

Adding Email Attachments in the Microsoft Outlook Web App

Attaching OneDrive Files

The following explains how to add email attachments in the Microsoft Outlook Web App using files stored in an OneDrive account:

1. In your Microsoft Outlook Web App *Inbox*, click **New** to create a new message.

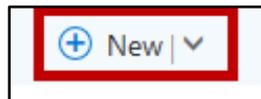


Figure 1 - Click New

2. Click the **Attach** button.



Figure 2 - Click Attach

3. The *Navigation pane* displays all file source locations (e.g., *OneDrive*, *Group files* or *Computer*). Your *OneDrive* account folders are selected by default, but you may select any file location in the list.
 - a. Click the applicable **folder location** (See Figure 3).
 - b. Double-click the **folder** you want to open (See Figure 3).

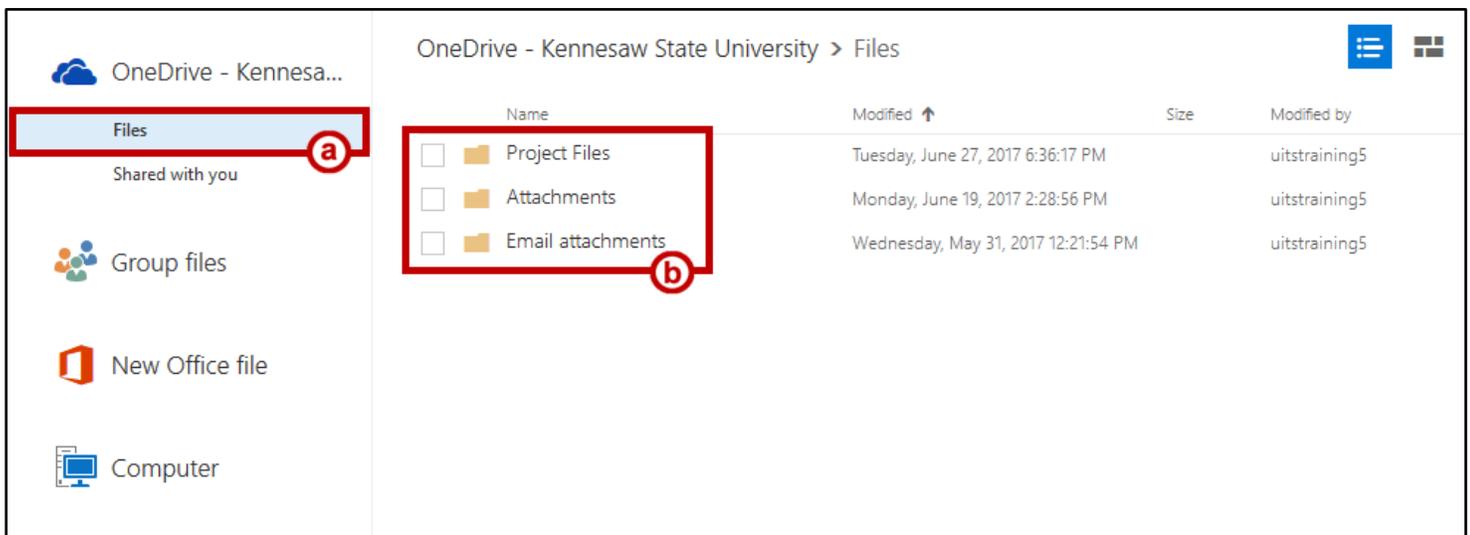


Figure 3 - Click the Location and Folder

