

Slide 1 - Slide 1



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Slide 2 - Slide 2



# Sending Attachments

Begin by creating a new message.

1. Navigate to your inbox
2. Click New



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Slide 3 - Slide 3



Then use the **Attach File** command on the Ribbon.



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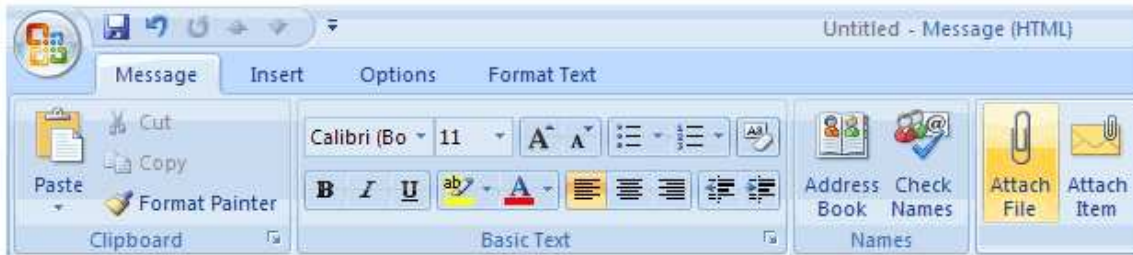
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Slide 4 - Slide 4



**Attach File** is available from both the **Message** tab



and the **Insert** tab.



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Slide 5 - Slide 5



After clicking **Attach File**, proceed as in previous versions of Outlook.

A demonstration follows.

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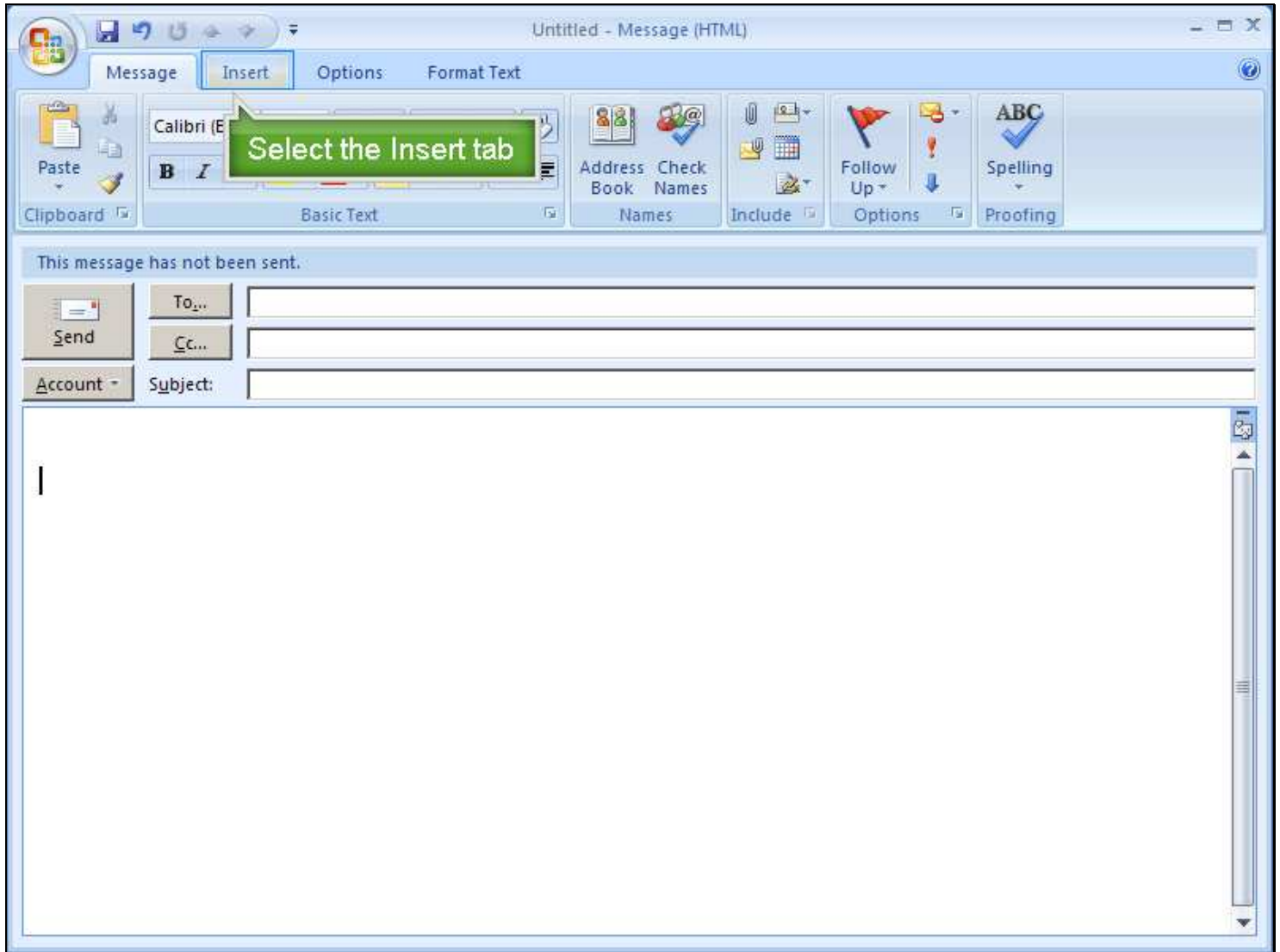
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Slide 6 - Slide 6



