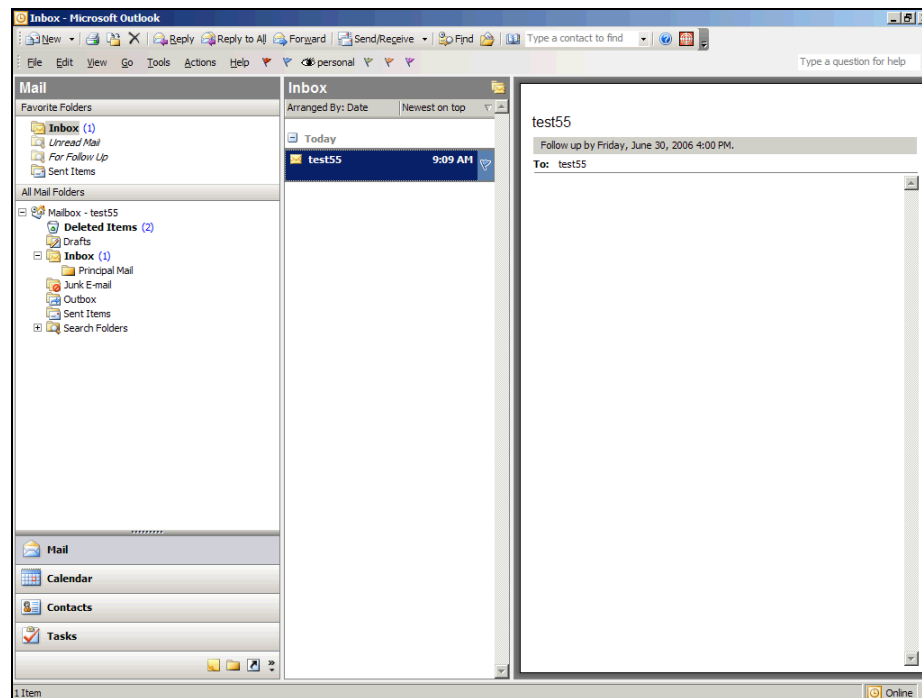


## Attachments

### Attachment Options

### Procedure

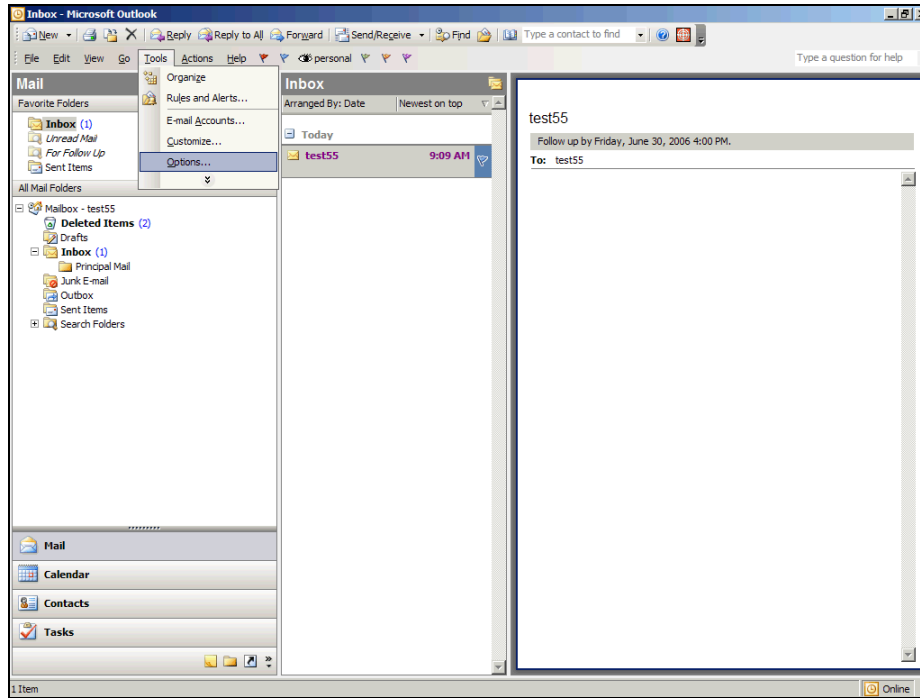
There are two different ways to work with attachments in Outlook. You can have an attachment in the body of a message or you can attach a file beneath the subject line.



Step	Action
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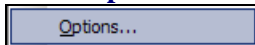
- To begin, click **Tools** on the menu bar.

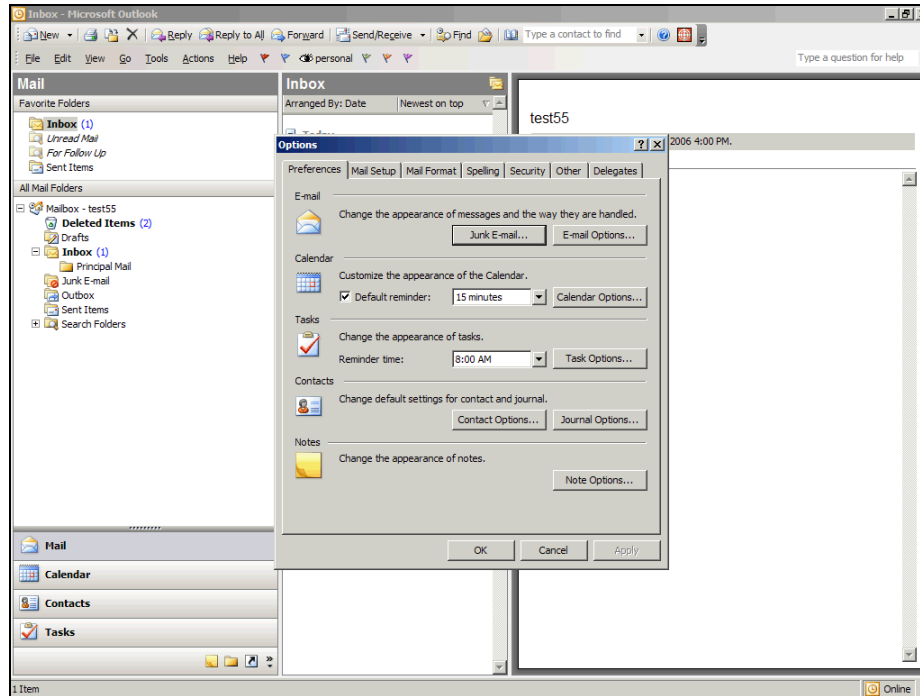
**Tools**



Step	Action
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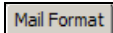
- |    |                         |
|----|-------------------------|
| 2. | Select <b>Options</b> . |
|----|-------------------------|





Step	Action
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- Click the **Mail Format** tab.



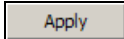
- Click the down arrow in the **compose in this message format** list.



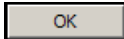
- Notice the different selections in the list. Click any entry in the list. HTML and Plain Text insert the signature below the subject line while Rich Text inserts the signature in the body of the message.



- Click the **Apply** button.



- Click the **OK** button.



- Congratulations, you have successfully completed the topic on Attachment Options.  
**End of Procedure.**