Attach a file to an e-mail message

Files can be attached to an e-mail message. Also, other Outlook items, such as messages, contacts, or tasks can be included with messages that you send.

## Attach a file to a message

- 1. Create a message, or for an existing message, click **Reply**, **Reply All**, or **Forward**.
- 2. In the message window, on the **Message** tab, in the **Include** group, click **Attach File**.



3. Browse to and click the file that you want to attach, and then click **Insert**.

## Attach an Outlook item to a message

You can attach Outlook items (item: An item is the basic element that holds information in Outlook (similar to a file in other programs). Items include e-mail messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents.), such as other e-mail messages, tasks, contacts or calendar items, to a message. This is the easiest way to forward multiple items or messages.

- 1. Create a message, or for an existing message, click **Reply**, **Reply All**, or **Forward**.
- 2. In the message window, on the **Message** tab, in the **Include** group, click **Attach Item**.



- 3. Do one of the following:
- Point to Business Card, and then click Other Business Cards. Click a contact, and then click OK.
  To select multiple contacts, press and hold CTRL as you click each contact.
- Click Calendar. Select the calendar, date range, and detail to include. For Advanced options,

click **Show**. Click **OK** to add the calendar to your message.

• Click **Outlook Item**. Browse through your folder list to find the folder that contains the item that you want to attach. Under **Items**, click the item, and then click **OK**.