4. Click the checkbox next to the **file(s)** to attach (See Figure 4).
5. Click **Next** (See Figure 4).

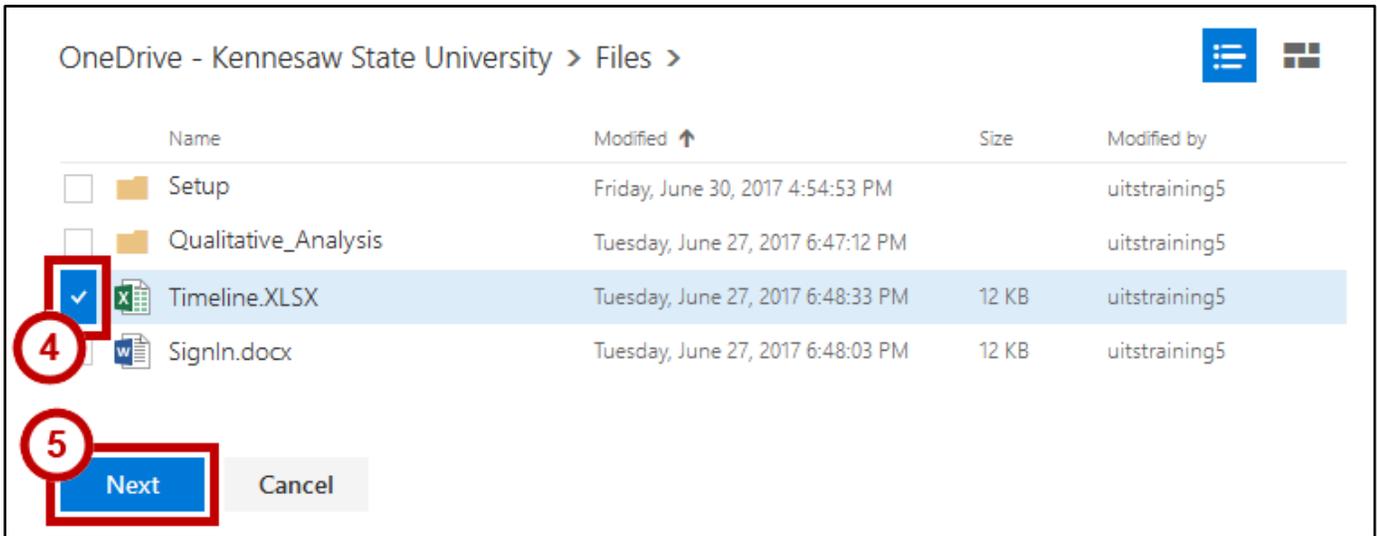


Figure 4 - Select Files to Attach

6. Your attachment handling preferences in the Outlook Web App are set to *Ask me how I want to attach them every time* by default. This provides the following options when attaching a file(s):
 - a. **Attach as a OneDrive file** - Attaches a document link to send to recipients that enables them to view and edit the file stored on your *OneDrive* account (See Figure 5).
 - b. **Attach as a copy** - Attaches the file(s) to your email from the file location selected (See Figure 5).
 - c. **Remember my choice** - A checkbox to change your default attachment settings for all future email attachments. To utilize this feature, the checkbox must be selected before clicking option a or b (See Figure 5).

