

How to Attach an Image or Document to an Email (Microsoft Outlook)

Important Rule:

 **Do NOT drag and drop files into an email.**
Files attached using drag-and-drop may not send correctly and will be considered missing. You must attach files using the paper clip () attachment icon.

Step-by-Step Instructions

1. Open Microsoft Outlook
2. Create a New Email
3. Locate the Paper Clip Icon ()

Note: The paper clip icon is usually found in the email toolbar at the top of the message window.

4. Click the Paper Clip Icon ()
 - Do **not** drag any files into the email body.
 - Clicking the paper clip will open a file browser.
5. Choose Where Your File Is Saved
 - Select **Browse this computer, This PC, or Upload from computer.**
 - Navigate to the folder where your document or image is stored.
6. Select Your File
 - Click the file **once** to highlight it.
 - Click **Open** or **Attach**.
7. Confirm the Attachment
 - The file name should appear **below the subject line or above the email body.**
 - If you do not see the file listed, it is **not attached**.
8. Send the Email

Note: Double-check that the file is visible before clicking **Send**.

Before You Send: Final Checklist

-  File is attached using the **paper clip icon**
-  File was **not** dragged into the email
-  File name is visible in the message
-  Correct file is attached

Emails sent without properly attached files will be marked as incomplete.