

Attaching Files Using Outlook Express

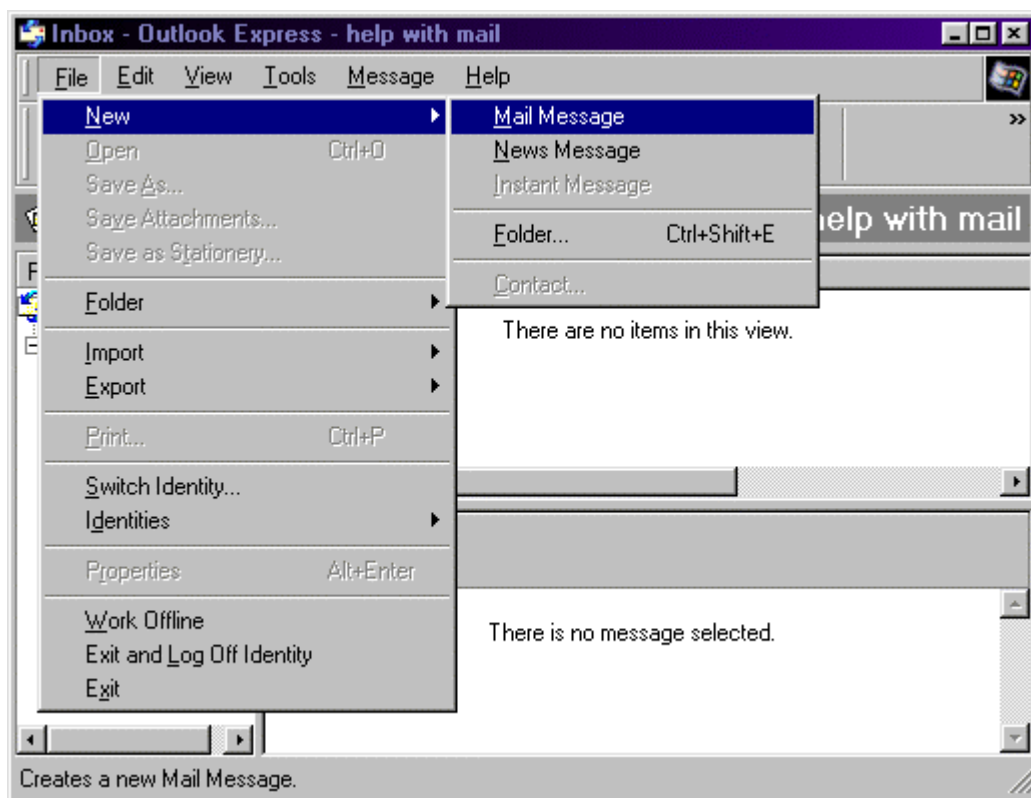
Posted November 01, 2002
PDF version

Using the file attachment option available in most e-mail clients is a fast and easy way to transfer documents. Though many providers place limits on the size of files that may be sent and received, most text manuscripts do not exceed these conditions.

One of the most important things to verify, when sending or receiving a file attachment, is that the file is virus free. It is usually a good idea to scan attachments for viruses before opening them if you do not know the source of the e-mail.

To attach a file, complete the following steps:

