

## Easily Add Part of An Open Document to an Outlook Email

Adding a part of an open document to an Outlook email is tedious. You would normally copy the text from the Word document, launch a new Message form in Outlook, and then paste the text in the message area of the form.

There is actually a faster way of doing it.

[Click here](#) to view how you can easily add part of your document to an email message.



Word

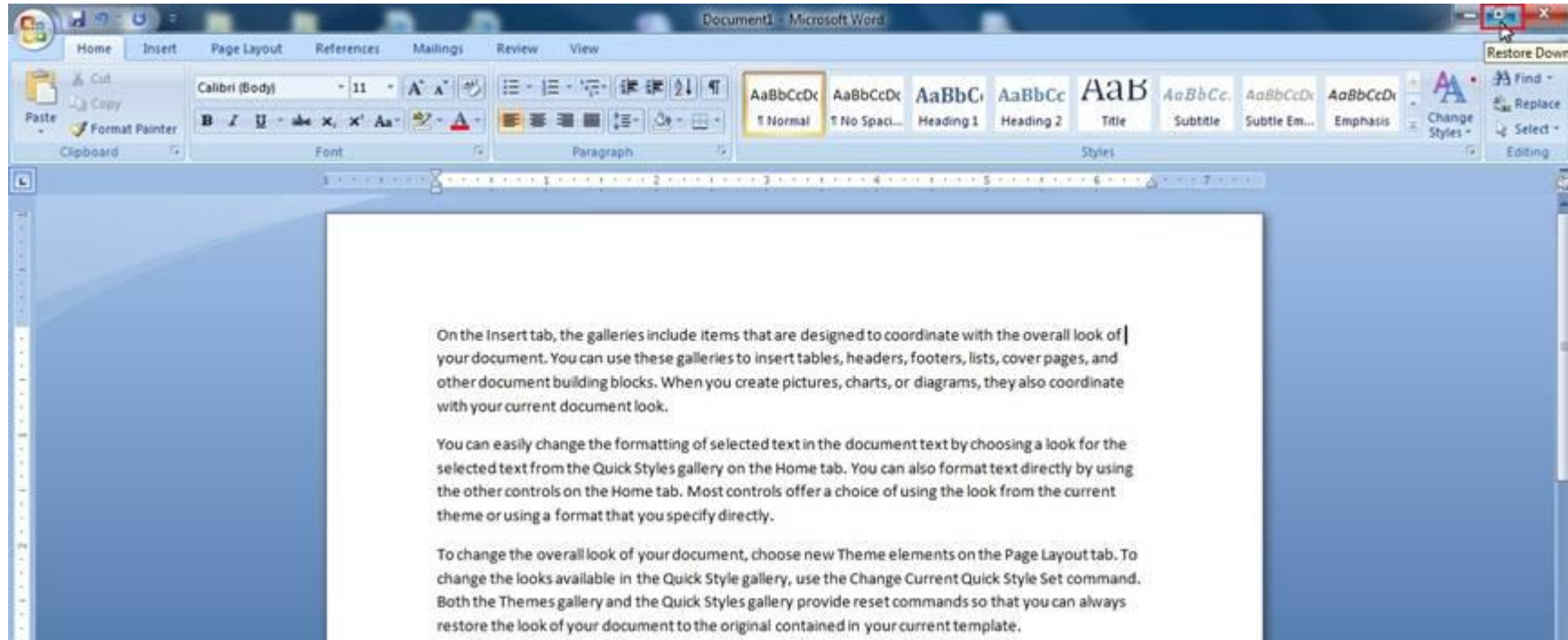
Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various office and branch applications.

