

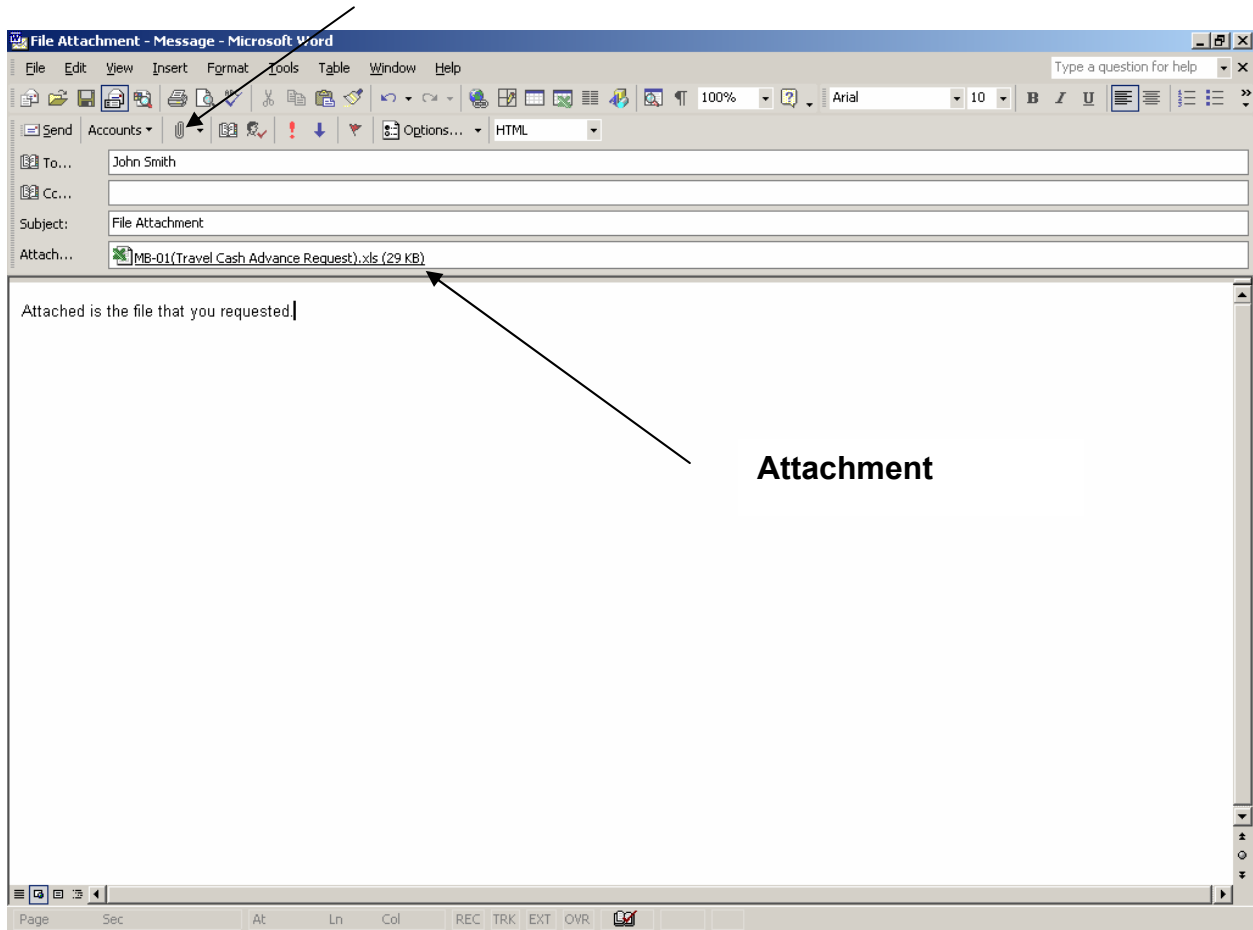
# Outlook 2002 – Attaching a File to a Mail Message

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To attach a file to an Outlook 2002 mail message,

1. From a new mail message in **Outlook 2002**, click the **Insert File** button or **Insert...File** from the menu bar.
2. From the **Insert File** dialog box, double click the file that you wish to attach.

The file is now attached to the mail message. An icon will appear in the message portion of the mail message.



If you have problems, please call the Information Technology Software Help Desk at (248) 858-8812.

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