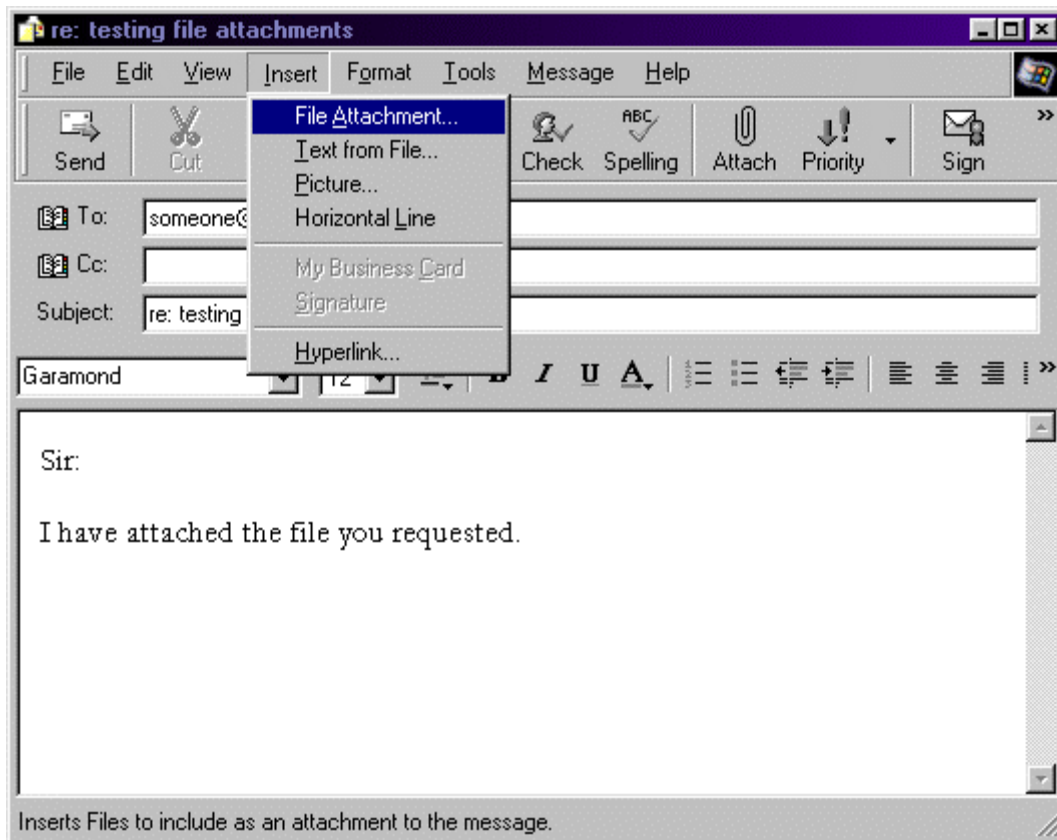
1. Open a new mail message. In order to attach a file, you must first open a new message. This may be done by selecting the **New Mail** icon at the top of your window or by selecting **File, New, and Mail Message** from your toolbar.



2. Compose your e-mail. Once your new mail message window is open, compose your e-mail message, filling in the To, Cc, and Subject fields as necessary. (Files may also be attached prior to composing the e-mail.)

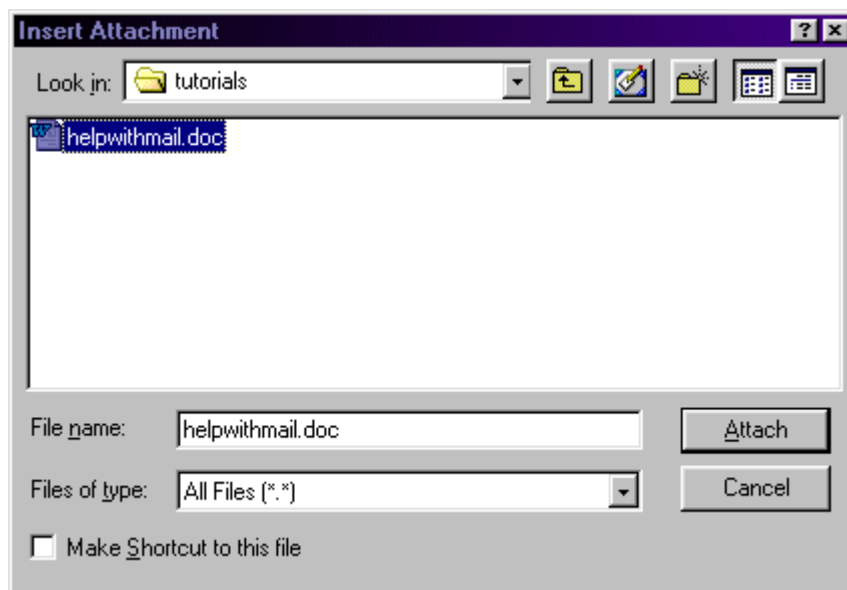
3. Attach file/s. You may search for files to attach by using the **Attach** icon or by going to **Insert and File Attachment** in your toolbar.