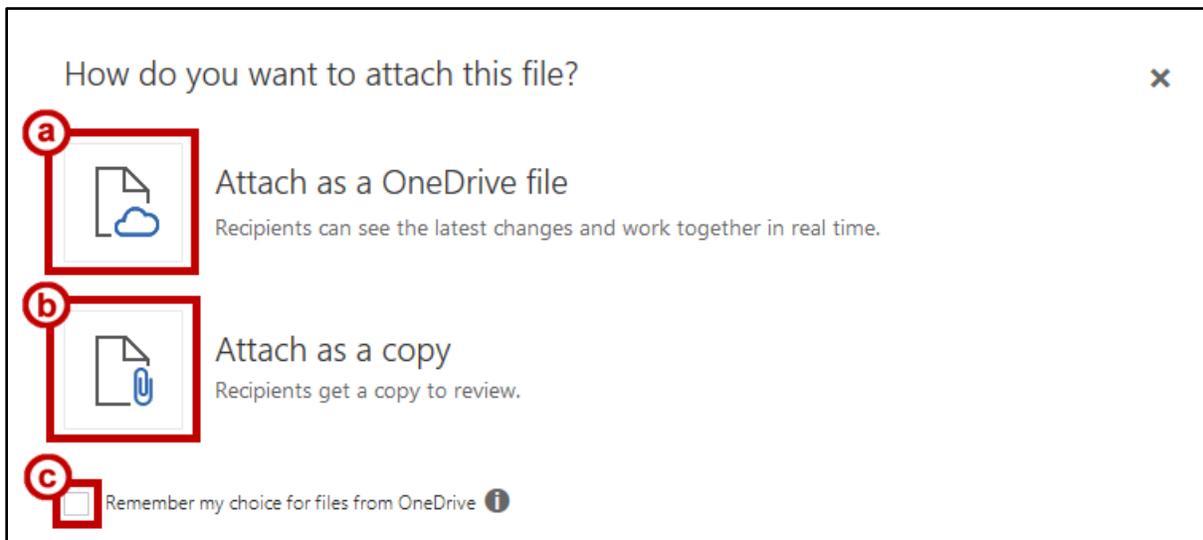


Figure 5 - File Attachment Options

Note: After adding files to your message, you can always change how the file is attached by using the attachment's drop-down menu. You can also change your preference by changing file-handling options in Attachment preferences.

7. If you selected Attach as a copy (Step 6b) in Figure 5, skip to Step 12.
8. If you selected Attach as a OneDrive file (Step 6a) in Figure 5, the file(s) has been attached to your email message as a *OneDrive* document link.

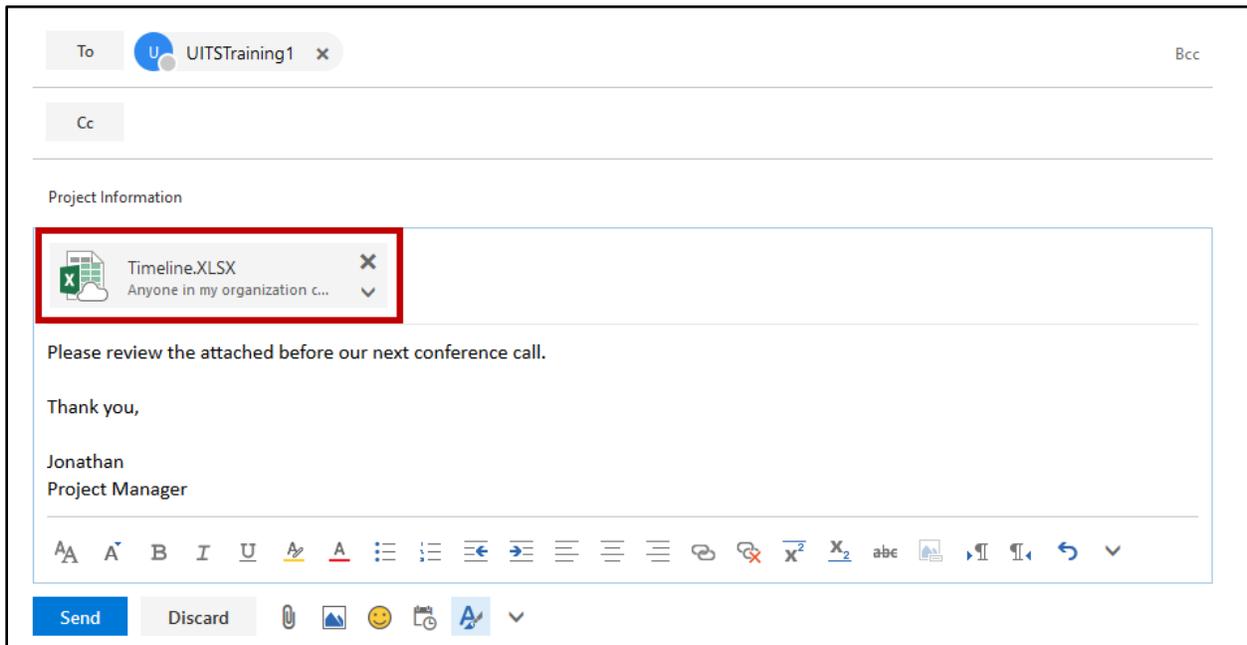


Figure 6 - Attached File(s)

9. When attaching links to OneDrive files, recipients are automatically given permission to edit the file. To change file permissions, click the **drop-down arrow** to the right of the file name.