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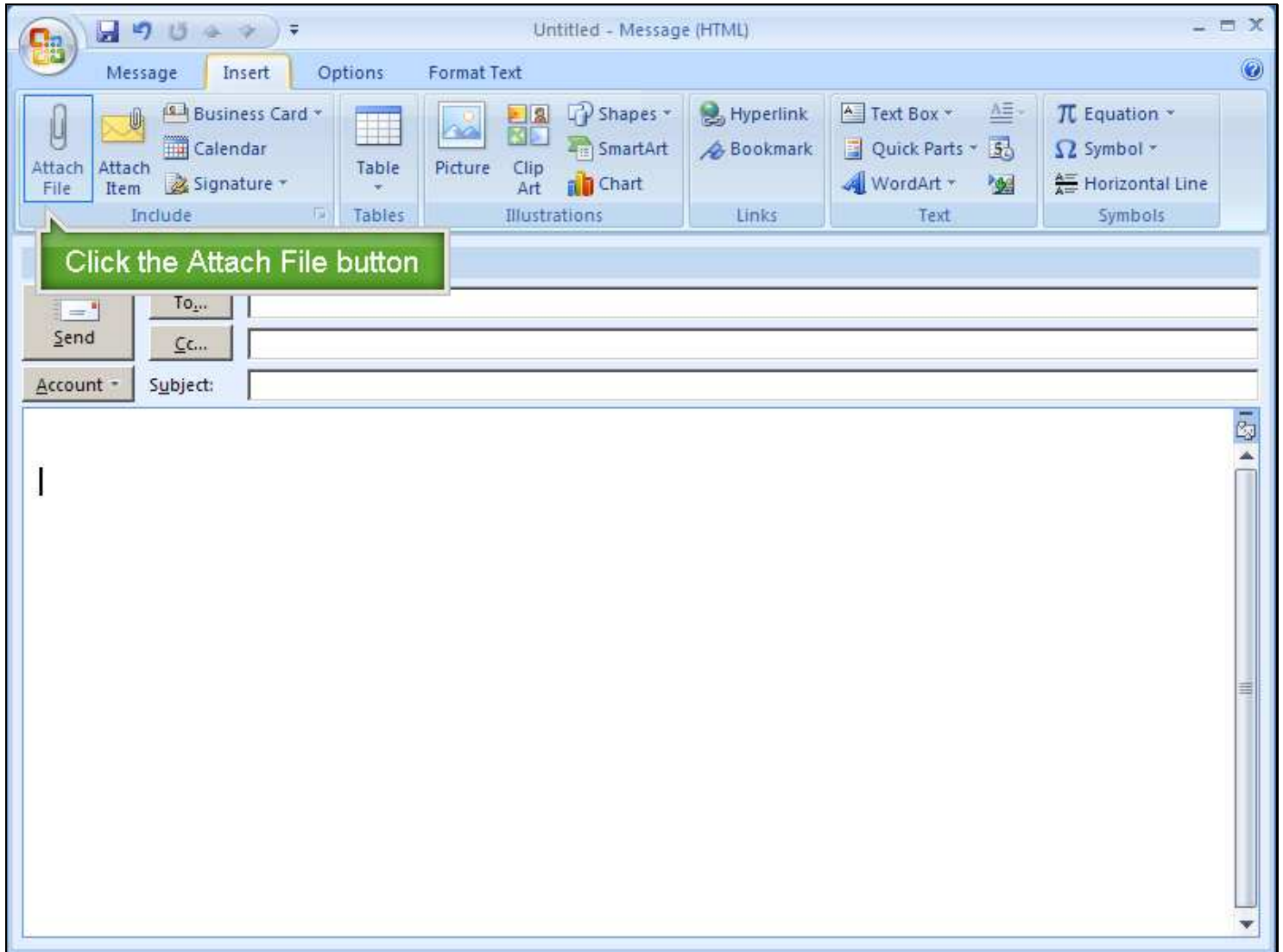
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Slide 7 - Slide 7



