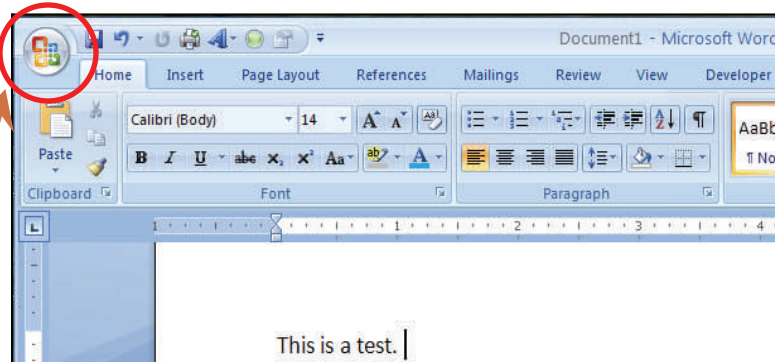


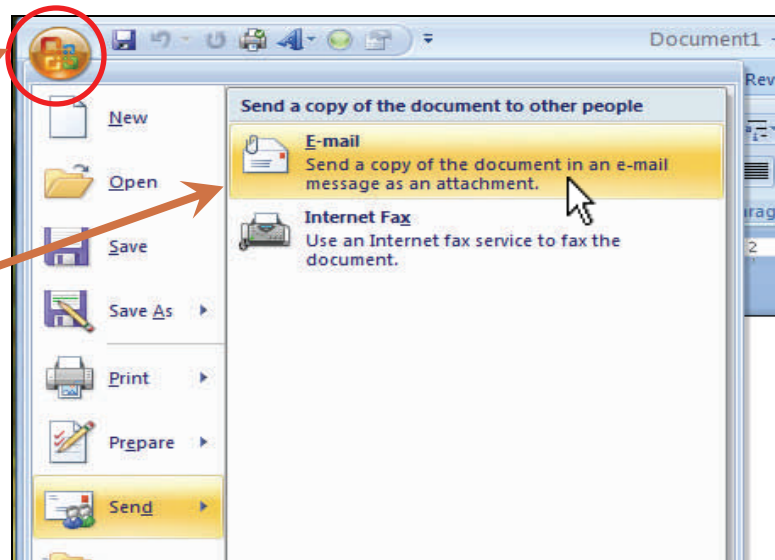
Sending an E-mail Attachment from within Word

There is no need to exit from Word and open up Outlook if you would like to e-mail a Word document to someone. This Quick Guide will show you a quick, easy method to e-mail your Word document to someone as an e-mail attachment from within Word itself.

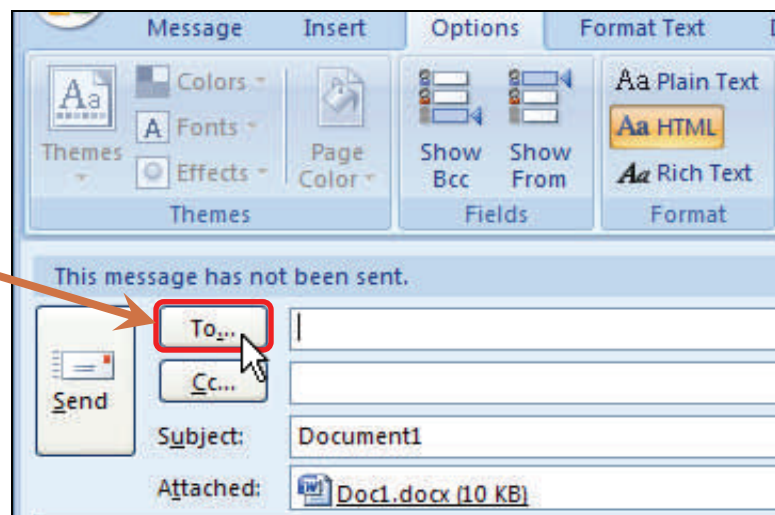
1.) My first step is to open up the Word document that I want to e-mail to someone.



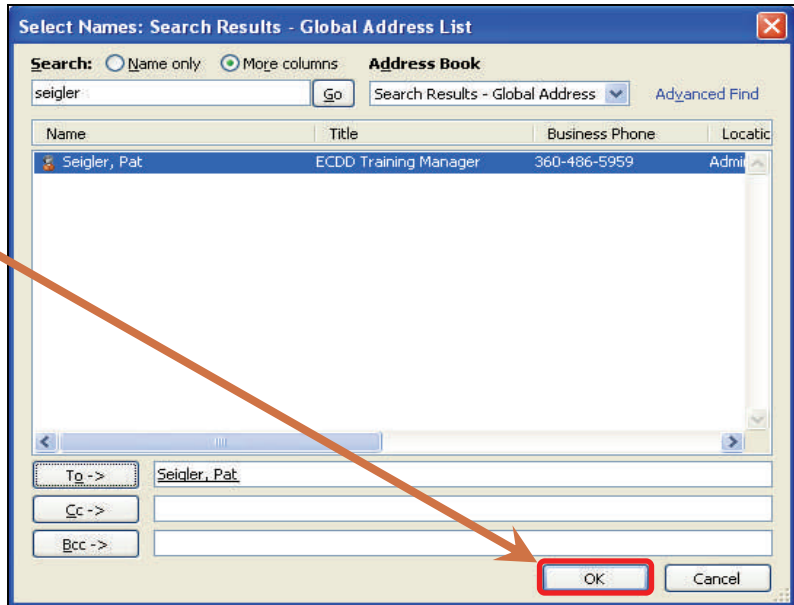
2.) I click on the Office Button, and select “Send” as an option. I will then choose **E-mail** as my next option by clicking on it.



3.) An e-mail will appear with the document listed as an attachment. Click on the “**To...**” button to select an e-mail recipient.



4.) I follow the usual procedure to select a person to receive the e-mail, then click on the "OK" button after choosing the addressee.



5.) When my e-mail message appears again, I simply click on the "Send" button. This will send the message and the attached file to the person I've designated.

