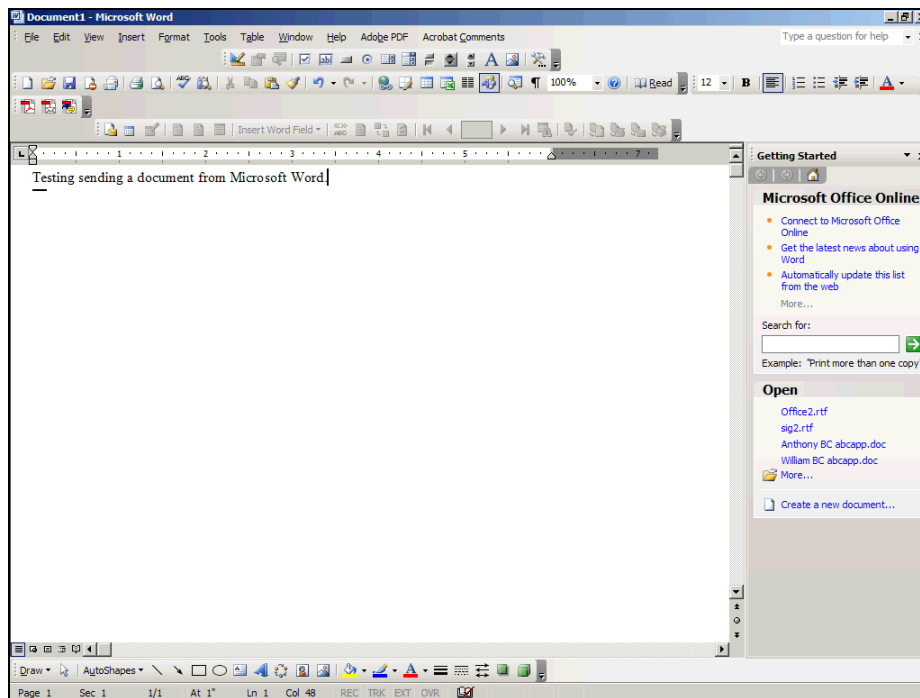


Attachments

Sending a Document from Word

Procedure

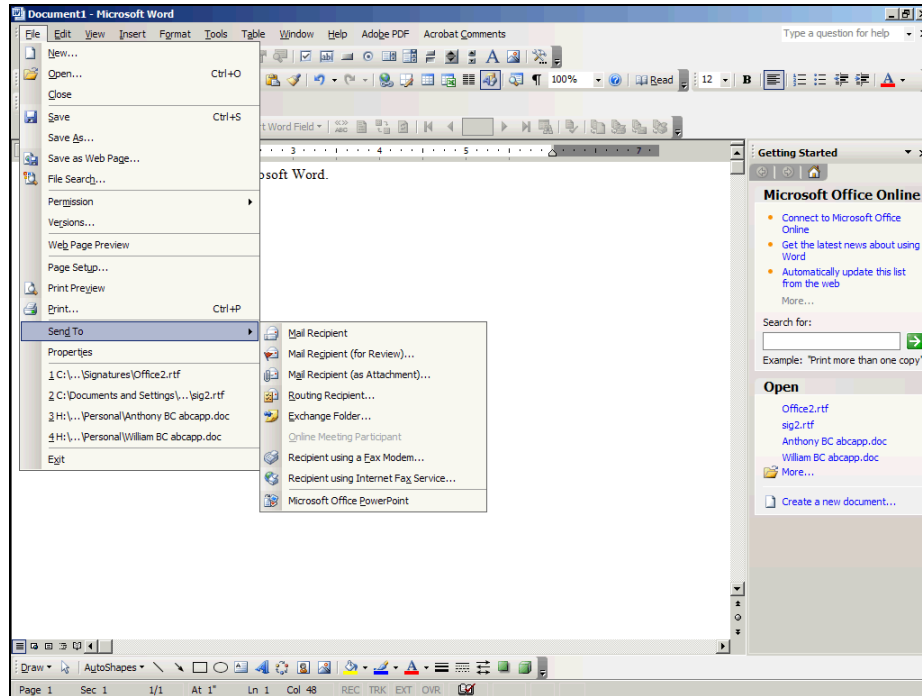
One of the nice features of Microsoft Outlook is that it easily integrates with the other Microsoft products such as Word and Excel. You can send an email or an email attachment directly from these programs.



Step	Action
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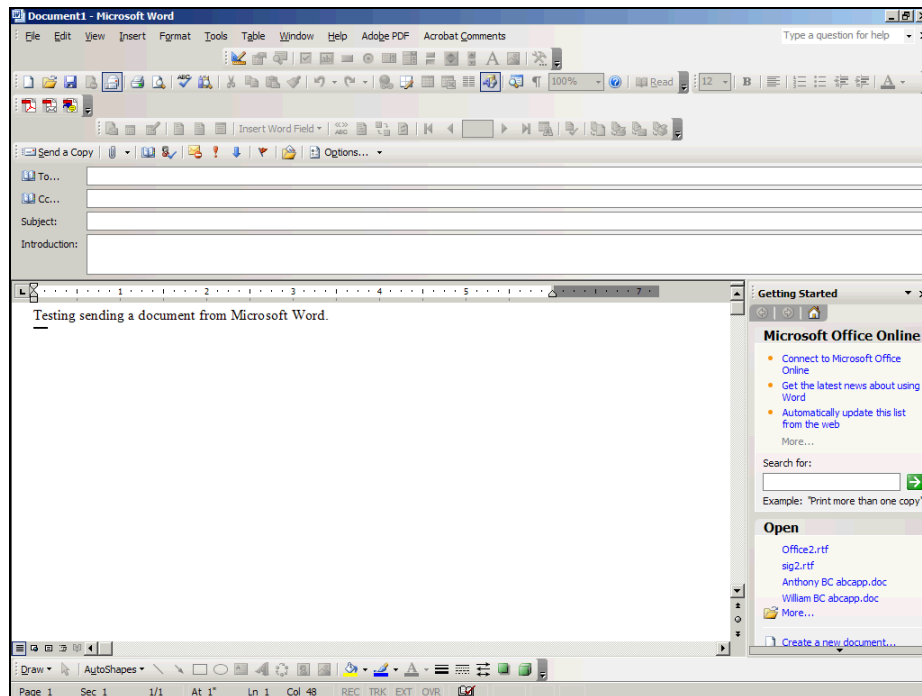
1. With a **Word** or **Excel** document open click on **File**.





