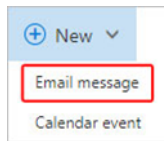



Outlook.com (formerly Hotmail)

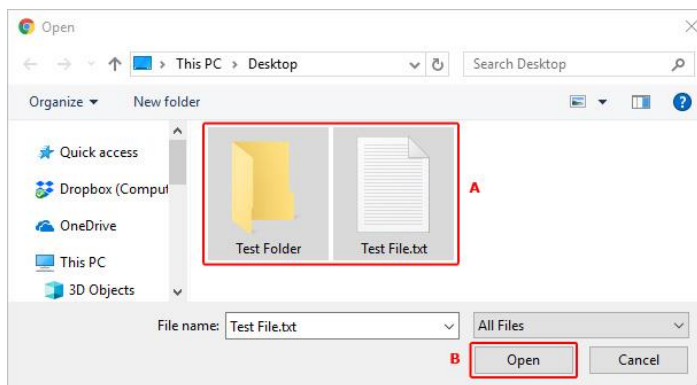
1. Log into your Microsoft Outlook.com e-mail account.
2. Near the top of the window on the left side, **click the down arrow next to New** and select **Email message**. You may also reply to a message you have received previously.




3. When you're ready to insert an attachment into the body of your message, click the  icon at the **bottom of the message window**.

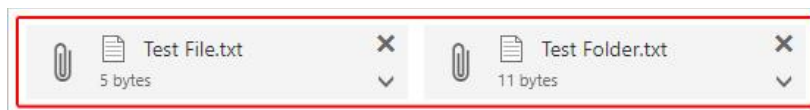



4. Navigate to the location of the file(s) you'd like to attach, **make your selections (A)**, and then **click Open (B)**.



Note: If you use an online file options (e.g., OneDrive), check the boxes next to the files you want to attach and then click  at the bottom of the window.

5. After you select the files you'd like to send, click **Attach as copies** on the next screen.
6. When you've successfully attached your items, you'll see them at the top of the body of your message.



7. When you've finished composing your message, click the  button.