

Outlook Mail

Search 

- Compose or reply
 - Create an email message
 - Suggested recipients
 - Show Bcc
 - Use @mentions
 - Add attachments**
 - Check spelling
 - Add a reaction
 - Dictate emails
- Send, forward, or save
- Organize folders and favorites
- Organize using rules
- Personalize and automate
- Customize your view
- Teams in Outlook
- Phishing and blocking senders
- Encryption to protect messages
- More help

Add pictures or attach files to

 Thank you for your feedback!



► Applies To

It's easy to attach pictures, files, and other items to your Outlook messages. Outlook keeps track of the documents you've recently worked on, whether they're stored on your computer or saved in OneDrive (cloud only). And no matter where they're stored, Outlook lets you quickly choose whether to send the document as a traditional attachment or upload it to OneDrive and share a link to the file. You can also set permissions on any file sent from OneDrive that allow message recipients to view and edit them or share them with others.

Select a tab option below for the version of Outlook you're using. [What version of Outlook do I have?](#)

New Outlook **Classic Outlook** **Web**

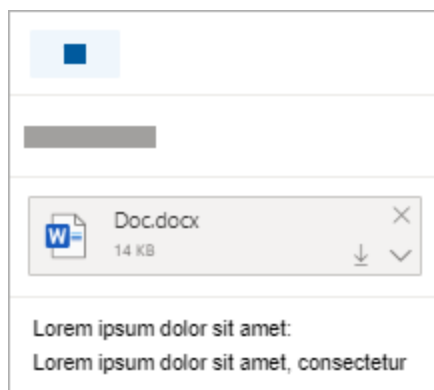
In Outlook on the web and Outlook.com, you have the option to:

[Attach a file](#) | [Attach a link from OneDrive](#) | [Insert a picture into the body of a message](#) | [Attach an email item](#) | [Share a folder](#)

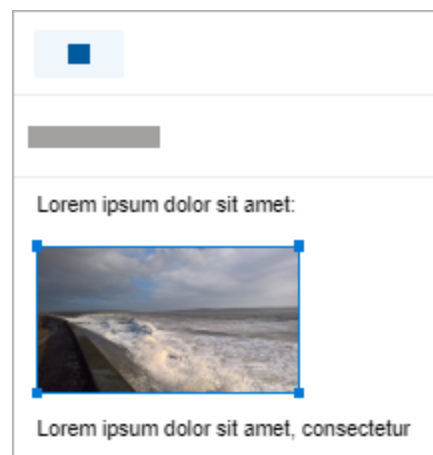
You can **attach** photos and documents from your computer or OneDrive to email messages and calendar events. Attachments always appear at the top of the email.

You can also **insert** pictures anywhere in your messages, so that recipients see the image where you want, as soon as they open the email. They don't need to be opened to be viewed.

Attachments look like this:




Inserted images look like this:



♥ Thank you for your feedback!

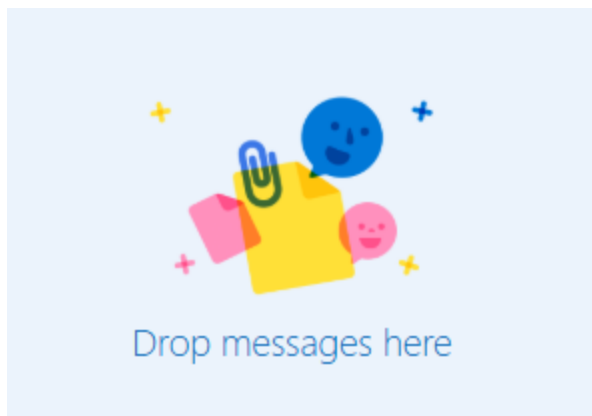


Attach a file or picture from your computer in Outlook on the web or Outlook.com

1. Reply, forward or create a new email message or calendar event.
2. Select  **Attach** then **Browse this computer**.
3. Choose the file you want to attach and select **Open**. To attach more than one file, hold **CTRL** (or **Command** in Mac) while selecting multiple files.


Note: When you attach a file from your computer, you're attaching a copy of the file. Each recipient will get *their own copy* of the file.

You can also drag and drop files from your computer into your message. As you drag them over a new message, a **Drop files here** hint will appear:



[Back to top](#)

Attach a link to a picture, file or folder from your OneDrive for Outlook on the web or Outlook.com

1. Reply, forward or create a new email message or calendar event.
2. Select  **Attach file** then **OneDrive**.

♥ Thank you for your feedback!



3. Choose the file from your OneDrive or other cloud storage you want to link to and select **Next**. To attach more than one file, hold **CTRL** (or **Command** in Mac) while selecting multiple files.
4. You can also use **Copy link** of a OneDrive attachment and paste it elsewhere.

