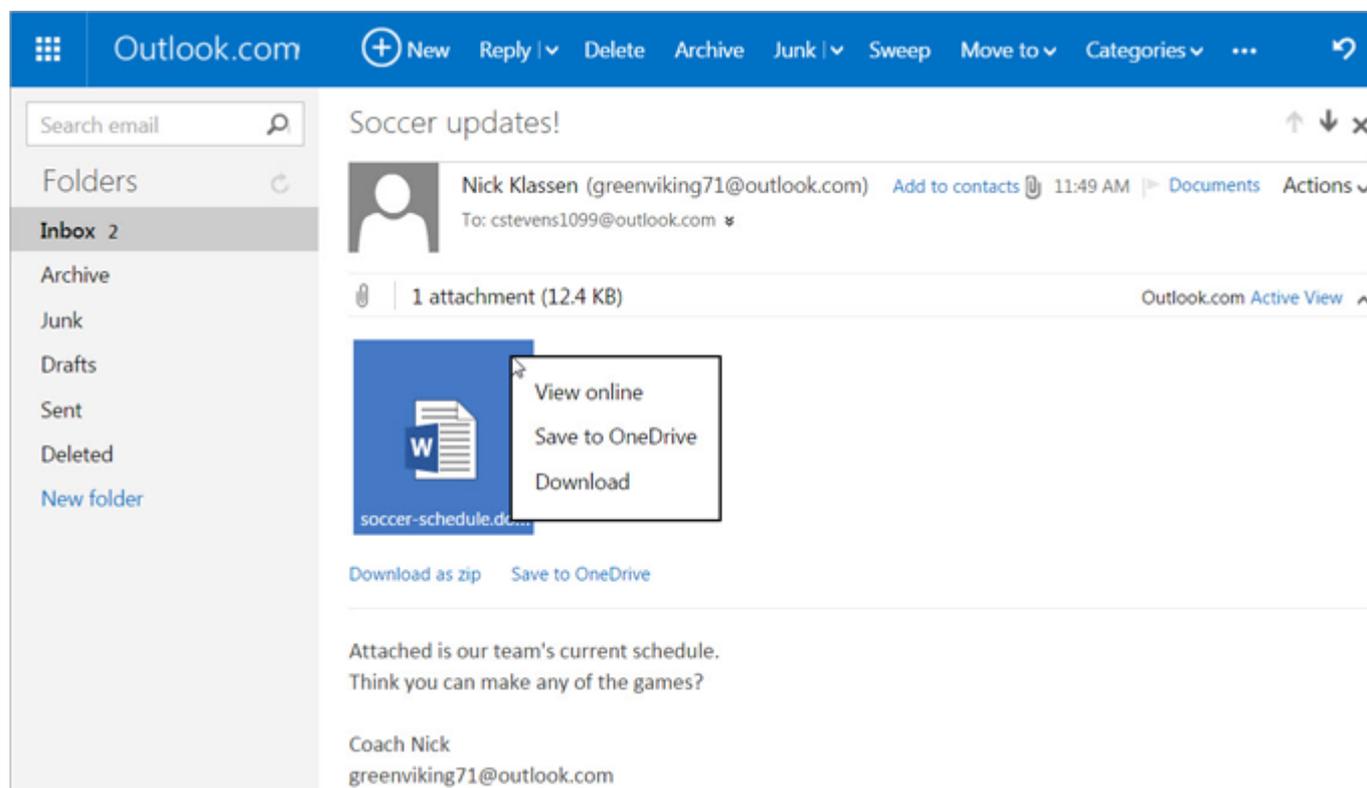
Eddie LeRoy

▶ Settling in?

Glory Heer

▶ How is your new school?

When you open a message that contains one or more attachments, you can look at the attachments online, save them to a specific location, or download them.



You should keep the following points in mind when working with attachments:

- Keep the attachment file size as small as possible.
- Understand that many schools set their mail servers to block email messages with certain types of attachments (such as files that contain macros). Always check with your intended recipient to see if he or she received your attachment.