# Easily Add Part of An Open Document to an Outlook Item/Email

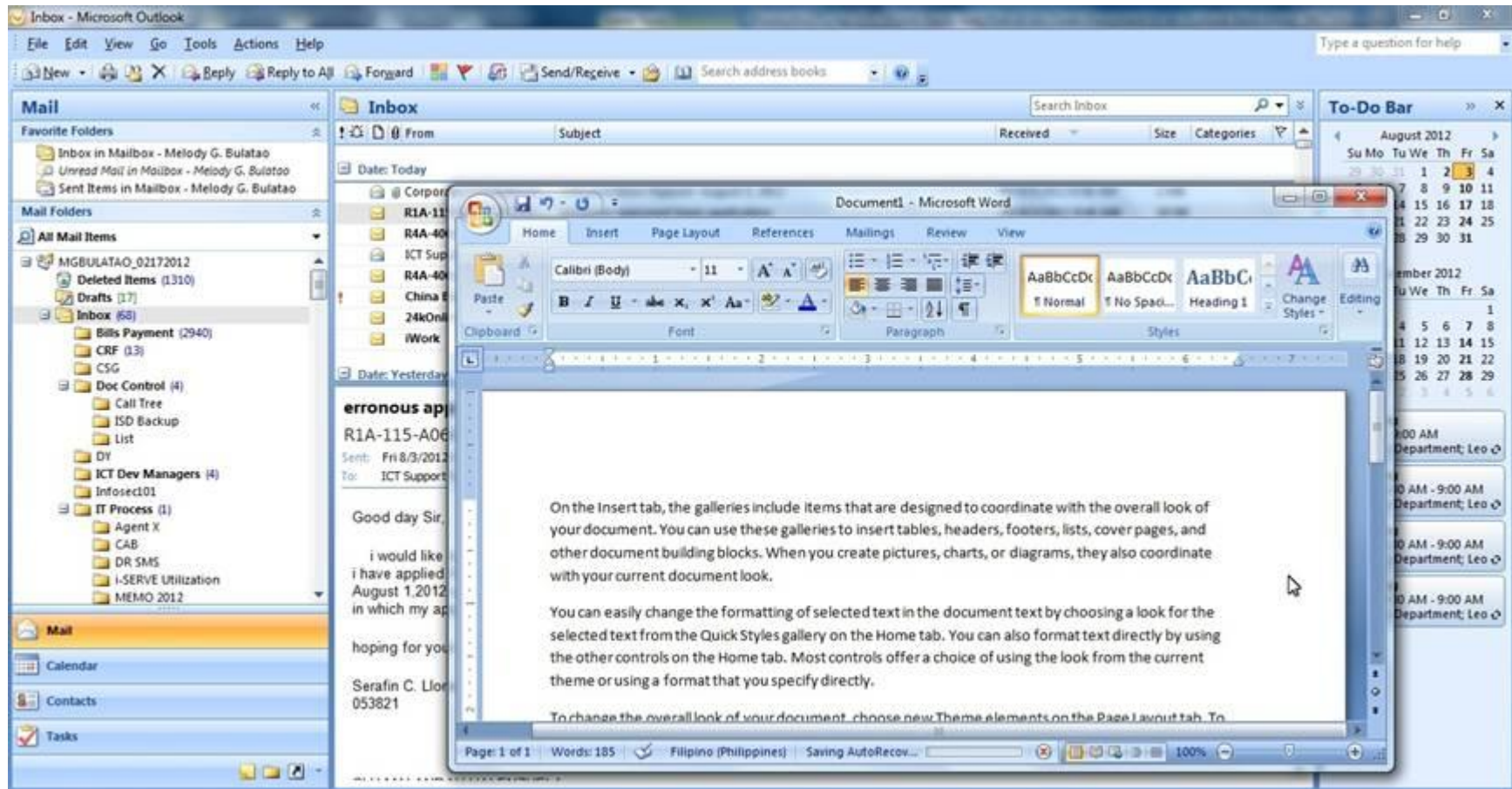
Here's how:



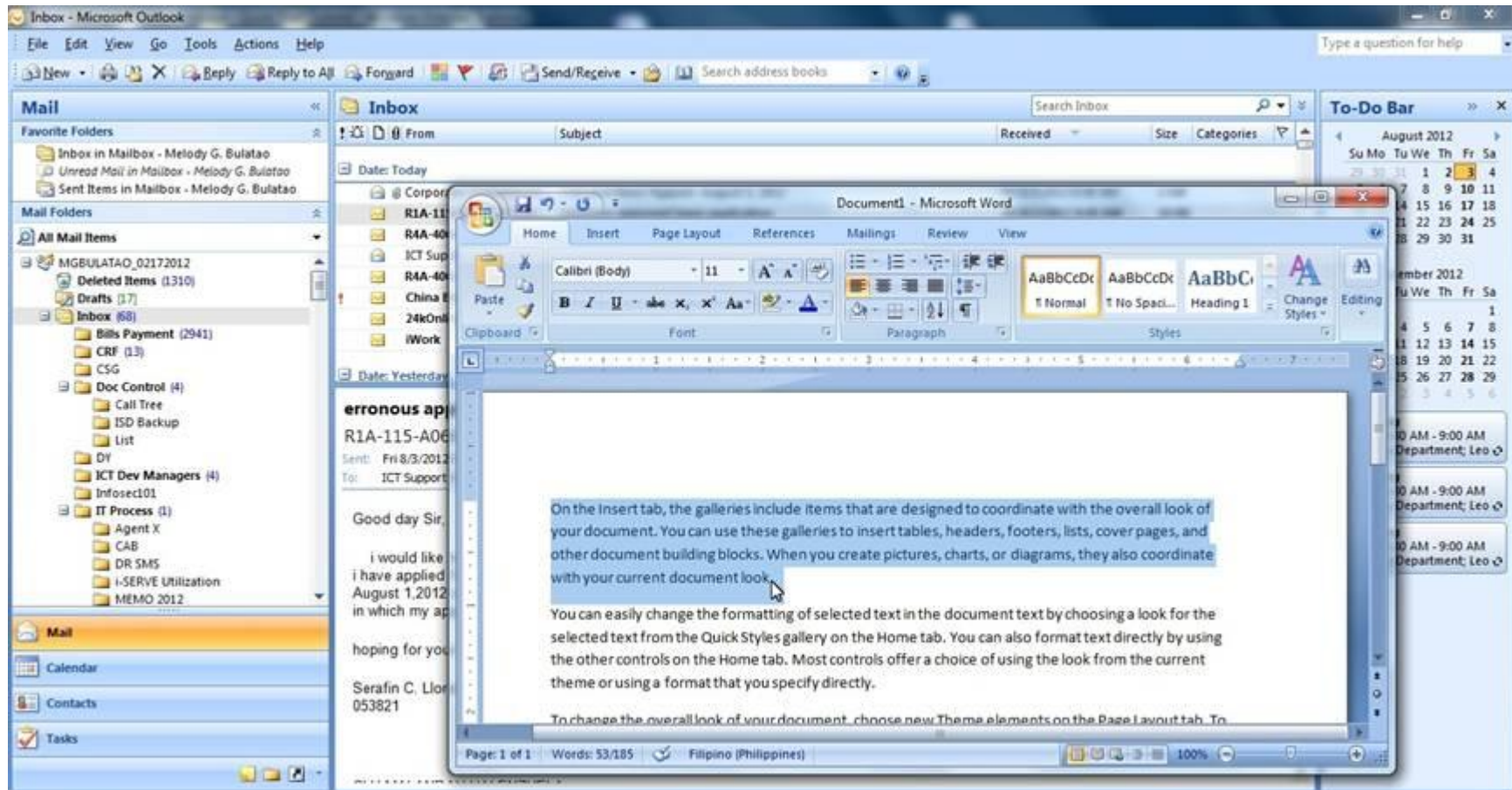
1. Minimize the size of the Word document window by clicking the **Restore Down** button in the upper-right corner of the window.



