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Add pictures or attach files to

Thank you for your feedback!

RavenWhite EX2023
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▶ *Applies To*

It's easy to attach pictures, files, and other items to your Outlook messages. Outlook keeps track of the documents you've recently worked on, whether they're stored on your computer or saved in OneDrive (cloud only). And no matter where they're stored, Outlook lets you quickly choose whether to send the document as a traditional attachment or upload it to OneDrive and share a link to the file. You can also set permissions on any file sent from OneDrive that allow message recipients to view and edit them or share them with others.

Select a tab option below for the version of Outlook you're using. What version of Outlook do I have?

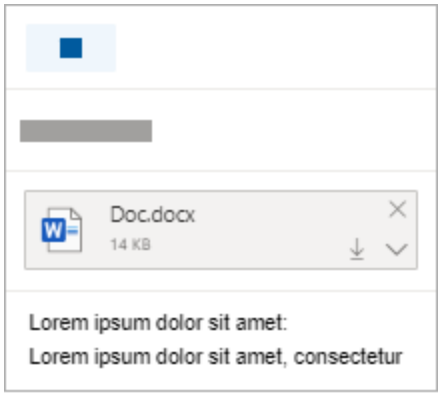
New Outlook **Classic Outlook** **Web**

In Outlook on the web and Outlook.com, you have the option to:

Attach a file | Attach a link from OneDrive | Insert a picture into the body of a message | Attach an email item | Share a folder

You can **attach** photos and documents from your computer or OneDrive to email messages and calendar events. Attachments always appear at the top of the email.

You can also **insert** pictures anywhere in your messages, so that recipients see the image where you want, as soon as they open the email. They don't need to be opened to be viewed.

Attachments look like this:	Inserted images look like this:
	

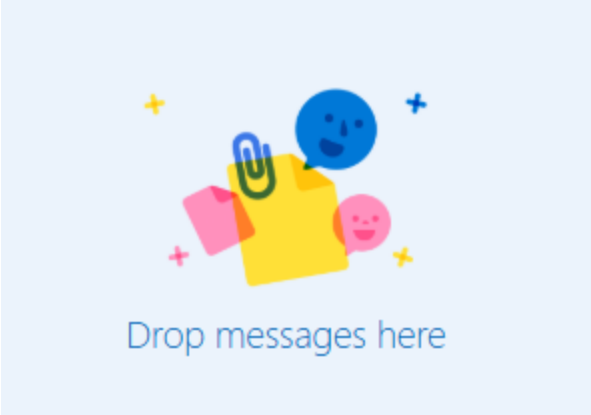
Thank you for your feedback!

Attach a file or picture from your computer in Outlook on the web or Outlook.com

1. Reply, forward or create a new email message or calendar event.
2. Select **Attach** then **Browse this computer**.
3. Choose the file you want to attach and select **Open**. To attach more than one file, hold **CTRL** (or **Command** in Mac) while selecting multiple files.

Note: When you attach a file from your computer, you're attaching a copy of the file. Each recipient will get *their own copy* of the file.

You can also drag and drop files from your computer into your message. As you drag them over a new message, a **Drop files here** hint will appear:



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Attach a link to a picture, file or folder from your OneDrive for Outlook on the web or Outlook.com

1. Reply, forward or create a new email message or calendar event.
2. Select **Attach file** then **OneDrive**.

Thank you for your feedback!

3. Choose the file from your OneDrive or other cloud storage you want to link to and select **Next**. To attach more than one file, hold **CTRL** (or **Command** in Mac) while selecting multiple files.

4. You can also use **Copy link** of a OneDrive attachment and paste it elsewhere.

Notes:

- When you attach a OneDrive link, all recipients can view or edit the *same file*.
- If you want to restrict editing, select **More actions** in the attachment, then **Manage access**.
- To add a cloud location such as Box, Dropbox or Google Drive, open your Storage account settings.
- Any files you edited in your browser will be in your **OneDrive attachments** folder.

