



## 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.**