**Note:** Make sure that when you restore down the document window, Outlook email is also open at its back.

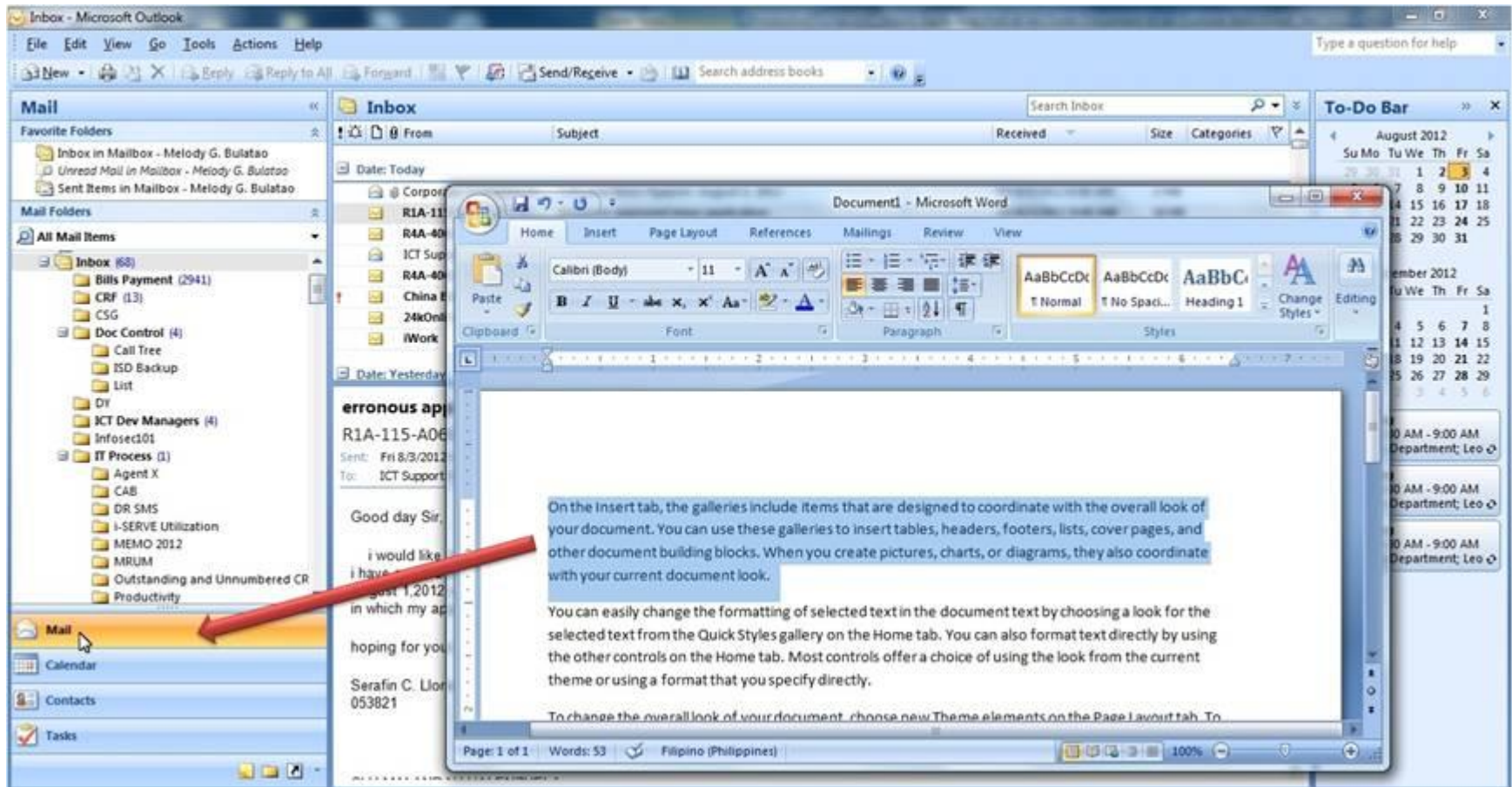


2. Select or highlight the text/information in the document that you would like to add in to your email message.