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Insert a picture into the body of a message in Outlook on the web or Outlook.com

Attachments always appear above the body of your message, but you can insert pictures inline anywhere in your message. Inserted images don't need to be downloaded to be seen by the recipient.

1. Reply, forward or create a new email message or calendar event and position the cursor to where you want to add your pictures

2. Select **Insert** > **Pictures**, choose the file you want to insert, and then select **Open**. To insert more than one file, hold **CTRL** (or **Command** in Mac) while selecting multiple files.

3. Drag the corner handles to resize the image or right-click the image to see formatting options.

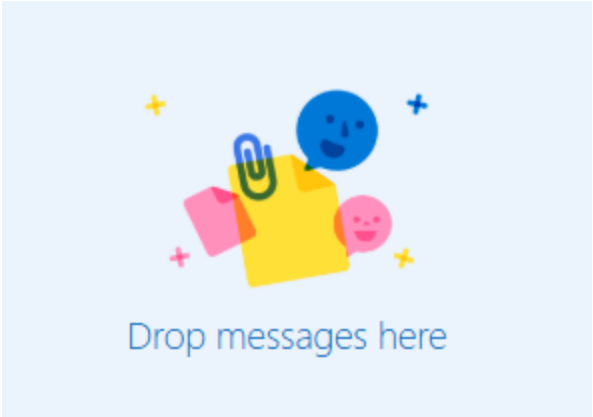
Thank you for your feedback!

Attach an email to another email in Outlook on the web or Outlook.com

1. Reply, forward or create a new email message or calendar event.
2. Move it to a new window by selecting **Open in new window**.
3. Arrange the windows so you can see both the message list and your new message side by side.

   Tip: Use the Windows key with < or > to arrange your windows.

4. Select the emails you want to attach to your new message.
5. Drag the selected messages from the message list to the body of your new message. As you drag them over the new message, a **Drop messages here** hint will appear:



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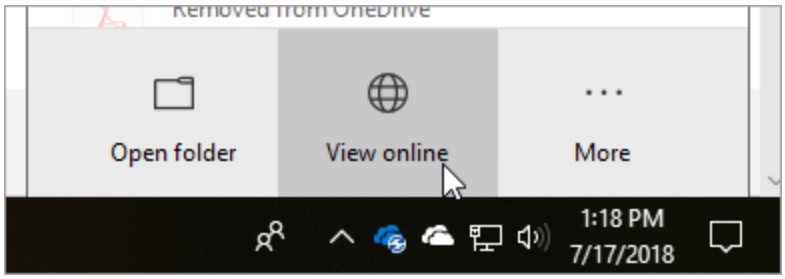
Share a folder in Outlook on the web or Outlook.com

You can't attach a copy of a folder in web-based versions of Outlook. However, you can share a folder in OneDrive.

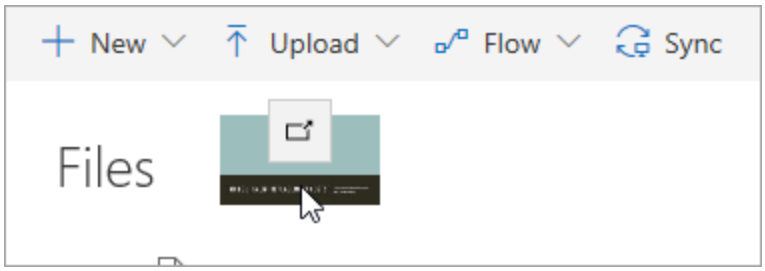
1. Select the OneDrive icon in the taskbar, and select **View online**. This will open

Thank you for your feedback!