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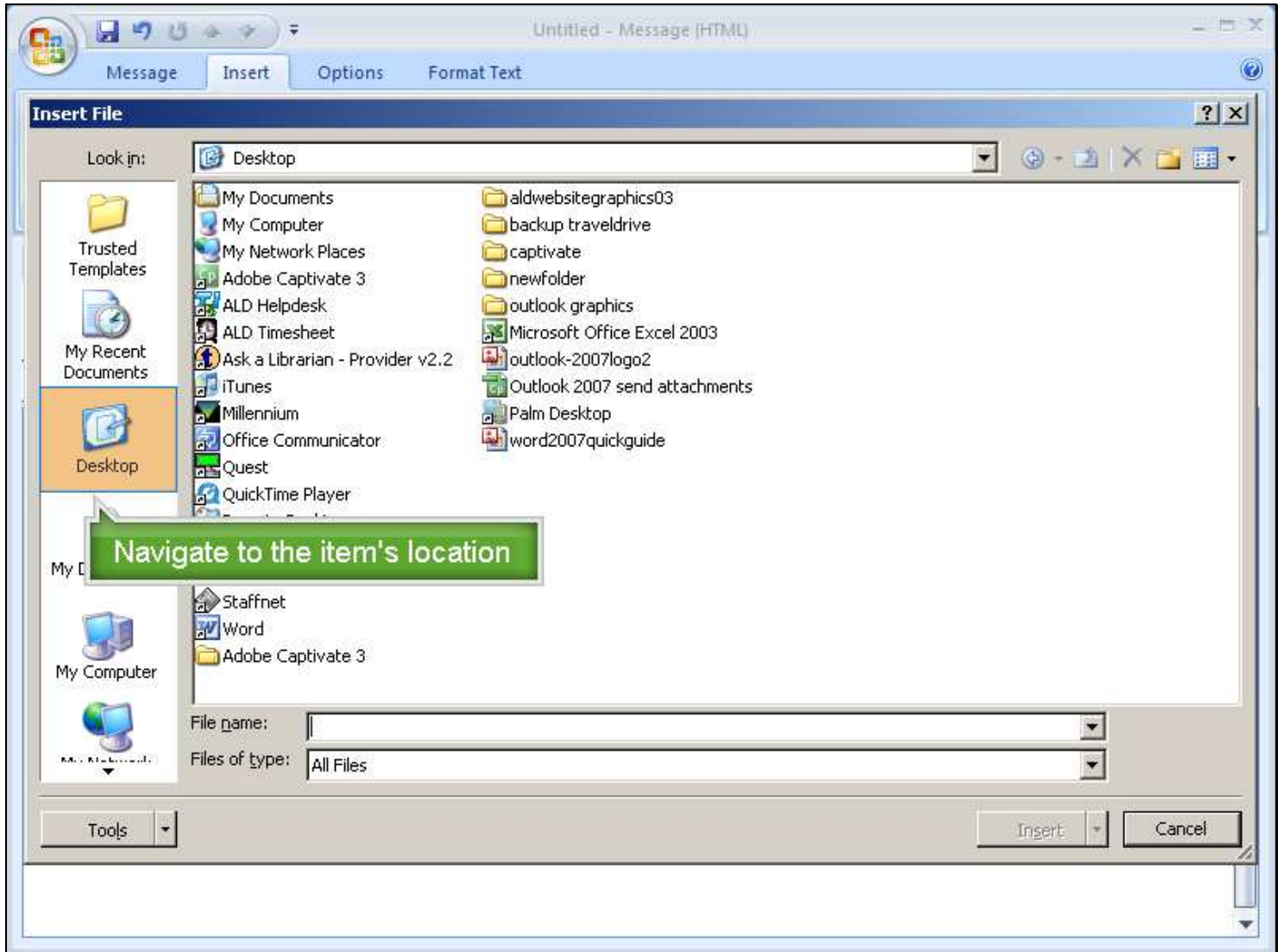
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Slide 8 - Slide 8



