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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!	U
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.

	Outlook.com	• New Reply v Delete Archive Junk v Sweep Move to v Categories · · · · · · · · · · · · · · · · · · ·
Searc	h email 🔎	Soccer updates!
Fold	ders C	Nick Klassen (greenviking71@outlook.com) Add to contacts 🕖 11:49 AM 🗈 Documents Actions 🗸 To: cstevens1099@outlook.com ¥
Archi Junk Draft	s	1 attachment (12.4 KB) Outlook.com Active View
Sent Delet	ed folder	Save to OneDrive Download
Soccer-schedule.dc Download as zip Save to OneDrive		
Attached is our team's current schedule. Think you can make any of the games?		
		Coach Nick greenviking71@outlook.com

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.

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