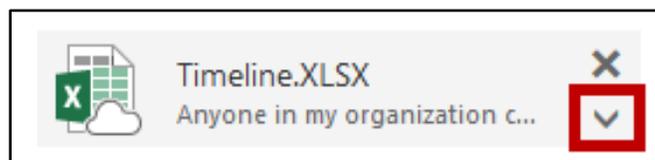


Figure 7 - File Permissions Drop-Down

10. In the drop-down menu, click **Change permissions**.

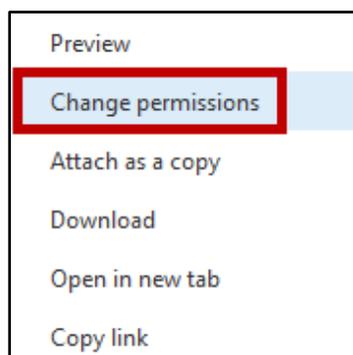


Figure 8 - Change Permissions

11. The *Change* permissions window opens.

- a. Click the **radio button** that corresponds to your desired permission level (See Figure 9).
- b. If you want these permissions to apply to all files attached in the message, click the **checkbox** for *Apply to all files shared in this message* (See Figure 9).
- c. Click **OK** (See Figure 9).

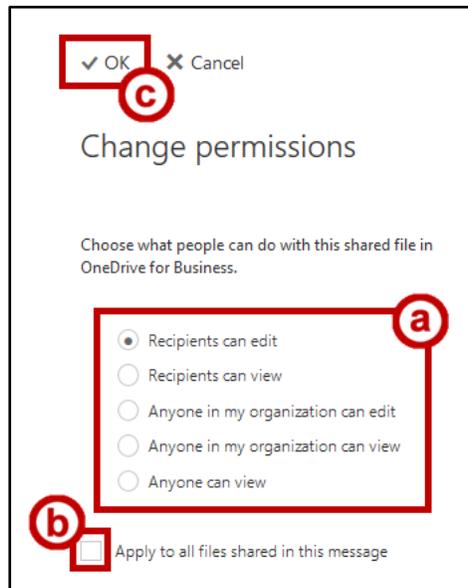


Figure 9 - Change Permissions

12. When ready, click **Send**.

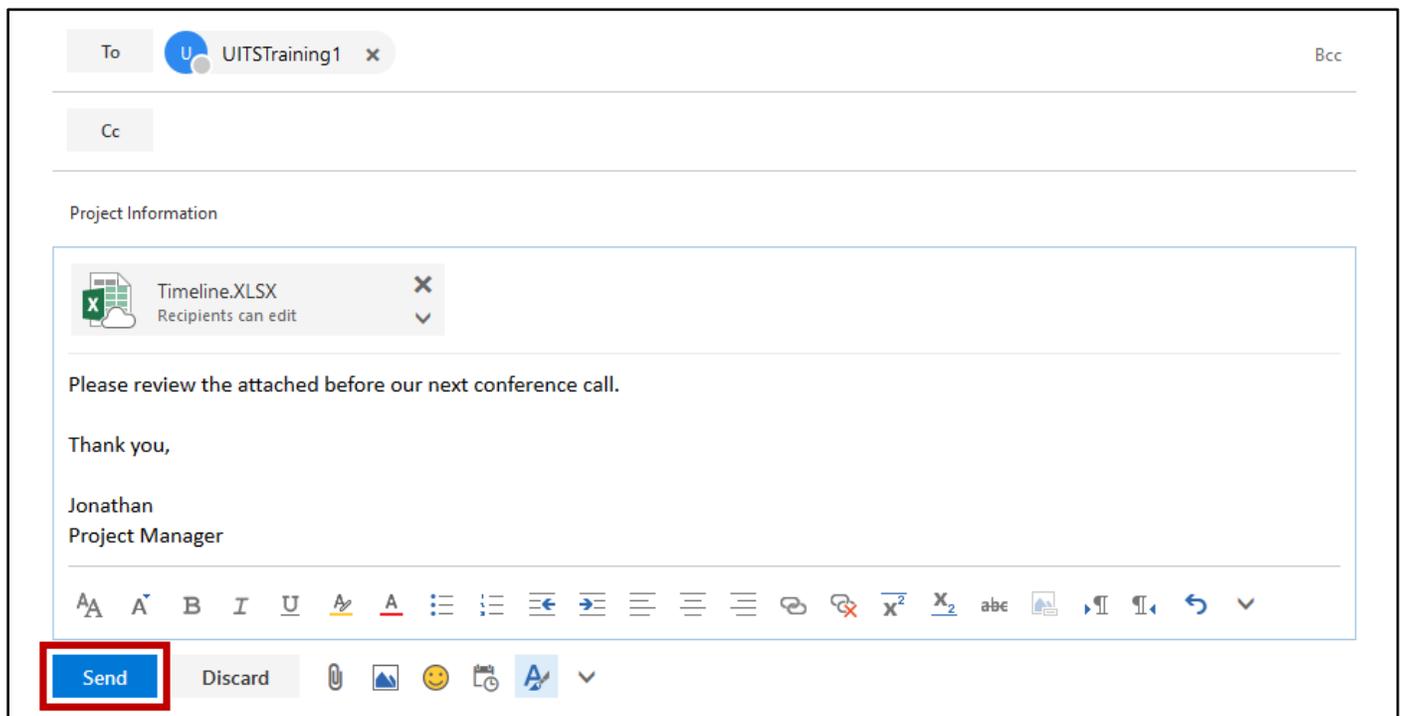


Figure 10 - Click Send

13. This sends a link to your OneDrive files in the email message with the permissions specified.

Attaching Network or Locally Stored Files