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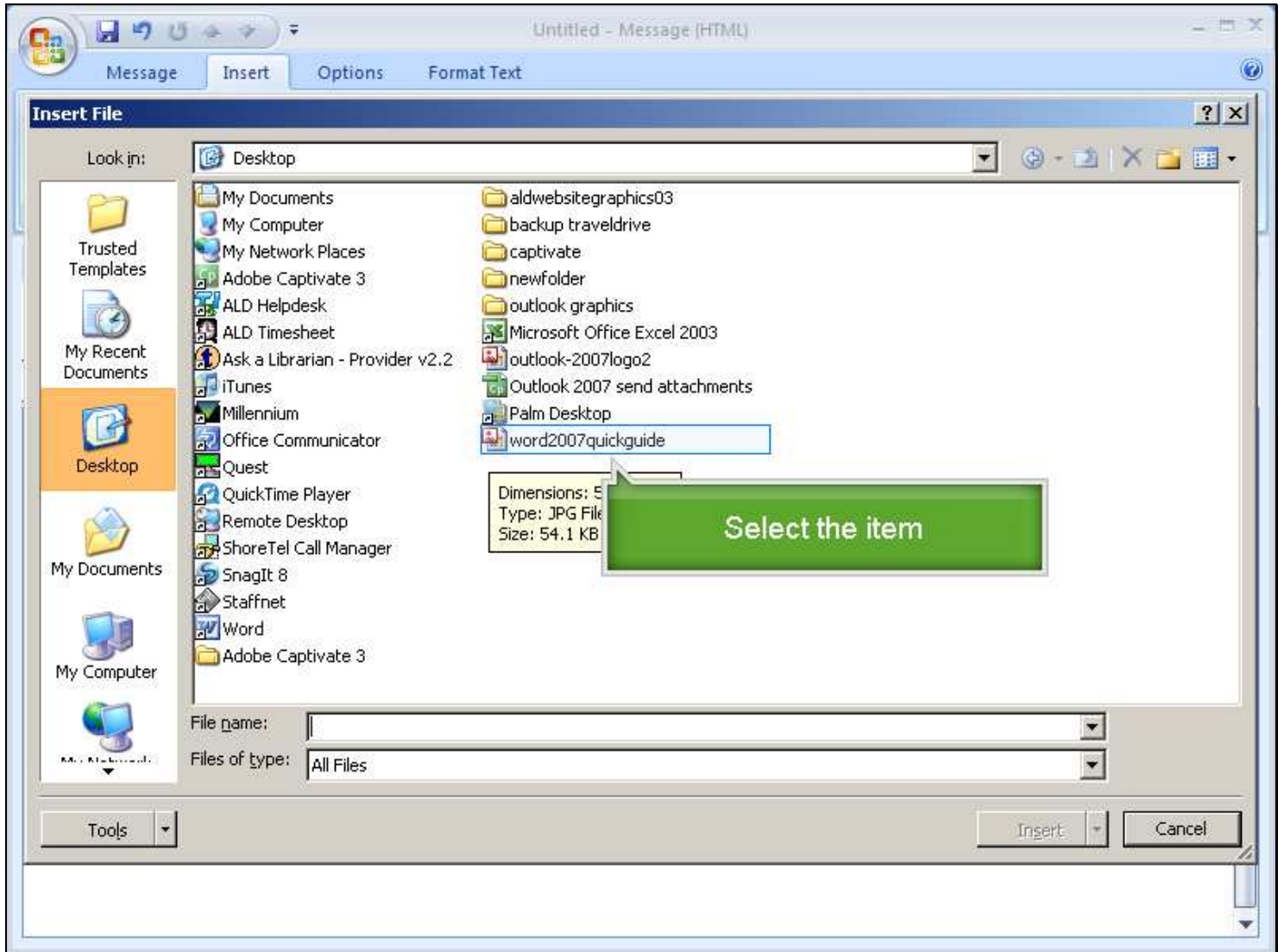
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Slide 9 - Slide 9