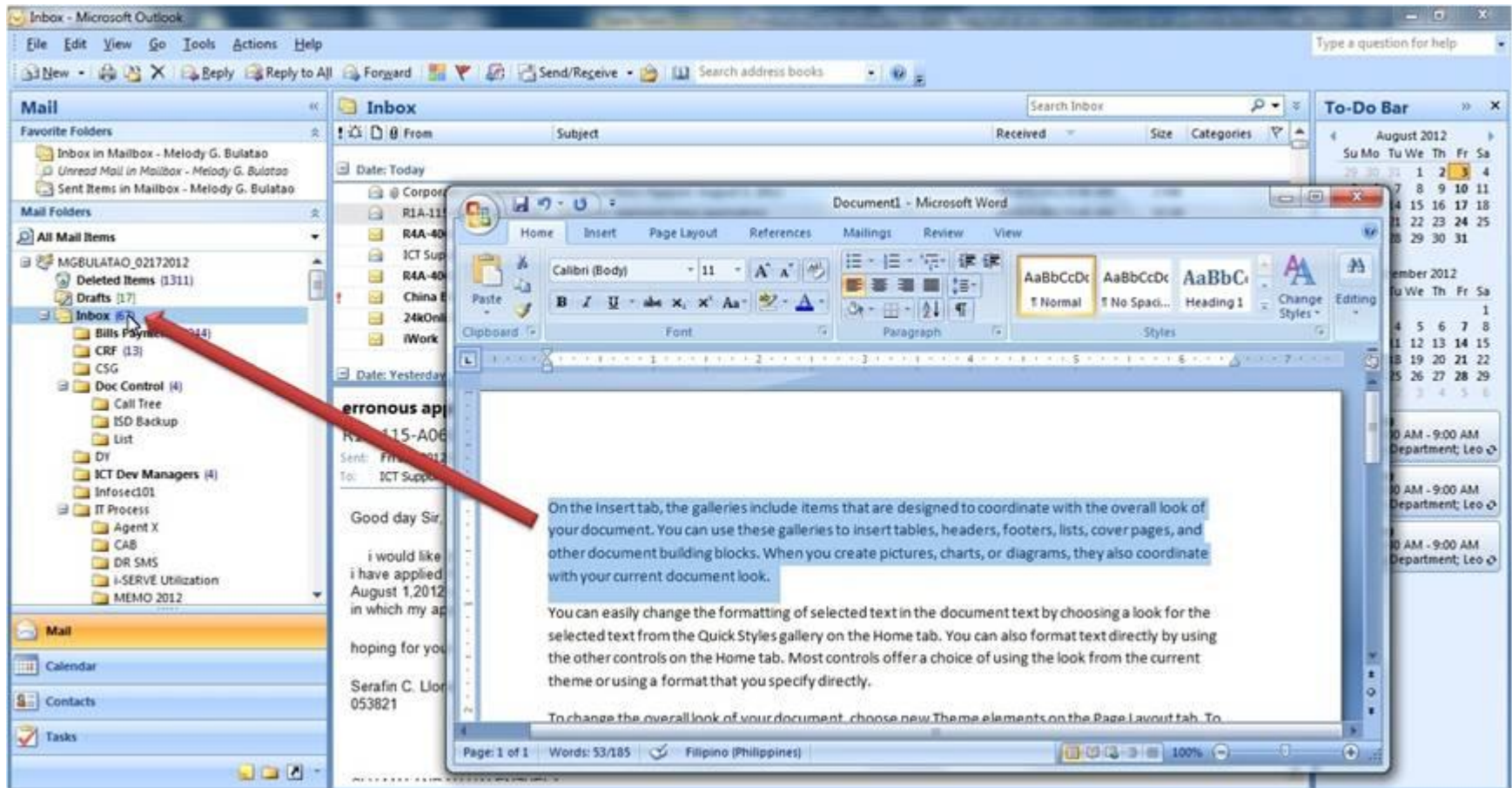


3. You may do **either** of the following:

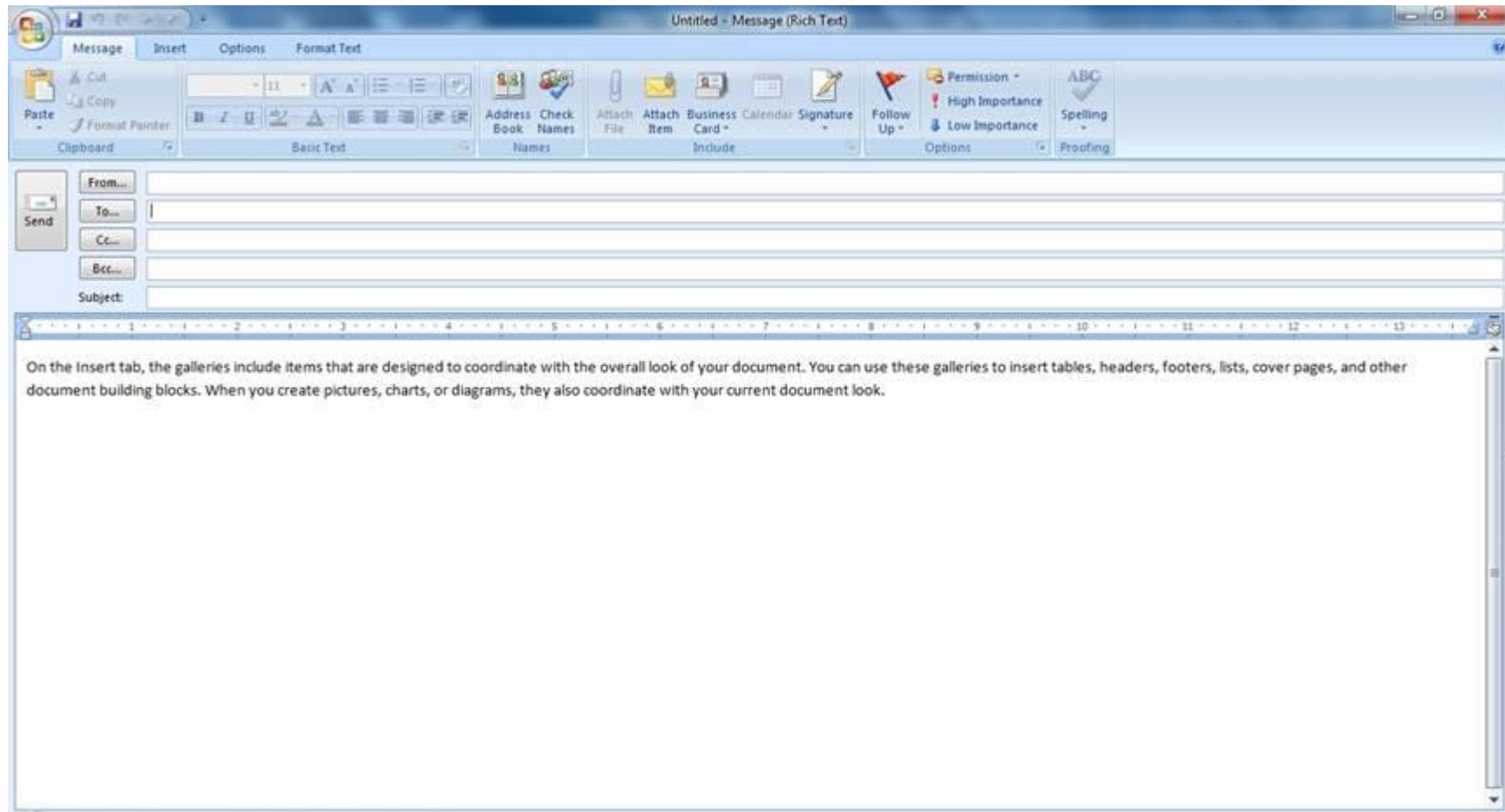
- ✓ Drag the highlighted text/information to the **Mail icon** on the navigation:



✓ Drag it to the Inbox folder or in any of the folders in the Folder List:



4. Notice that a new Message form automatically launches with the text/information inserted into the message body area and the cursor is in the To... field.



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