The following explains how to add email attachments in the Microsoft Outlook Web App using files stored locally or in a network shared folder on your computer:

1. In your Microsoft Outlook Web App *Inbox*, click **New** to create a new message.

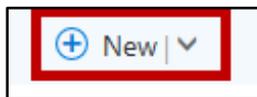


Figure 11 - Click New

2. Click the **Attach** button.



Figure 12 - Click Attach

3. The *Navigation pane* displays all file source locations available (e.g., *OneDrive*, *Group files* or *Computer*). Your *OneDrive* account will be selected by default, but you may select any file location in the list. To view local file folders and those mapped to network locations, click **Computer**.

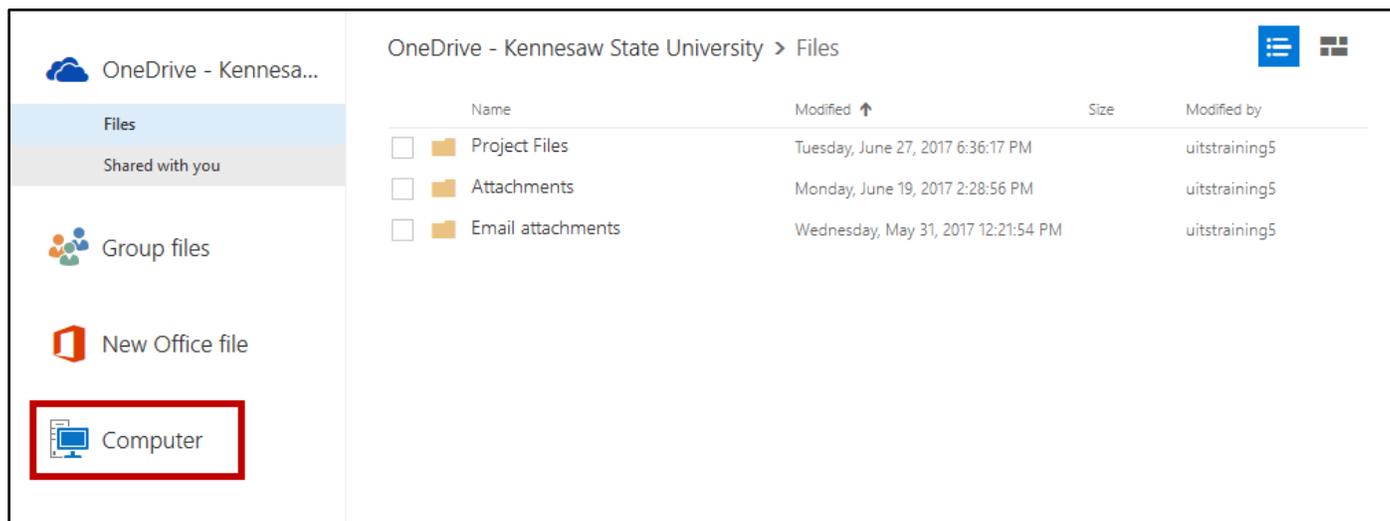


Figure 13 - Click Computer

4. This opens a window to view folders and mapped network locations on your computer. Click the desired **file folder** (See Figure 14).
5. Click the **file name** of the file(s) you want to attach (See Figure 14).
6. Click **Open** (See Figure 14).

