



Working with attachments

You can use attachments to include one or more files on any email or calendar item you create.

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Attach a file

1. To attach a file to a message, select  > Attachment. To attach a file to a calendar item, select  > Insert > Attachment.
2. Browse to find the file you want to attach.
3. Select the file you want to attach, and then select Open to add it to your message or calendar item.

TIP You can select multiple files from the same folder. To select multiple files that don't appear next to each other, hold down the Ctrl key while you select the files that you want. To select files that are next to each other, hold down the Shift key, select the first file and last file that you want, then release the Shift key.

Add a picture


You can embed a picture in your email or calendar item:

1. To add a picture to an email message, select  > Picture. To add a picture to a calendar item, select  > Insert > Picture.
2. Browse to find the picture you want to attach.
3. Select the picture you want to attach, and then select Open to embed it in your message.
4. After you've added pictures, you can resize them by selecting them and choosing the size that you want.

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Attach a message to a message


Use a drag-and-drop operation to attach a message:

1. Open a new message, or reply to or forward an existing one.
2. Open the message in a new window by selecting .
3. Arrange the windows so you can see the message list and your new message.
4. Select and drag the message you want to attach from the message list to your new message.

Copy and paste to attach a message:

1. In the list view, select the message you want to attach and press Ctrl+C to copy it.
2. Open a new message, or reply or forward an existing one.
3. With the new message open in the reading pane, press Ctrl+V to attach the message you copied.

Remove an attachment

If you've already added an attachment and decide you don't want it, select  next to the attachment name to remove it.

To remove an embedded picture, select the picture and then press Delete.

View an attachment

While viewing the message in the reading pane, or in a separate window, hover your mouse over the attachment.

- Tap or click the icon for the attachment to open it. You might see a message to right-click and select Save target as to save a copy to your device. If you have to save the attachment to your device, note where you saved it and open it from there.

- Each attachment will have a link under it to either download or preview the attachment, depending on the file type. If you tap or click the link, you may see a message that tells you to right-click and select **Save as** to save a copy to your device. Note where you downloaded the attachment and open it from there.

If you're using a touch device, tapping the icon will give you an option to open, preview, or save the file to your device. The options you see will depend on the type of device you're using, and what type of file you're opening.

Edit an attachment

To edit an attachment, you first have to save it to your computer.

1. Right-click the attachment, or if you're using a touch device, touch and hold the attachment, and select **Save target as** on the menu. Note where you save the file.
2. Find and open the saved copy of the attachment on your computer, and then make the changes you want.
3. Save your changes and close the document.

What else do I need to know?

- An attachment can be a file that's created in any program, such as a Word document, an Excel spreadsheet, a .wav file, or a bitmap file.
- Some attachments may be removed or blocked by antivirus software used by your organization or by the organization of the recipients of your email. If you have a question about support for attachments, contact your helpdesk.
- 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. We recommend that you use the **Preview** option if it's available.
- Long file names of attachments may be shortened in Outlook Web App. This won't affect the contents of the file.
- Depending on the service that's hosting your mailbox, the default size limit in Outlook Web App for an entire message, including all attachments, is 25 MB or 35 MB. Attachment and message size limits for your mailbox are set by your organization and may be different from the default limits.

What if I want to know more?

- [Mail overview](#)
- [Calendar overview](#)