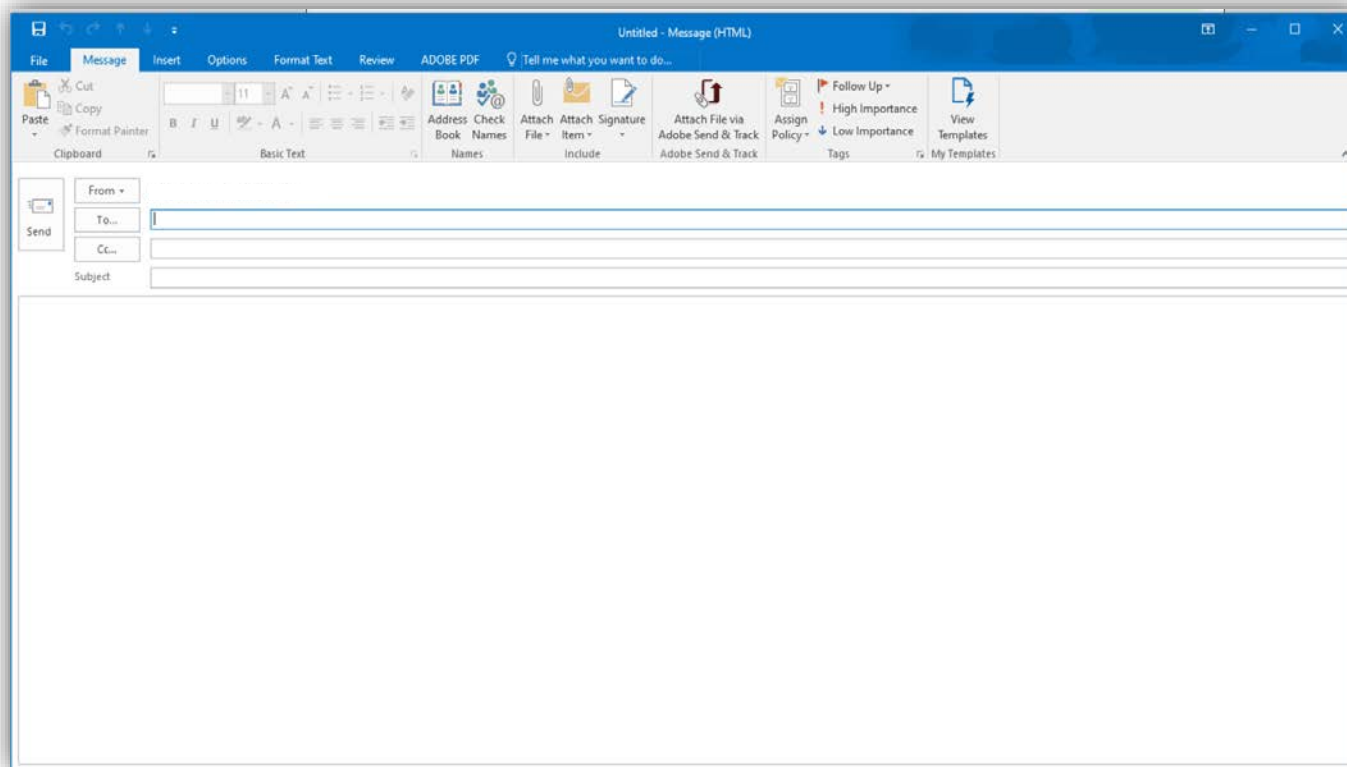
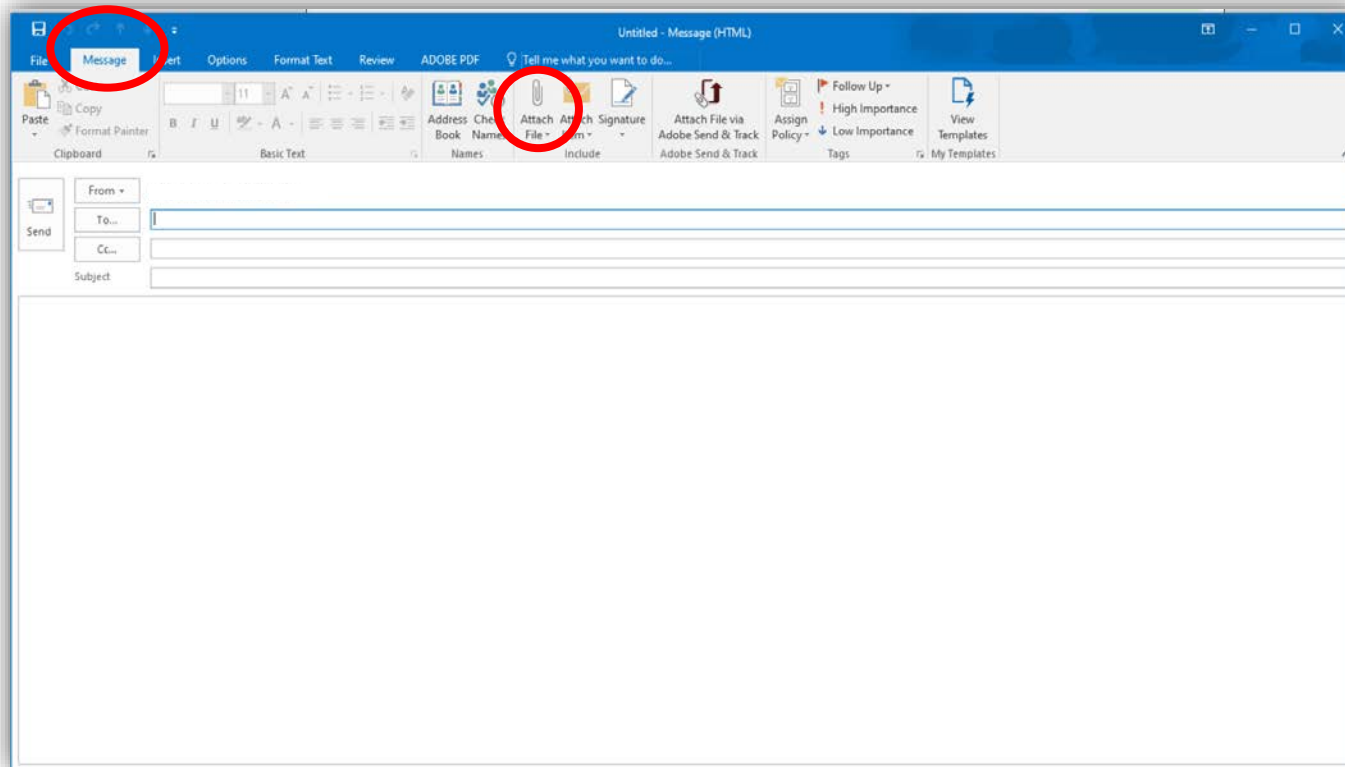


