

ATTACHMENTS

Attachments are files or items that can be included with an e-mail message. Messages that include attachments are identified by a paper clip icon  in the message list. Depending on the format of the message that you receive, attachments appear in one of two locations in the message.

1. If the message format is HTML or plain text, attachments will appear in the attachment box under the **Subject** line.
2. If the message format is the less-common Rich Text Format (RTF), attachments will appear in the body of the message. Even though the file appears in the message body, it actually remains a separate attachment.

Note: The format in which a message is composed is indicated in the title bar at the top of the message.

You can attach documents, photos, and other types of files to your messages.

ATTACH FILES OR PHOTOS

To attach files or photos to your email message:

1. Click **Insert**, and then choose one of the following methods for attaching the file(s) or photo(s):
 - **Files as attachments:** Makes it easy for the recipient to save smaller files to their Desktop.
 - **Pictures inline:** Allows you to combine your pictures and text, similarly to a newsletter.
 - **Share from OneDrive:** Sends the recipient(s) a link to the files you choose in OneDrive. This method is especially useful when you want to share photo albums or large files.
2. Browse to select the file or photo. To insert multiple files, hold down the **Ctrl** key while selecting them.
3. Click **Open**.

OPEN ATTACHMENTS

The method you use to open an attachment depends upon the location where you attempt to open an attachment.

To open an attachment from the Reading Pane, or from an open message:

- Double-click the attachment to open it.

To open an attachment from the message list:

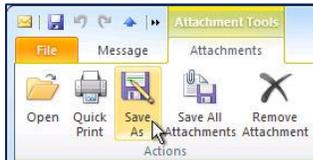
1. Right-click the message that has the attachment
2. Click **View Attachments**
3. Click the name of the attachment.

ATTACHMENTS

SAVING ATTACHMENTS

After opening and viewing an attachment, you may choose to save it to a disk drive. If a message has more than one attachment, you can save multiple attachments as a group or one at a time.

SAVE A SINGLE ATTACHMENT FROM A MESSAGE



1. Click on the attachment in the Reading Pane or the open message.

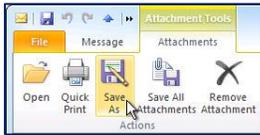
2. On the **Attachments** tab, in the **Actions** group, click **Save As**. You can also right-click the attachment, and then click **Save As**.

Note: If the message is in RTF format, in the Reading Pane or the open message, right-click the attachment, and then click **Save As**.

3. Click a folder location, and then click **Save**.

SAVE MULTIPLE ATTACHMENTS FROM A MESSAGE

1. In the Reading Pane or the open message, select the attachments that you want to save.



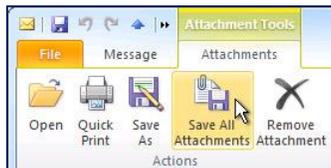
To select multiple attachments, hold down the CTRL key while clicking the attachments.

2. On the **Attachments** tab, in the **Actions** group, click **Save As**.

If the message is in RTF format, right-click one of the attachments, and then click **Save As**.

3. Click a folder location, and then click **Save**.

SAVE ALL ATTACHMENTS FROM A MESSAGE



1. In the Reading Pane or the open message, click an attachment.

2. On the **Attachments** tab, in the **Actions** group, click **Save All Attachments**

If the message is in RTF format, click the **File** tab, click **Save attachments**, and then click **OK**.

3. In the **Save All Attachments** dialog box, click **OK**.

4. Click a folder location, and then click **OK**.

ATTACHMENTS

PREVIEWING ATTACHMENTS

You can preview attachments to HTML or plain text messages in the Reading Pane and in open messages. To preview an attachment, click the attachment that you want to preview and it will show in place of the message body.

To go back to the message, on the **Attachment Tools** tab, in the **Message** group, click **Show Message**. Preview is not available for attachments to RTF messages.

BLOCKED ATTACHMENT FILES

By default, Microsoft Outlook blocks potentially unsafe attachment files (including .bat, .exe, .vbs, and .js files) that can contain viruses. If Outlook blocks any attachment files in a message, a list of the blocked file types appears in the InfoBar at the top of your message.

If you want to receive a file of a type that is blocked by Outlook, you can ask the sender to either make the file accessible without using Outlook, or make it less likely to be blocked by Outlook. The following are a few safe ways to share files with people you trust.

Use a shared server: You might want to ask the sender to save the attachment to a server or an FTP site that you can access. This can include a secure network share server such as SharePoint. The sender can send you a link to the attachment on the server or FTP site. You can click the link to access the file and save it on your computer.

Use a file compression utility: Using a compression utility, such as WinZip, creates a compressed archive file that has a different file name extension. Outlook does not recognize these file name extensions as potential threats. Therefore, it does not block the new attachment. Many third-party compression utilities are available.

Rename the file: You can request that the sender rename the attachment to use a file name extension that Outlook does not recognize as a threat. For example, an executable file that has the file name extension .exe could be renamed as a Word 2010 file that has a .docx file name extension.

Ask the sender to resend the renamed attachment to you.

To save the attachment and rename it to use the original file name extension, do the following:

1. Locate the attachment in the email message.
2. Right-click the attachment, and then click **Copy**.
3. Right-click the desktop, and then click **Paste**.
4. Right-click the pasted file, and then click **Rename**.
5. Rename the file to use the original file name extension, such as .exe.