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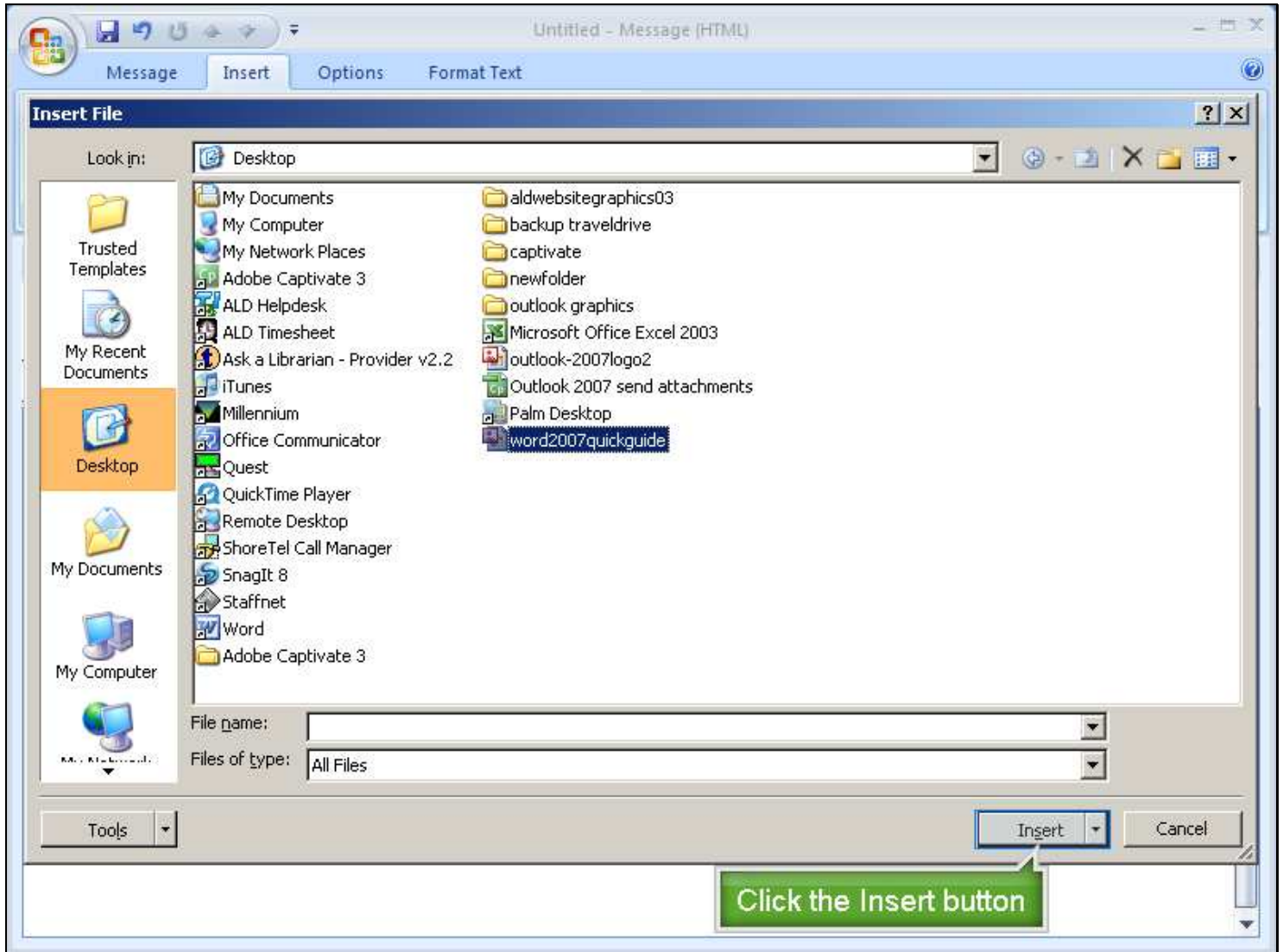
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Slide 10 - Slide 10