# How to Attach a File in Outlook

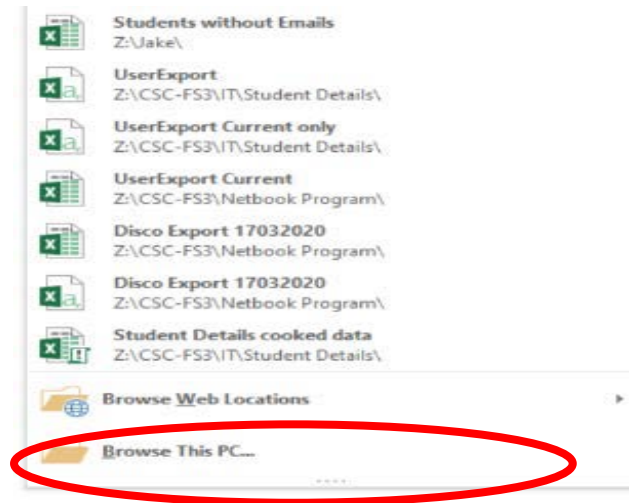
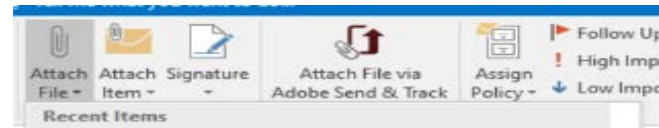




