

## For Internal Use Only

## Send Attachments in a Faster Way

Most of us usually take the Attach File route to send attachments using Outlook but there is an easier way to do this.

Click here to know the quicker way to send attachments.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Outlook

Documents library			
Test		А	rrange by: Folder 🔻
Name	Date modified	Туре	Size
📜 Test Archive	4/16/2013 11:25 AM	WinRAR archive	1 KB
Test File	4/16/2013 11:25 AM	Text Document	0 KB
📳 TestScript	4/11/2013 2:54 PM	Microsoft Office E	30 KB
Documents library Test		Inbox Unread Mail	
Test Name		Mail Folders	
Test Name Test Archive		Generation Contract Mail	🔻 eph Aldwin D. 📥
Test Name Test Archive Test File		Ourread Mail     Sent Items     Mail Folders     All Mail Items     Mailbox - Jos     Deleted It     Drafts	🔻 eph Aldwin D. 📥
Test Name Test Archive		Mail Folders All Mail Items Mail Sent Items All Mail Items Mailbox - Jos Deleted It	eph Aldwin D. 📥
Test Name Test Archive Test File		Unread Mail Sent Items Mail Folders All Mail Items All Mailbox - Jos Deleted It Drafts Inbox Jddelacru:	eph Aldwin D. 📥
Test Name Test Archive Test File		Unread Mail     Sent Items     Mail Folders     All Mail Items     All Mailbox - Jos     Deleted It     Drafts     Inbox     Joddelacrus	eph Aldwin D. ems z /MRUM

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