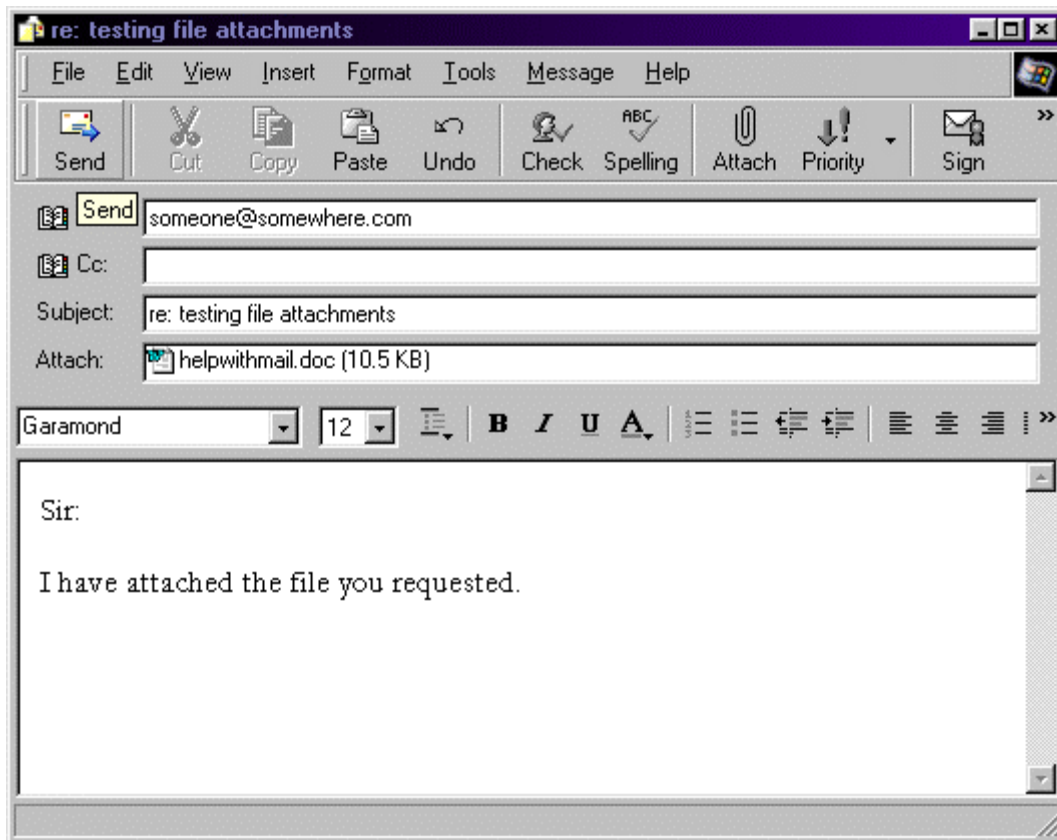
A browser window will open, allowing you to browse your computer for the file or files you would like to attach.

If your file is within another folder or directory, you may browse your computer using the drop down list in the **Look in** field. Once you select a folder and highlight your document, a file name should appear in the **File name** field. In the example below, the attachment file (named "helpwithmail.doc") is located in the "tutorials" folder.



Once the correct file appears in the **File name** field, select the **Attach** button. This will attach your file and return you to your mail message window. You may repeat this step for each file you would like to attach, or hold down the **Shift** key and select multiple files.

4. Verify your attachment. After you have attached your files, verify that they are now listed in the **Attach** field.



5. Send Mail. If you have completed your message, then you are ready to send mail. Simply press the **Send** button or choose **File** and **Send Message** from your toolbar. (Depending on the file size of your attachment, your message may take longer to send.)

For information on submitting a manuscript sample using e-mail, go to Sample Edit Submissions [E-mail](#).

Screenshots are of Microsoft Outlook Express 5 and older or newer versions of this program may differ slightly in appearance.

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