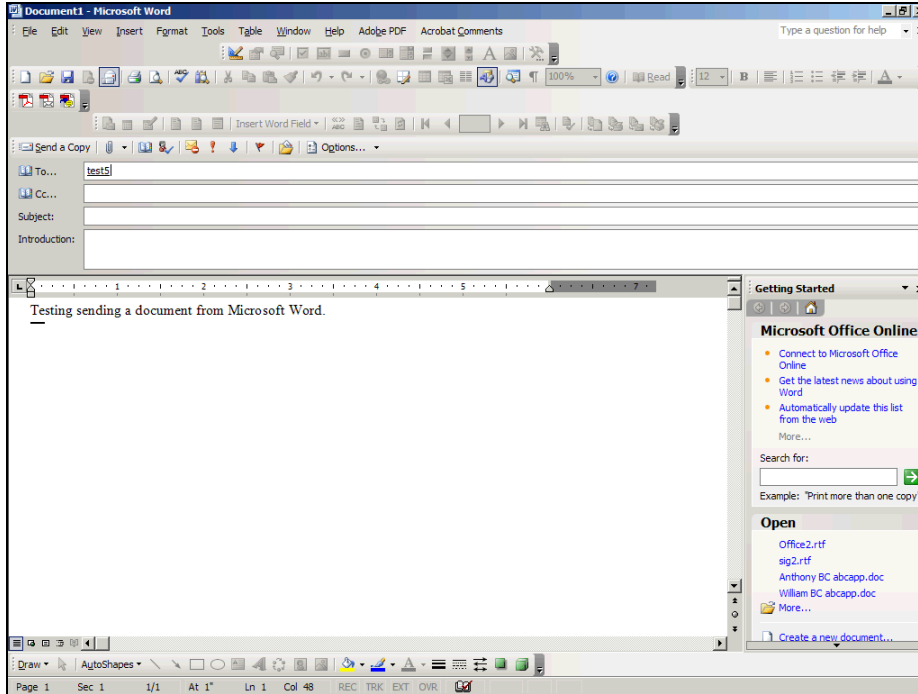
Step Action

- Note the different ways to send this file as an email.



Step	Action
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- In the last frame we selected Mail Recipient. Enter "test5" into the To... field..



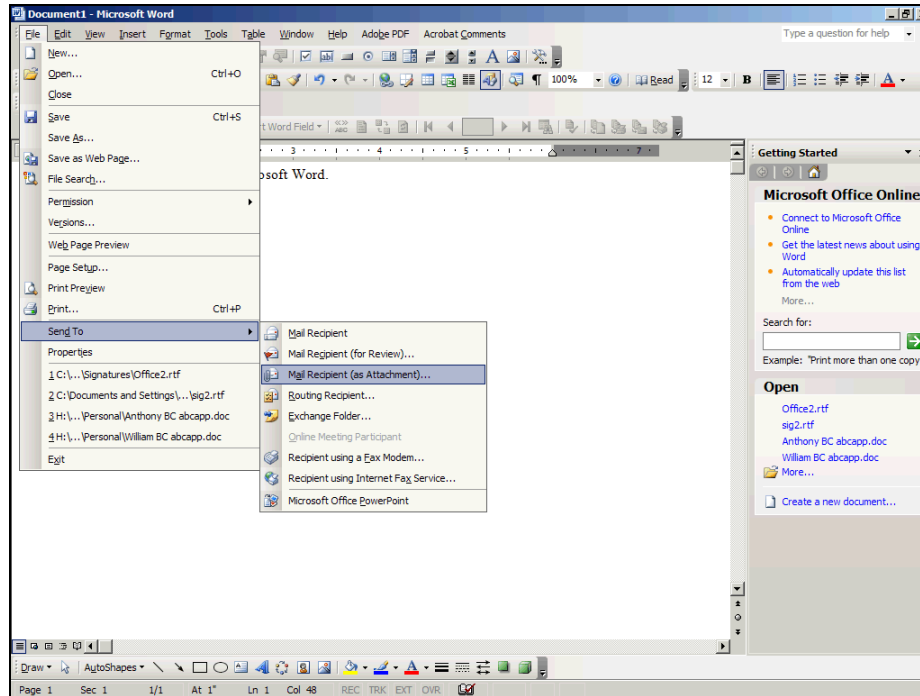
Step	Action
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- Click **Send a Copy** and a copy of this word document is being sent to the user Test5



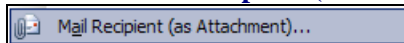
- To send the file as an attachment go to **File** then **Send To**.



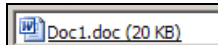


Step	Action
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- | | |
|----|---|
| 6. | Click the Mail Recipient (As Attachment) option. |
|----|---|



- | | |
|----|--|
| 7. | Note, the file is now an attachment. Press Enter to continue. |
|----|--|



- | | |
|----|---|
| 8. | Congratulations, you have successfully completed the topic on Sending a Document from Word. |
|----|---|

End of Procedure.