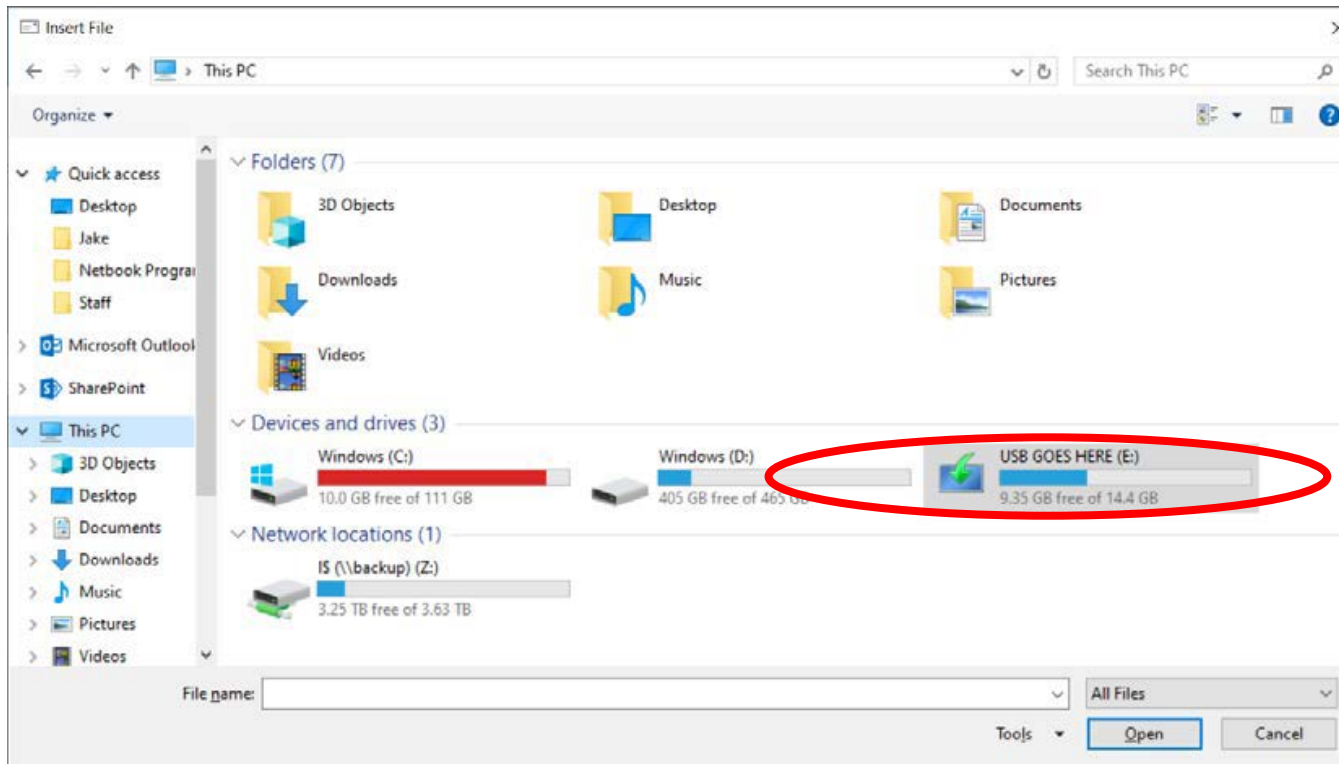
## 1. Open a new Email



2. Select Attach File Inside the Message Tab

