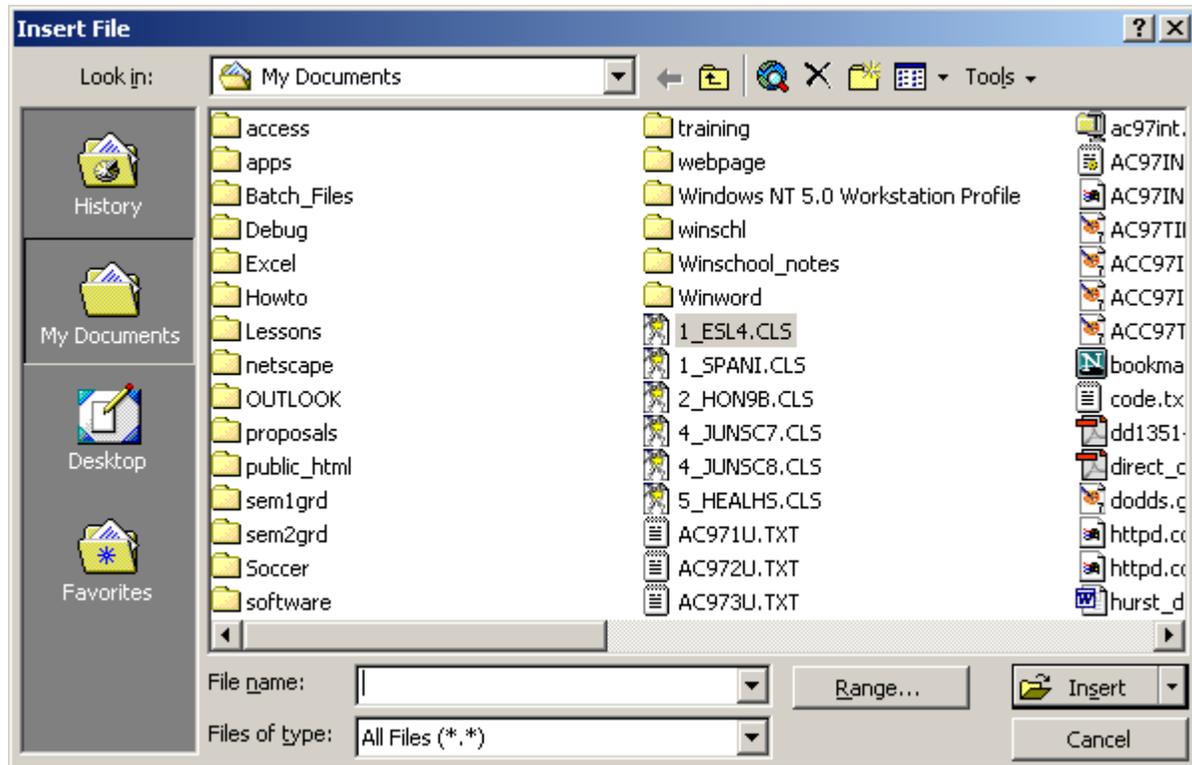


## MS Outlook: Attaching a file to an e-mail message

---

1. Know the name and the location of the file you want to attach to the e-mail message.
2. Start Outlook
3. Start a new message
4. Fill in all of the normal fields (*To...*, *Cc...*, *Subject*, etc.)
5. Click on the paper-clip icon  in the toolbar at the top of the new message. You'll see a window similar to the one below.



6. Select the file you want to attach. You may need to navigate to find the file.