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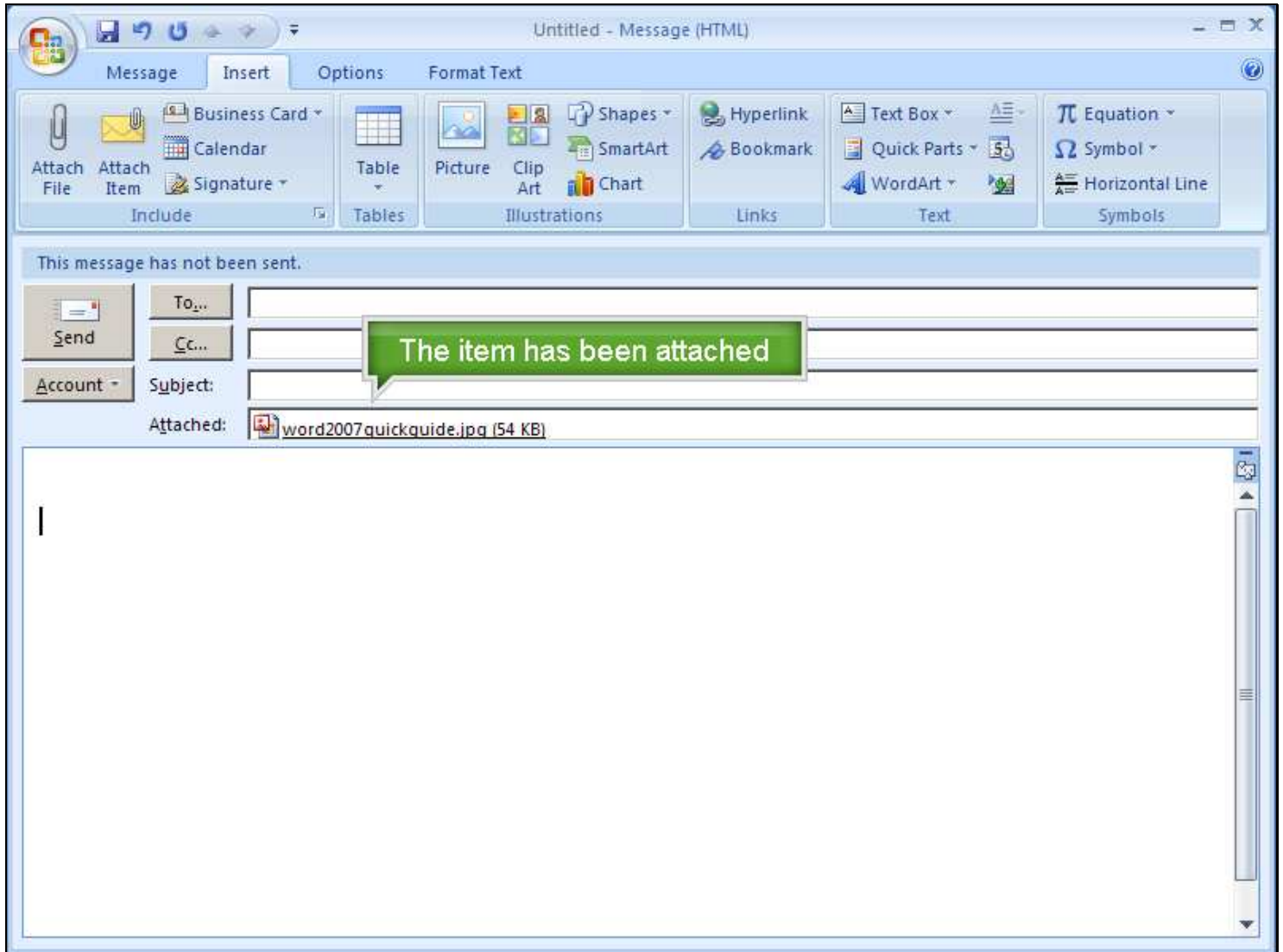
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Slide 11 - Slide 11