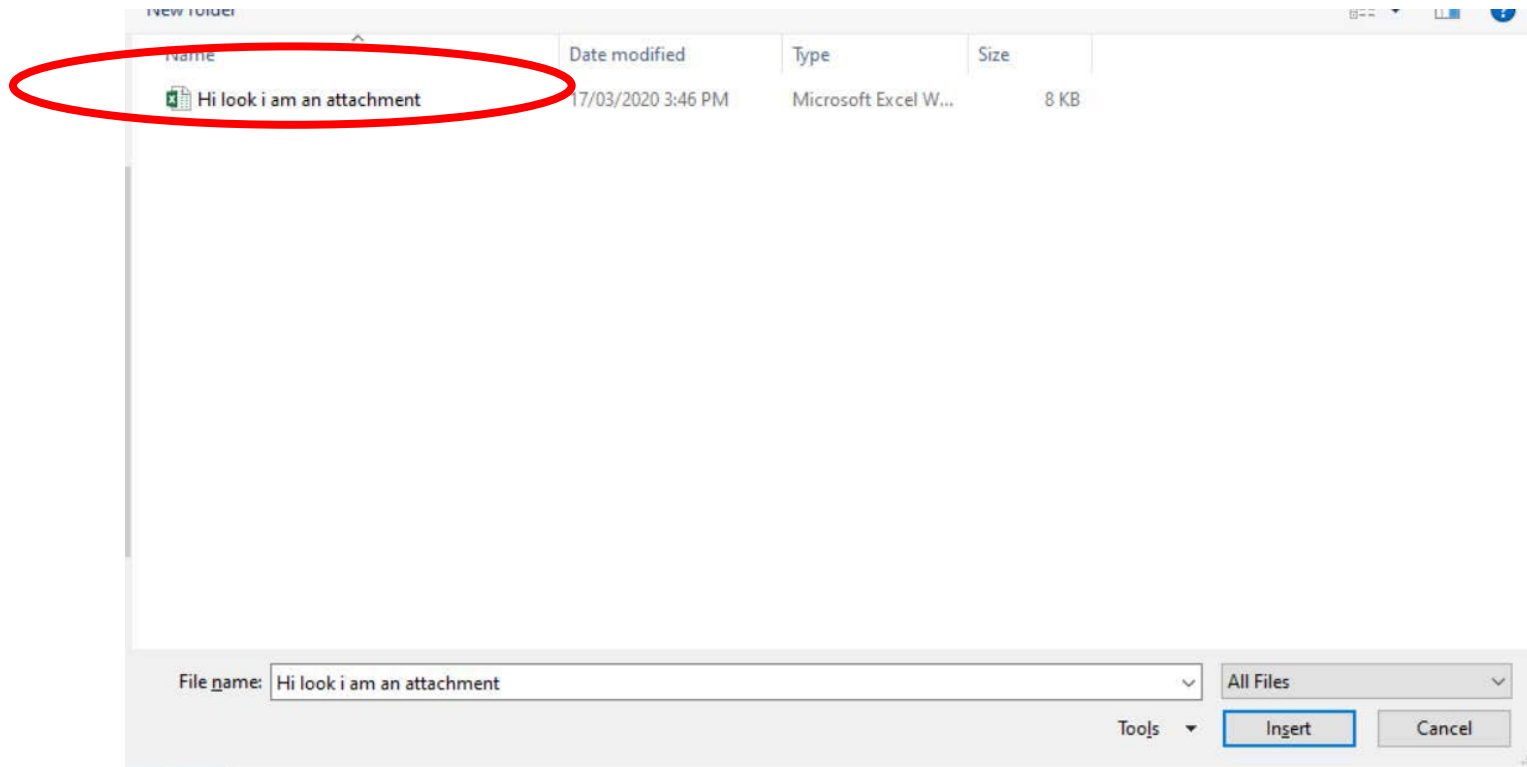


3. Select Browse this PC

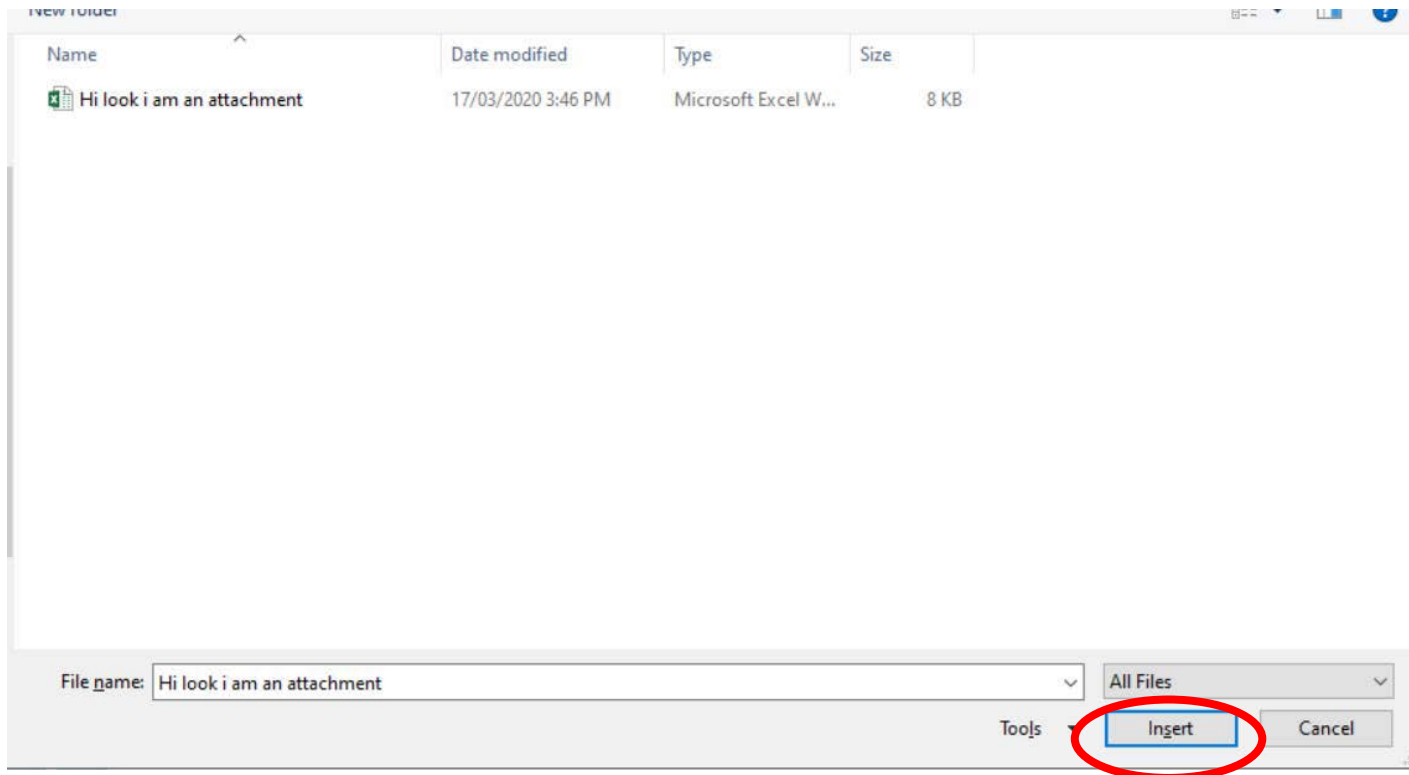


#### 4. Navigate to the USB Attached

(Remember you need a USB or SD Card attached in order to save)