2. On your computer, open File Explorer and go to the folder you want to attach.

3. Drag the folder into OneDrive in the web browser.



4. Go to Outlook on the web and create a new message or open a message from the message list.

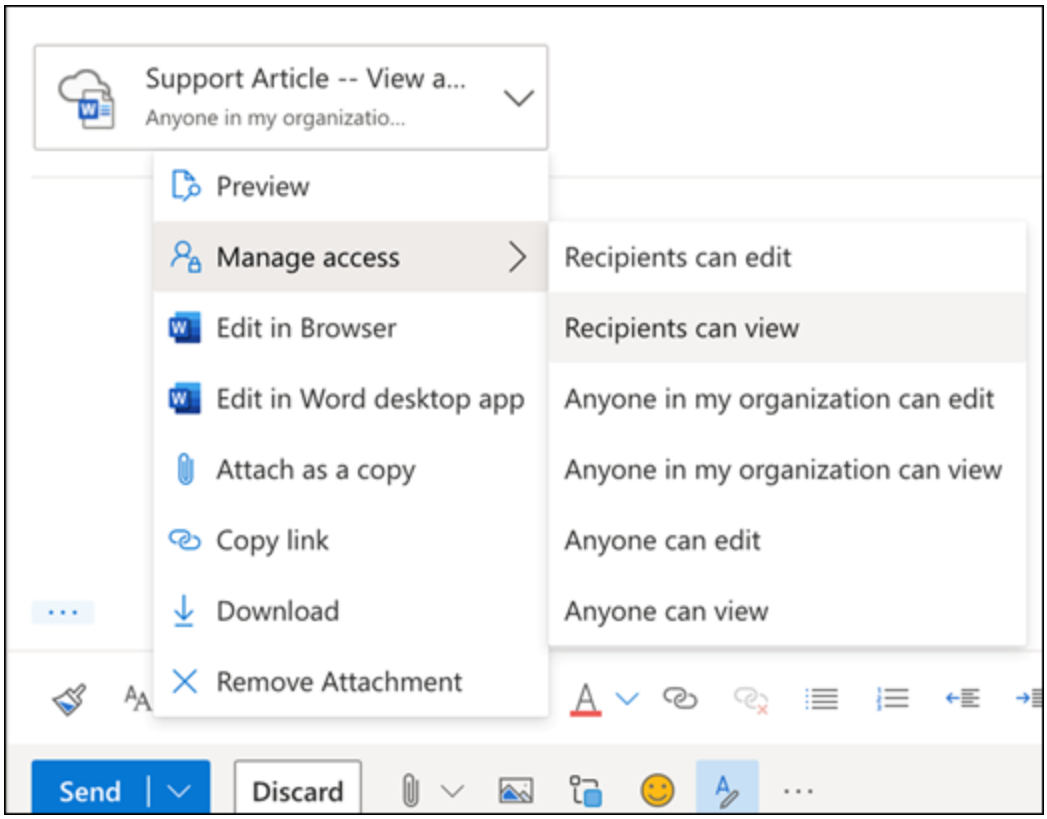
5. Select > **Browse cloud locations**, choose the folder in OneDrive you want to attach, and select **Next**.

6. Select **Share as a OneDrive link**.

IMPORTANT: By default, recipients will be able to edit the files in the folder. To change permissions so that recipients can only view the files:

- Select > **Manage Access** > **Recipients can view**.

Thank you for your feedback!



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Tips for sending and receiving file attachments

- If you reply to a message that has an attachment, the attachment won't be included in the reply.
- Don't open an attachment sent in an email message unless you trust the content and the person who sent it to you. Attachments are a common method for spreading computer viruses.
- Long file names of attachments might be shortened in Outlook on the web. This won't affect the contents of the file.
- You can only attach files to calendar events that you or a delegate created.
- In addition to restricting the size of individual messages, some email systems put a cap on the total size of your mailbox. Since each message you send is stored in your Sent Items folder, reducing the size of attachments can also help keep your mailbox size

Thank you for your feedback!

See also

Send large files with Outlook

Open, save, preview, and edit attachments in Outlook

Troubleshoot issues with attachments in Outlook for Windows

Print attachments received in Outlook

Remove attachments in Outlook

Find all messages with attachments in Outlook

Blocked attachments in Outlook

Attach a file or folder to a message in Outlook for Mac

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