Notes:

- When you attach a OneDrive link, all recipients can view or edit the *same file*.
- If you want to restrict editing, select **More actions** in the attachment, then **Manage access**.
- To add a cloud location such as Box, Dropbox or Google Drive, open your [Storage account settings](#).
- Any files you edited in your browser will be in your **OneDrive attachments** folder.

[Back to top](#)

Insert a picture into the body of a message in Outlook on the web or Outlook.com


Attachments always appear above the body of your message, but you can insert pictures inline anywhere in your message. Inserted images don't need to be downloaded to be seen by the recipient.


1. Reply, forward or create a new email message or calendar event and position the cursor to where you want to add your pictures
2. Select **Insert > Pictures**, choose the file you want to insert, and then select **Open**. To insert more than one file, hold **CTRL** (or **Command** in Mac) while selecting multiple files.
3. Drag the corner handles to resize the image or right-click the image to see formatting options.

♥ Thank you for your feedback!

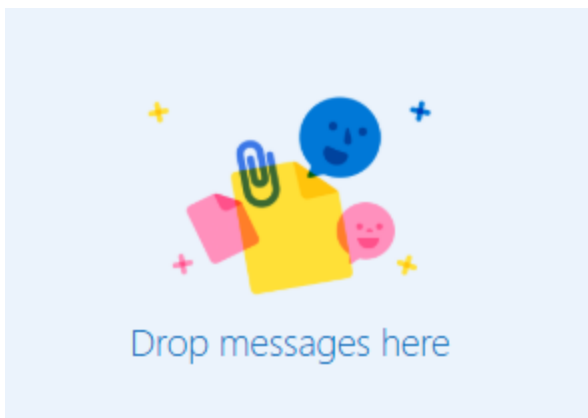


Attach an email to another email in Outlook on the web or Outlook.com

1. Reply, forward or create a new email message or calendar event.
2. Move it to a new window by selecting **Open in new window** .
3. Arrange the windows so you can see both the message list and your new message side by side.

Tip: Use the Windows key  with < or > to arrange your windows.

4. Select the emails you want to attach to your new message.
5. Drag the selected messages from the message list to the body of your new message. As you drag them over the new message, a **Drop messages here** hint will appear:



[Back to top](#)

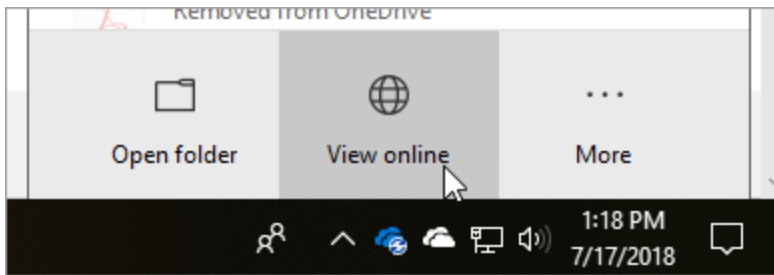
Share a folder in Outlook on the web or Outlook.com


You can't attach a copy of a folder in web-based versions of Outlook. However, you can share a folder in OneDrive.

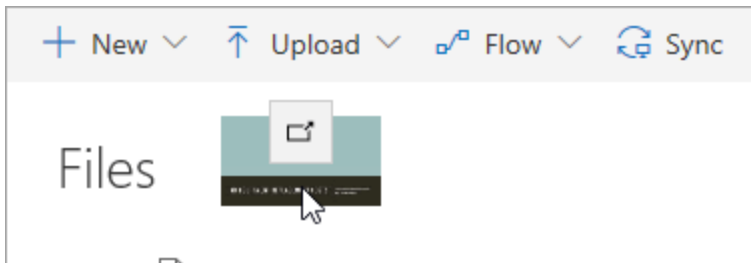
1. Select the OneDrive icon in the taskbar, and select **View online**. This will open


♥ Thank you for your feedback!





2. On your computer, open File Explorer  and go to the folder you want to attach.
3. Drag the folder into OneDrive in the web browser.



