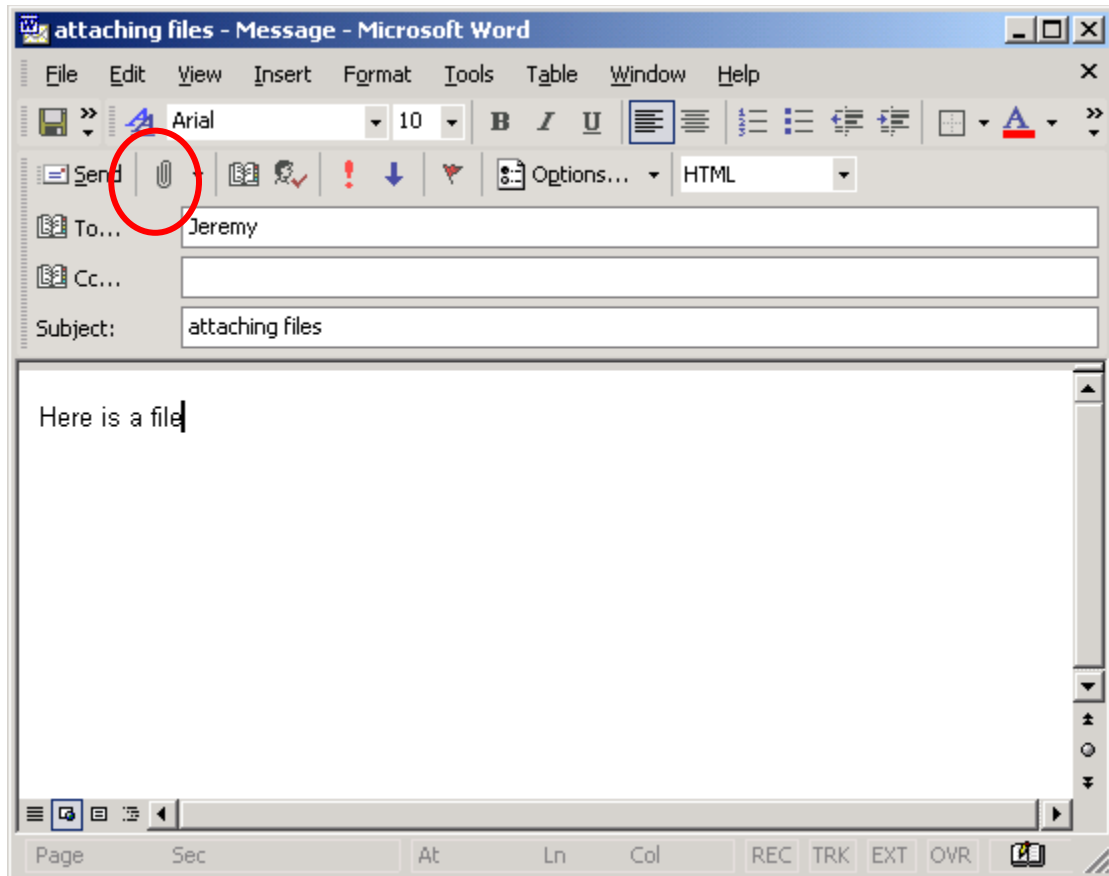




# How-To:

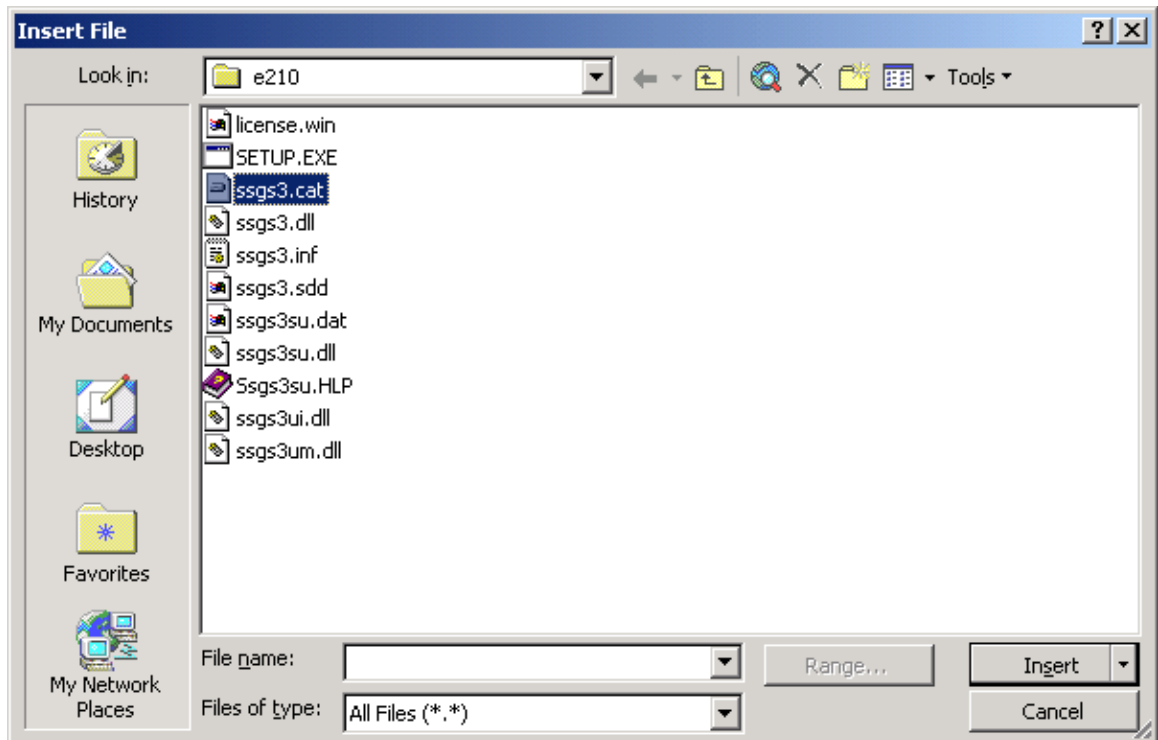
## Attach a File Using Microsoft Outlook

