

## Attaching Files to Messages in Outlook 2000

With Outlook, you can send files with your messages. Suppose you want to send a letter created in Word to a colleague. The following steps, which use your own e-mail address instead of a colleague's, demonstrate the process:

1. With the Inbox active, click the **New Mail Message** button and then either type your e-mail address in the **To** edit box or use the **To** button to insert the address.
2. In the **Subject** box, type **Letter sent to Al Pine on June 4** and press TAB.
3. Next, in the message area, type **Here is the letter I sent to Al about the annual report deadline.**
4. Press ENTER twice to add some space, and then click the **Insert File** button on the toolbar.



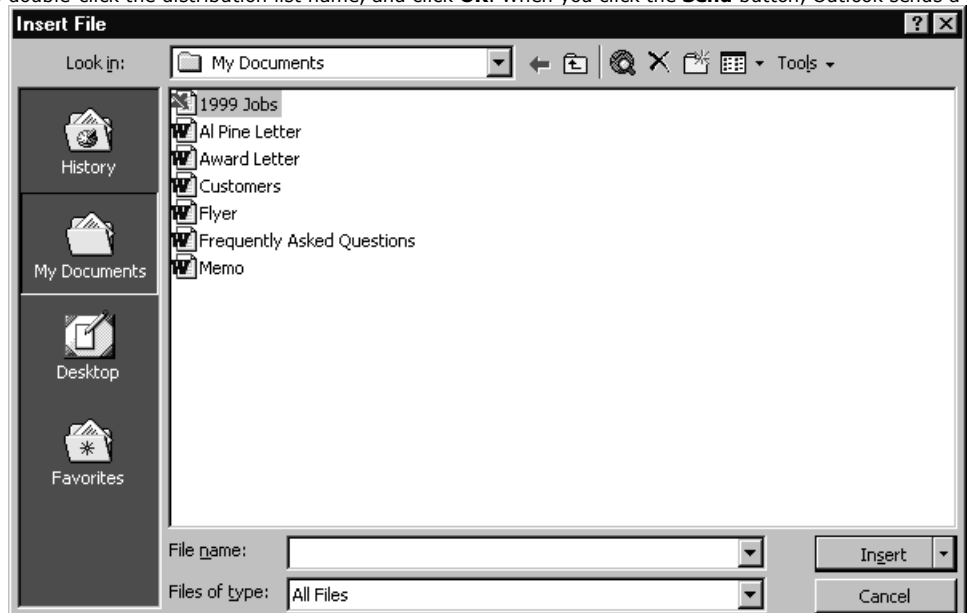
Insert File button

### E-mailing contacts

To send an e-mail message to one of your contacts, simply right-click the appropriate address card in Contacts and then choose **New Message To Contact** from the shortcut menu. Outlook displays a Message window with the contact's e-mail address already entered in the **To** edit box. Complete the other edit boxes in the Message window, type the message, and then click the **Send** button to send the message.

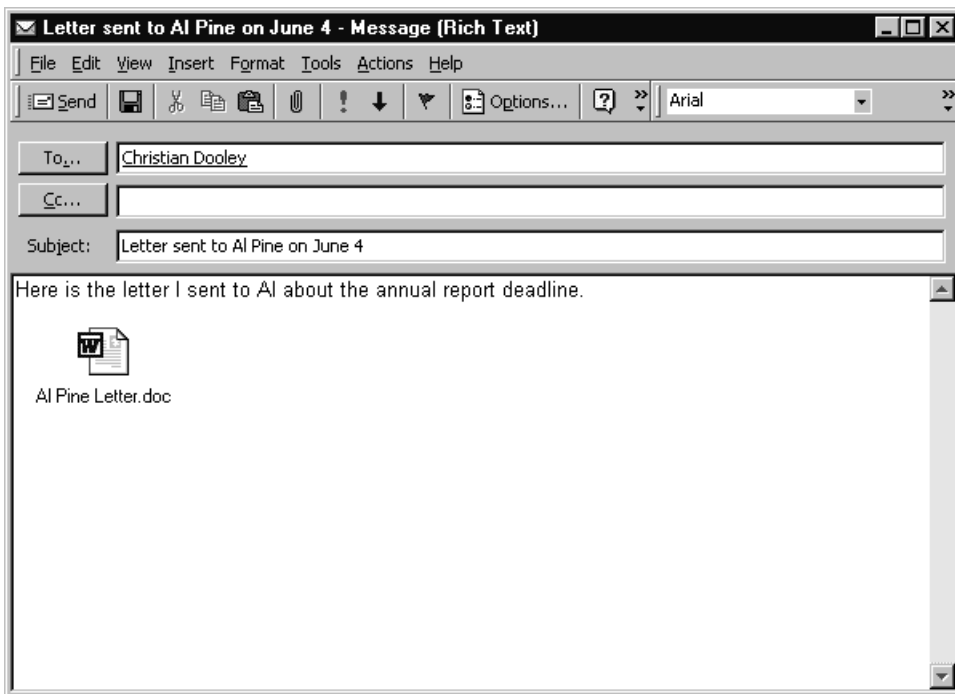
### Using distribution lists

If you frequently send messages to a specific group of people, you can set up a distribution list so that typing the list's name in the **To** box of the Message window sends the message to everyone on the list. To set up a list, click the **Address Book** button on the toolbar and then click the **New Entry** button on the Address Book window's toolbar. In the **New Entry** dialog box, select **New Distribution List** and click **OK**. Then in the Distribution List window, type a name for the list, click **Select Members**, select each person, click **Add**, and then click **OK**. Click the **Save And Close** button to close the Distribution List window and then close the Address Book window. To create a message addressed to the people on the list, open a new Message window, click the **To** button, double-click the distribution list name, and click **OK**. When you click the **Send** button, Outlook sends a



copy of the message to everyone on the list.

Select a short document and click **Insert**. (You can click the arrow to the right of the **Insert** button to insert the document as text in the message, or to attach a shortcut to the document, rather than attaching the document itself.) Outlook inserts a file icon, similar to the one shown here:



5. Click the **Send** button.

#### **Plain Text and HTML attachments**

If you attach a file to a message in Plain Text or HTML format, the attachment appears in a separate pane at the bottom of the message window, instead of as part of the message