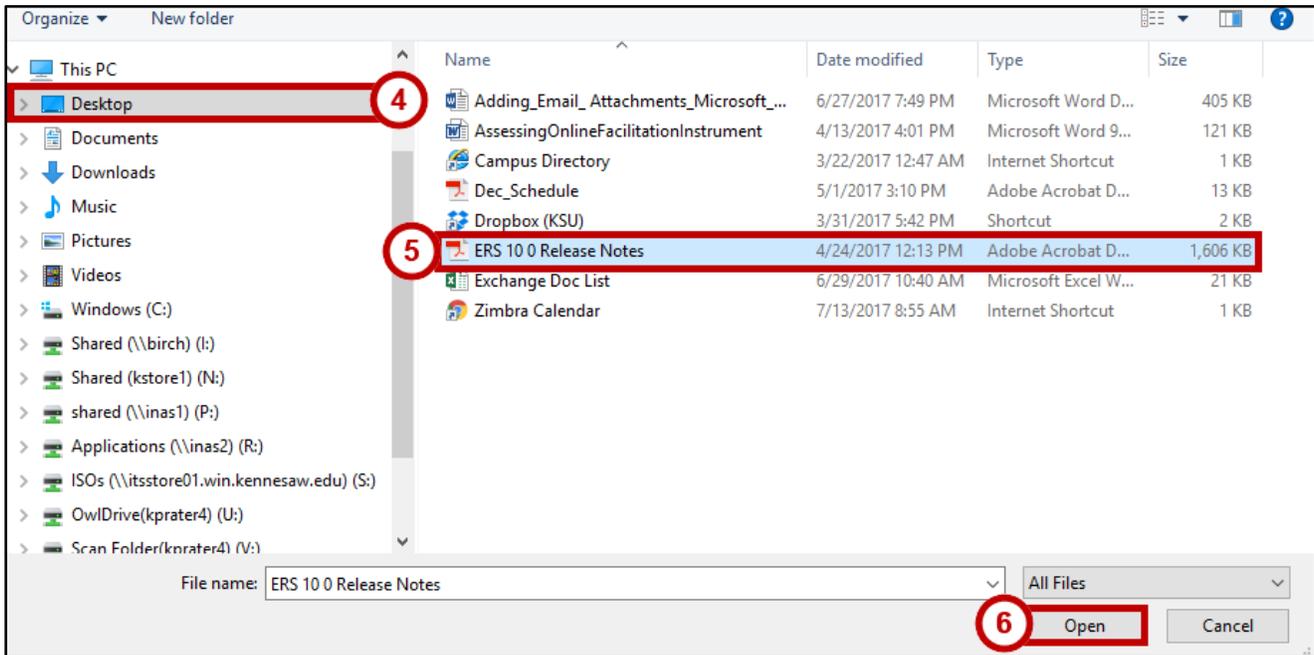


Figure 14 - Select File to Attach

7. Your attachment handling preferences are set to *Ask me how I want to attach them every time by default*. This provides the following options when attaching a file:
 - a. **Upload and attach as a OneDrive file** - Uploads the document to your Email Attachments folder in *OneDrive*. This sends a link to the selected document to the email recipients allowing them to view the latest changes and work together on documents (See Figure 15).
 - b. **Attach as a copy** - Attaches the file to your email from the file location selected (See Figure 15).
 - c. **Remember my choice** - A checkbox to change your default attachment settings for all future email attachments. To utilize this feature, the checkbox must be selected before clicking on option a or b (See Figure 15).