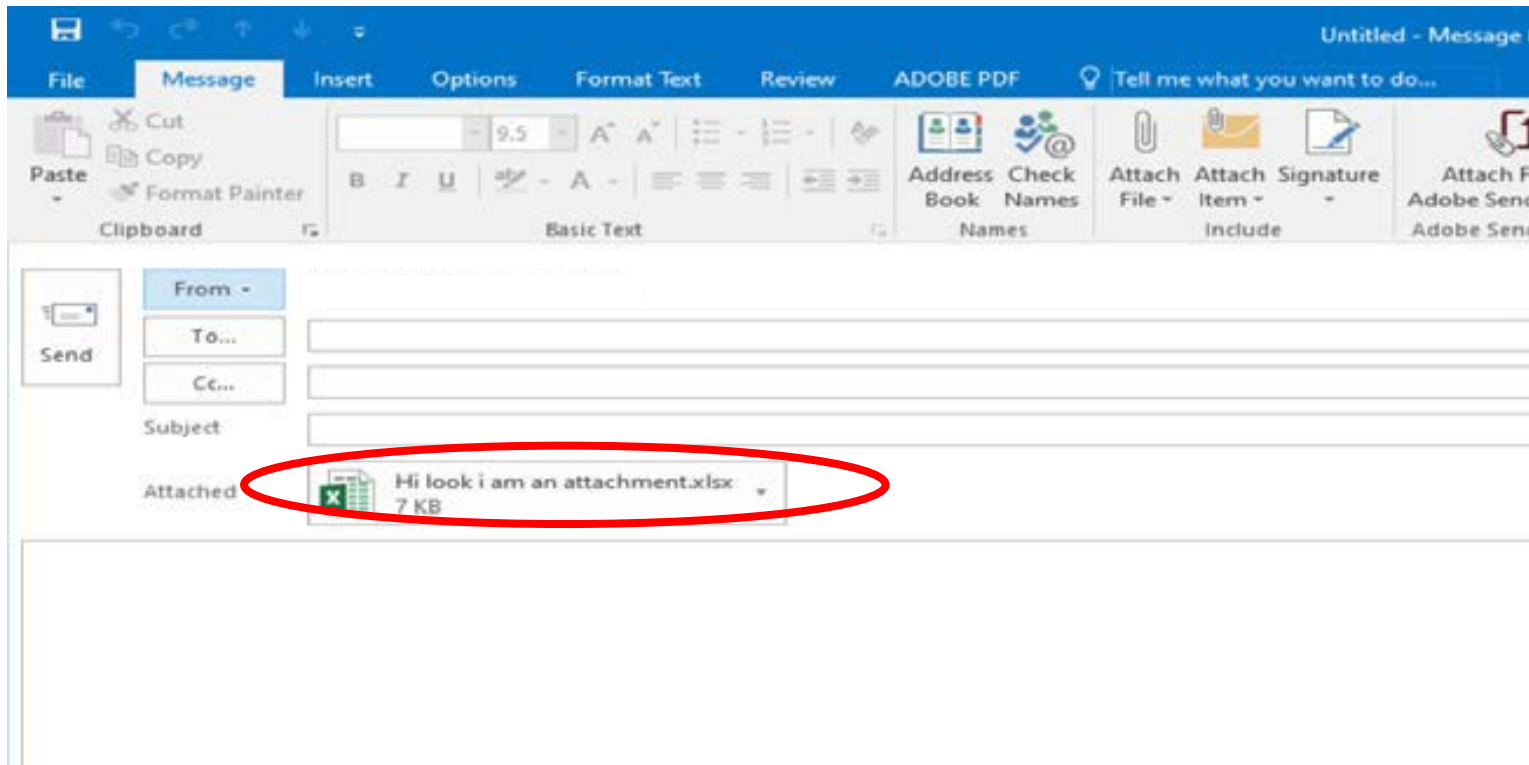


5. Select the file you would like to attach