ATTACHMENTS

CHANGE WHICH FILE TYPES ARE BLOCKED

If you use a Microsoft Exchange Server account and the Exchange Server administrator has configured the Outlook security settings, the administrator might be able to help you. Ask the administrator to adjust the security settings on your mailbox to accept attachments such as the one that Outlook blocked.

If you do not use an Exchange Server account, there is an advanced procedure that you can use to unblock some file types. This procedure involves editing the registry in Windows and should only be performed by experienced users.

TABLE 1. ATTACHMENT FILE TYPES BLOCKED IN OUTLOOK

File name extension	File type
.ade	Access Project Extension (Microsoft)
.adp	Access Project (Microsoft)
.app	Executable Application
.asp	Active Server Page
.bas	BASIC Source Code
.bat	Batch Processing
.cer	Internet Security Certificate File
.chm	Compiled HTML Help
.cmd	DOS CP/M Command File, Command File for Windows NT
.com	Command
.cpl	Windows Control Panel Extension (Microsoft)
.crt	Certificate File
.csh	csh Script
.der	DER Encoded X509 Certificate File
.exe	Executable File
.fxp	FoxPro Compiled Source (Microsoft)
.gadget	Windows Vista gadget
.hlp	Windows Help File
.hta	Hypertext Application
.inf	Information or Setup File
.ins	IIS Internet Communications Settings (Microsoft)
.isp	IIS Internet Service Provider Settings (Microsoft)
.its	Internet Document Set, Internet Translation
.js	JavaScript Source Code
.jse	JScript Encoded Script File
.ksh	UNIX Shell Script
.lnk	Windows Shortcut File
.mad	Access Module Shortcut (Microsoft)
.maf	Access (Microsoft)
.mag	Access Diagram Shortcut (Microsoft)
.mam	Access Macro Shortcut (Microsoft)
.maq	Access Query Shortcut (Microsoft)
.mar	Access Report Shortcut (Microsoft)
.mas	Access Stored Procedures (Microsoft)
.mat	Access Table Shortcut (Microsoft)
.mau	Media Attachment Unit

ATTACHMENTS

.mav	Access View Shortcut (Microsoft)
.maw	Access Data Access Page (Microsoft)
.mda	Access Add-in (Microsoft), MDA Access 2 Workgroup (Microsoft)
.mdb	Access Application (Microsoft), MDB Access Database (Microsoft)
.mde	Access MDE Database File (Microsoft)
.mdt	Access Add-in Data (Microsoft)
.mdw	Access Workgroup Information (Microsoft)
.mdz	Access Wizard Template (Microsoft)
.msc	Microsoft Management Console Snap-in Control File (Microsoft)
.msh	Microsoft Shell
.msh1	Microsoft Shell
.msh2	Microsoft Shell
.mshxml	Microsoft Shell
.msh1xml	Microsoft Shell
.msh2xml	Microsoft Shell
.msi	Windows Installer File (Microsoft)
.msp	Windows Installer Update
.mst	Windows SDK Setup Transform Script
.ops	Office Profile Settings File
.pcd	Visual Test (Microsoft)
.pif	Windows Program Information File (Microsoft)
.plg	Developer Studio Build Log
.prf	Windows System File
.prg	Program File
.pst	MS Exchange Address Book File, Outlook Personal Folder File (Microsoft)
.reg	Registration Information/Key for W95/98, Registry Data File
.scf	Windows Explorer Command
.scr	Windows Screen Saver
.sct	Windows Script Component, Foxpro Screen (Microsoft)
.shb	Windows Shortcut into a Document
.shs	Shell Scrap Object File
.ps1	Windows PowerShell
.ps1xml	Windows PowerShell
.ps2	Windows PowerShell
.ps2xml	Windows PowerShell
.psc1	Windows PowerShell
.psc2	Windows PowerShell
.tmp	Temporary File/Folder
.url	Internet Location
.vb	VBScript File or Any Visual Basic Source
.vbe	VBScript Encoded Script File
.vbs	VBScript Script File, Visual Basic for Applications Script
.vsmacros	Visual Studio .NET Binary-based Macro Project (Microsoft)
.vsw	Visio Workspace File (Microsoft)
.ws	Windows Script File
.wsc	Windows Script Component
.wsf	Windows Script File
.wsh	Windows Script Host Settings File
.xnk	Exchange Public Folder Shortcut

ATTACHMENTS

PRINTING ATTACHMENTS

You can print attachments in Microsoft Outlook 2010 without opening them. You can print attachments from an open email message or from the Reading Pane. If a message has multiple attachments, you can also print one or all attachments.

To print an attachment from an open message or the Reading Pane, do the following:

- Click the attachment icon below the message header, and then on the **Attachments** tab, in the **Actions** group, click **Quick Print**.

To print attachments when you print a message:

1. Make sure that the **Print attached files** option is selected. After this setting is turned on, it remains on until you turn it off.
2. In the message list, click the message that has attachments that you want to print.
3. Click the **File** tab.
4. Click **Print**.
5. Under **Printer**, click **Print Options**.
6. In the **Print** dialog box, under **Print Options**, select the **Print attached files** check box.



Note: Attachments print only to the default printer. For example, if printer A is the default, and you choose to print a message that has an attachment on printer B, the message prints on printer B, but the attachment prints on printer A. If you want to send the attachment to a specific printer, double-click the attachment to open it, and then in the program that opens the attachment, use the print command.

REFERENCES

Microsoft Corp. "Outlook Help."

Help Sheet compiled by Marsha Ann Tate, Ph.D., January 23, 2016. Last updated May 2, 2016. Questions or comment?

info@mtateresearch.com