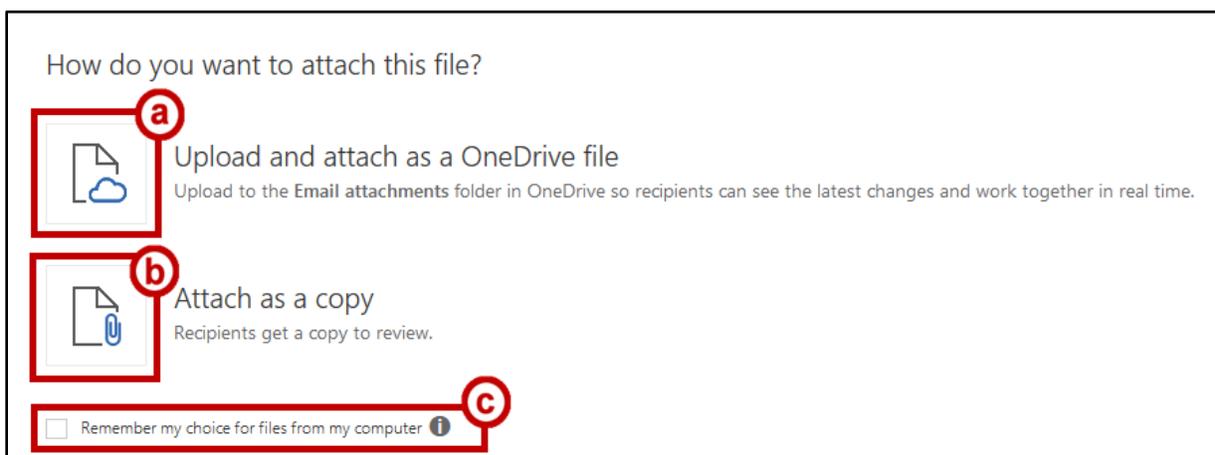


Figure 15 - File Attachment Options

- If you selected Attach as a copy (Step 7b) in Figure 15, skip to Step 12.
- If you selected Upload and attach as a OneDrive file in Figure 15, the file has been saved to your Email Attachments folder in your *OneDrive* account and is attached to your email message as a *OneDrive* document link.

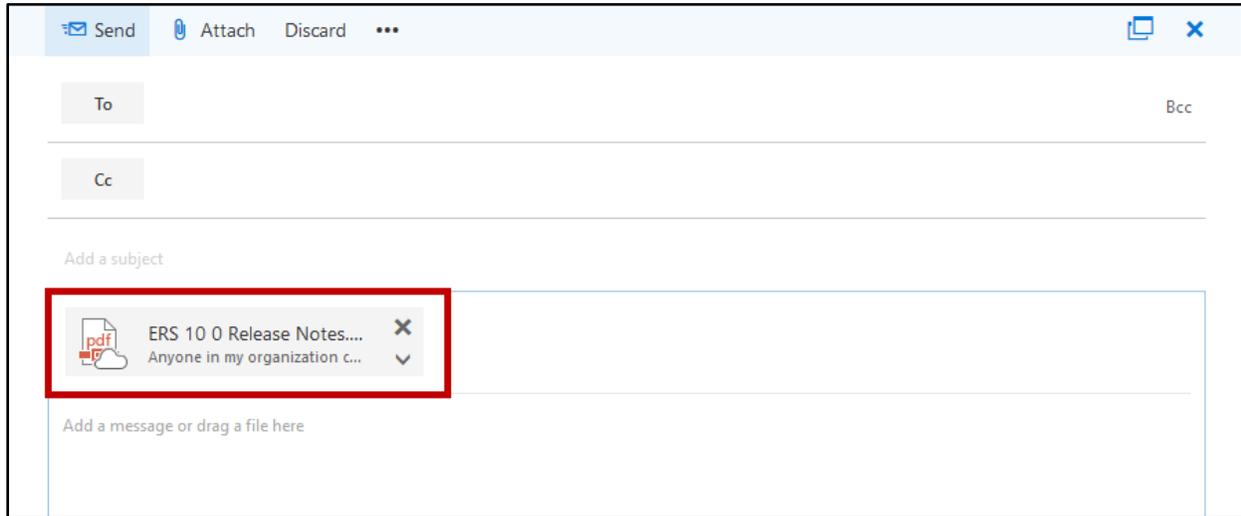


Figure 16 - Attached File

- When attaching links to OneDrive files, recipients are automatically given permission to edit the file. To change file permissions, click the **drop-down arrow** to the right of the file name.

