PRODUCTIV*IT*Y

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 .

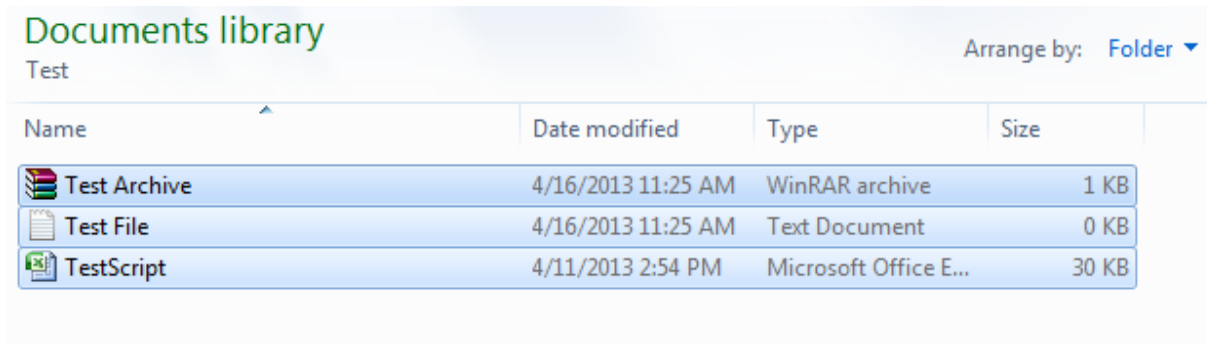Click here to know the quicker way to send attachments.
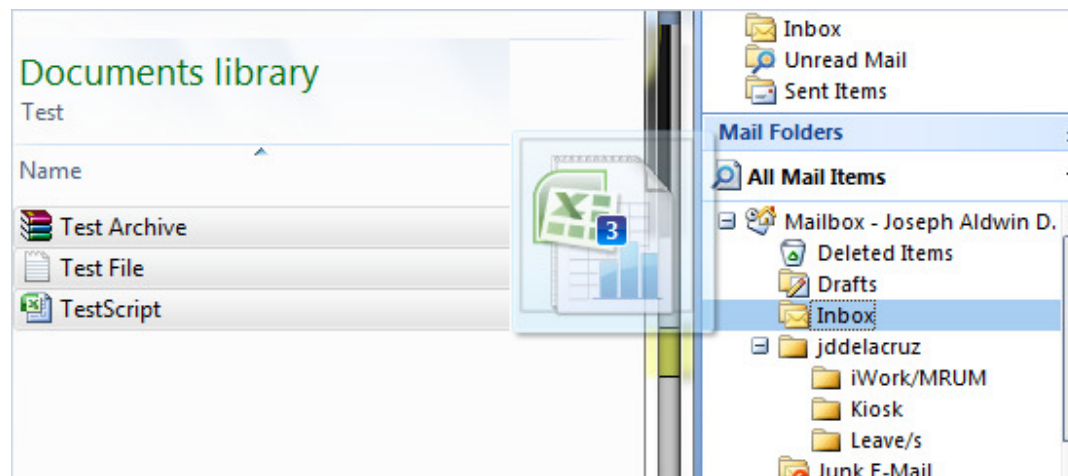
Outlook

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.
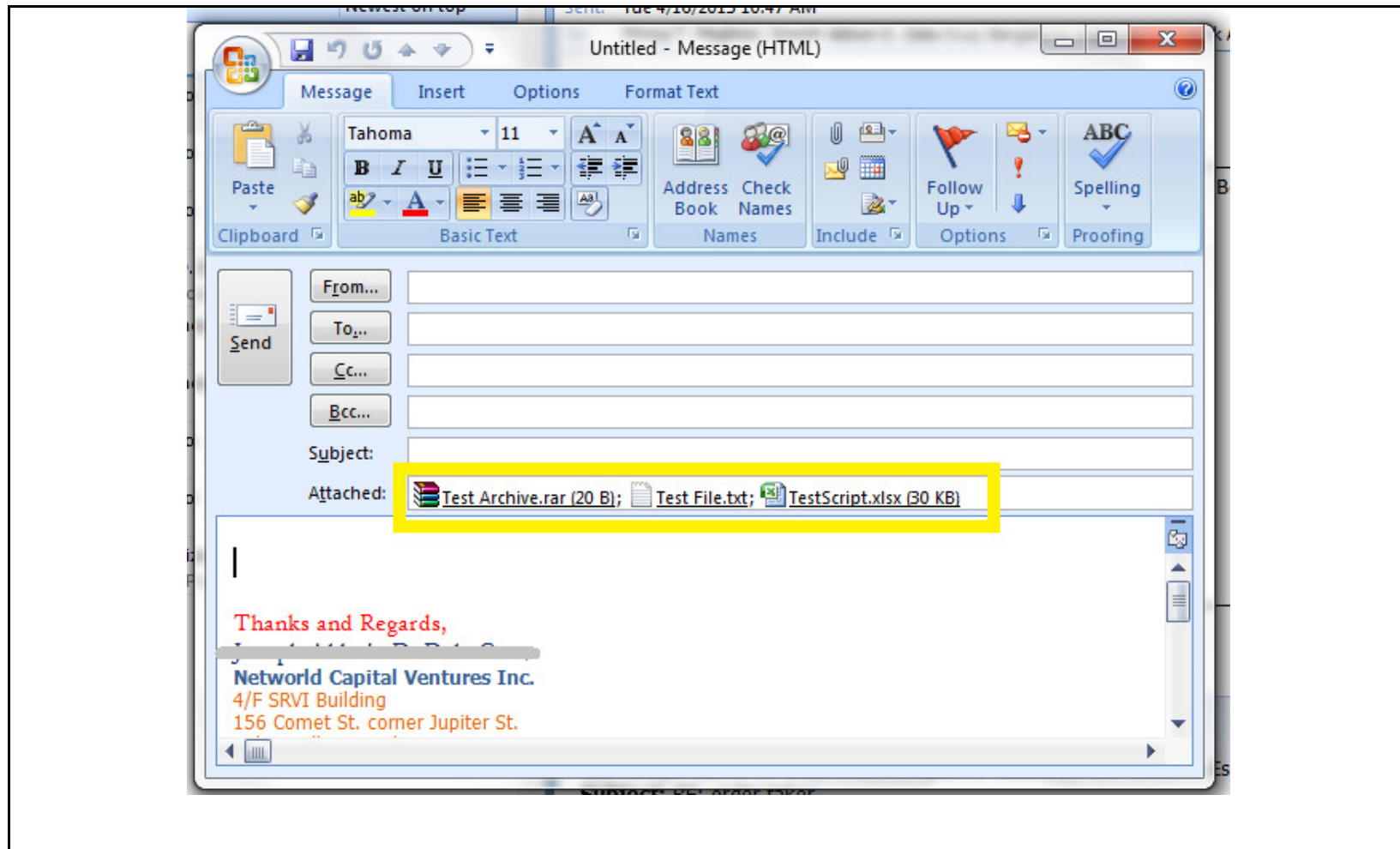
Send Attachments in a Faster Way

1. Select the file/s you want to send as attachment/s

2. Drag the files to your Outlook Inbox

3. A new mail opens with your documents attached and all you need to do is complete the other details and send it across

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