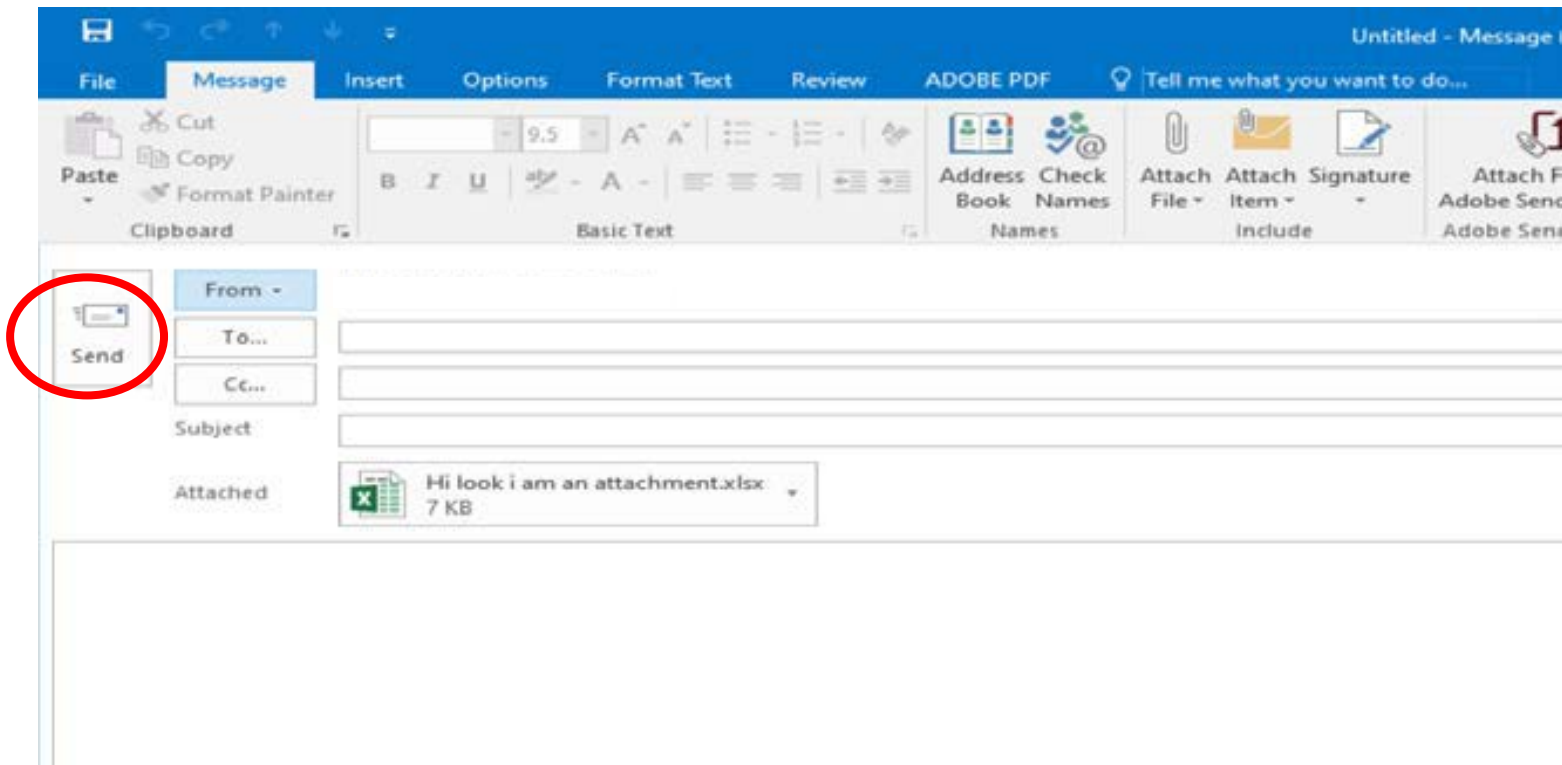
6. Click Insert





7. Confirm you file has Attached Properly





## 8. Send your Email