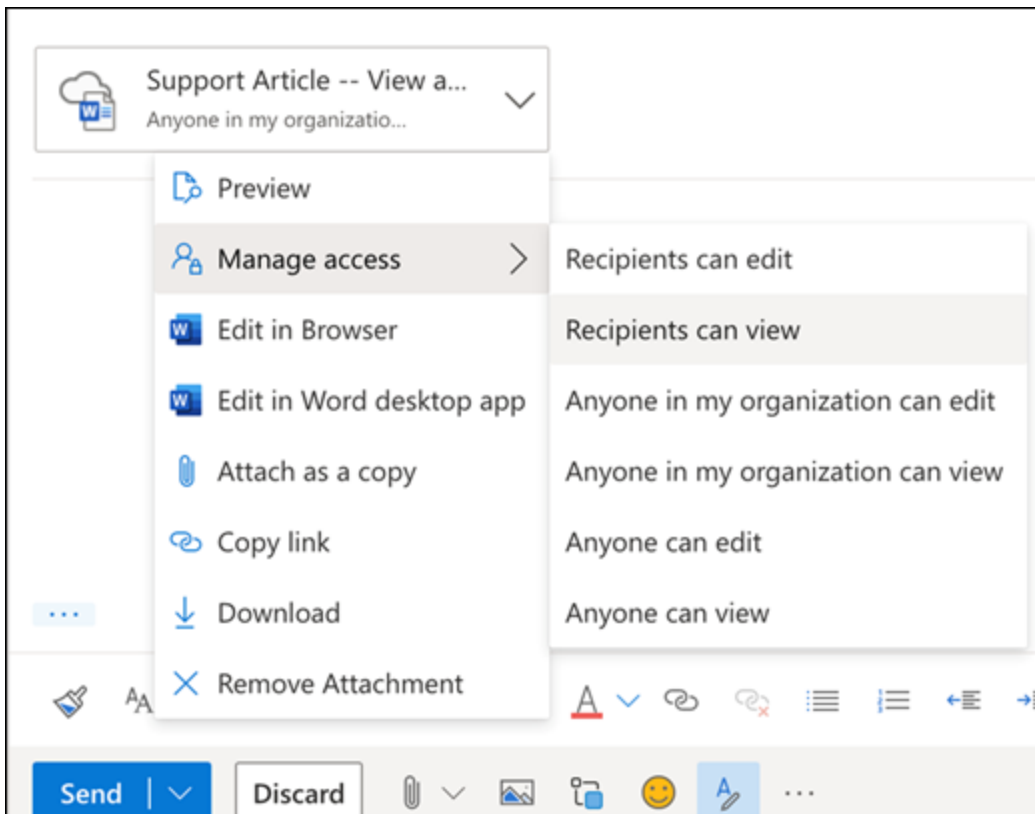
4. Go to Outlook on the web and create a new message or open a message from the message list.
5. Select  > **Browse cloud locations**, choose the folder in OneDrive you want to attach, and select **Next**.
6. Select **Share as a OneDrive link**.

IMPORTANT: By default, recipients will be able to edit the files in the folder. To change permissions so that recipients can only view the files:

- Select  > **Manage Access** > **Recipients can view**.

♥ Thank you for your feedback!





[Back to top](#)

Tips for sending and receiving file attachments

- If you reply to a message that has an attachment, the attachment won't be included in the reply.
- Don't open an attachment sent in an email message unless you trust the content and the person who sent it to you. Attachments are a common method for spreading computer viruses.
- Long file names of attachments might be shortened in Outlook on the web. This won't affect the contents of the file.
- You can only attach files to calendar events that you or a delegate created.
- In addition to restricting the size of individual messages, some email systems put a cap on the total size of your mailbox. Since each message you send is stored in your Sent Items folder, reducing the size of attachments can also help keep your mailbox size

♥ Thank you for your feedback!



See also

[Send large files with Outlook](#)

[Open, save, preview, and edit attachments in Outlook](#)

[Troubleshoot issues with attachments in Outlook for Windows](#)

[Print attachments received in Outlook](#)

[Remove attachments in Outlook](#)

[Find all messages with attachments in Outlook](#)

[Blocked attachments in Outlook](#)

[Attach a file or folder to a message in Outlook for Mac](#)



Need more help?

How can we help you?



Want more options?



Discover



Community



Contact Us

Explore subscription benefits, browse training courses, learn how to secure your device, and more

♥ Thank you for your feedback!





Microsoft 365 subscription benefits



Microsoft 365 training



Microsoft security



Accessibility center

What's new

- Surface Pro
- Surface Laptop
- Surface Laptop Studio 2
- Surface Laptop Go 3
- Microsoft Copilot
- AI in Windows
- Explore Microsoft products
- Windows 11 apps

Microsoft Store

- Account profile
- Download Center
- Microsoft Store support
- Returns
- Order tracking
- Certified Refurbished
- Microsoft Store Promise
- Flexible Payments

Education

- Microsoft in education
- Devices for education
- Microsoft Teams for Education
- Microsoft 365 Education
- How to buy for your school
- Educator training and development
- Deals for students and parents
- AI for education

Business

- Microsoft Cloud
- Microsoft Security
- Dynamics 365
- Microsoft 365
- Microsoft Power Platform
- Microsoft Teams
- Microsoft 365 Copilot
- Small Business

Developer & IT

- Azure
- Microsoft Developer
- Microsoft Learn
- Support for AI marketplace apps
- Microsoft Tech Community
- Azure Marketplace
- AppSource
- Visual Studio

Company

- Careers
- About Microsoft
- Company news
- Privacy at Microsoft
- Investors
- Diversity and inclusion
- Accessibility
- Sustainability



English (United States)



Your Privacy Choices

Consumer Health Privacy

Sitemap

Contact Microsoft

Privacy

Terms of use

Trademarks

Safety & eco

Recycling

About our ads

© Microsoft 2025

♥ Thank you for your feedback!