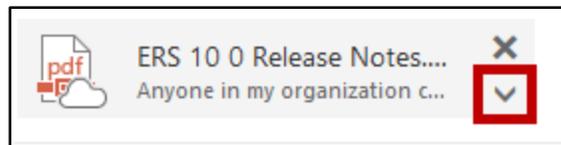


Figure 17 - File Permissions Drop-Down

- In the drop-down menu, click **Change permissions**.

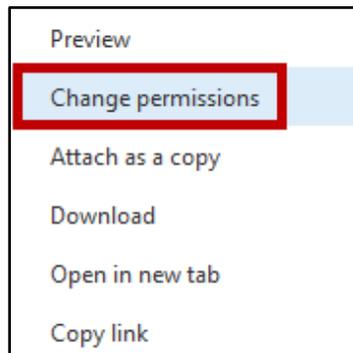


Figure 18 - Change Permissions

12. The *Change permissions* window opens. To update permissions:
- Click the **radio button** that corresponds to your desired permission level (See Figure 19).
 - If you want these permissions to apply to all files attached in the message, click the **checkbox** for *Apply to all files shared in this message* (See Figure 19).
 - Click **OK** (See Figure 19).

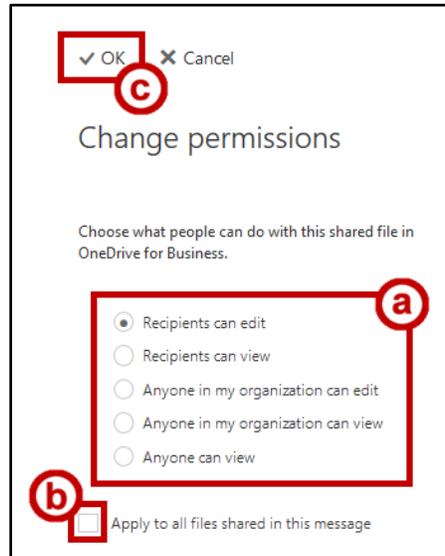


Figure 19 – Update Permissions

13. When ready, click **Send**.

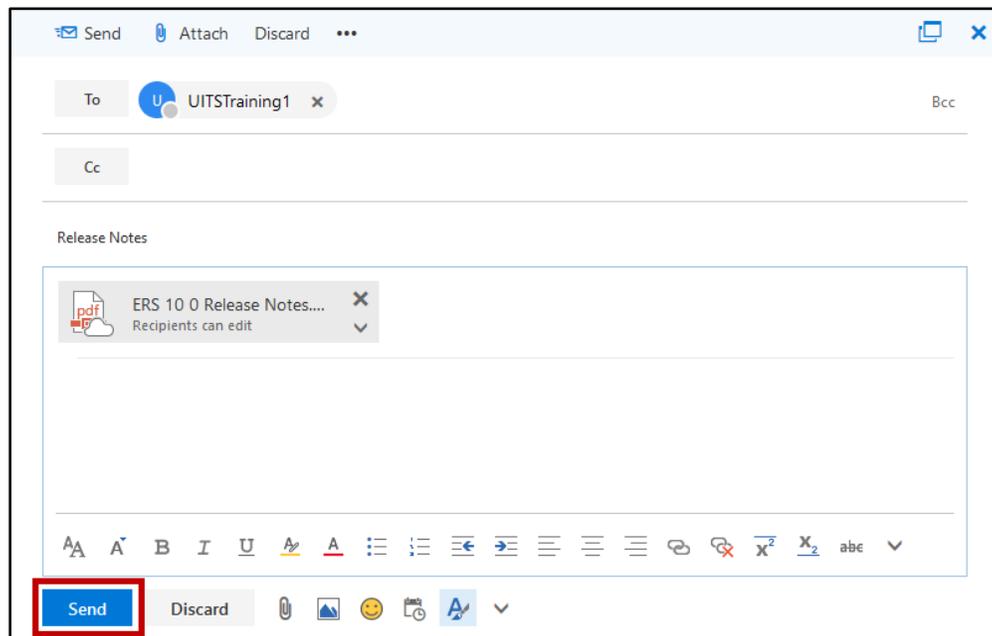


Figure 20 - Click Send

14. This sends a link to your OneDrive files in the email message with the permissions specified.