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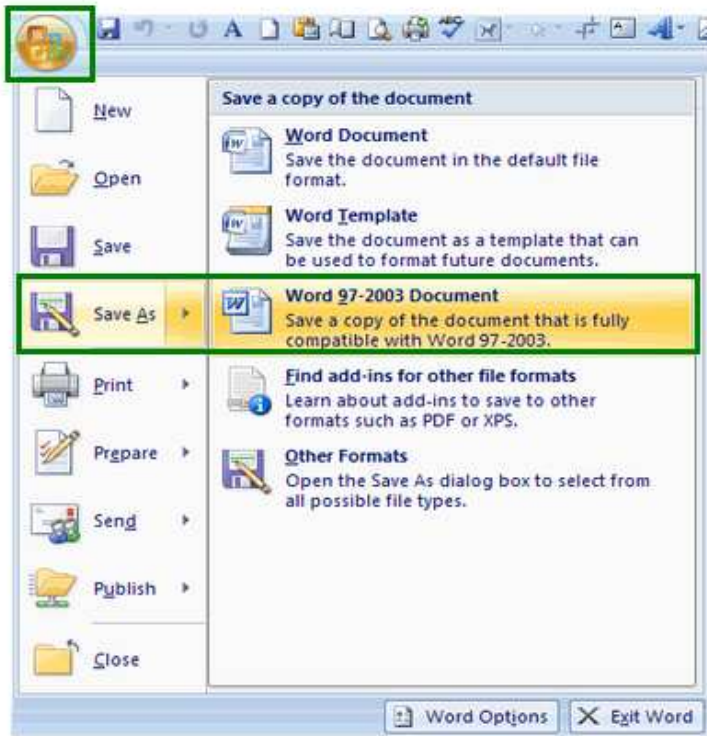
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Slide 12 - Slide 12



## Formatting Attachments So Others Can Open Them



Microsoft Office 2007 saves files in a different format than previous versions.

To make sure that recipients can open your attachments, save files in 97-2003 format.

### Notes

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Slide 13 - Slide 13

This is the last slide.

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