1. Write your email, or at least start a new one.

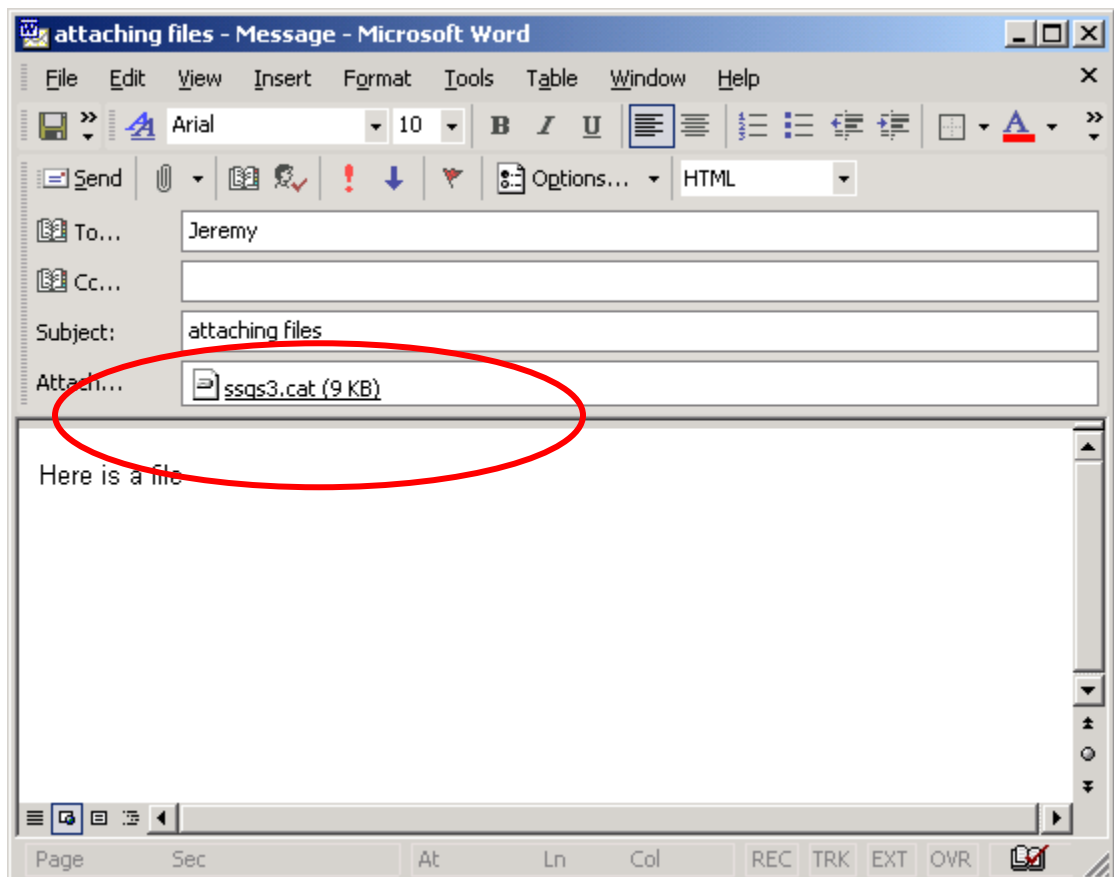


2. Click the paperclip icon shown above.

3. Select the file you want to attach by navigating around



4. Highlight it, and click Insert.
5. You should now see a description and icon in your email about your attachment.



6. Once that is done, everything should be all set. Try sending a test email to yourself to see how it works.