

Send Microsoft Office Documents by E-Mail

Send it as the body of your message

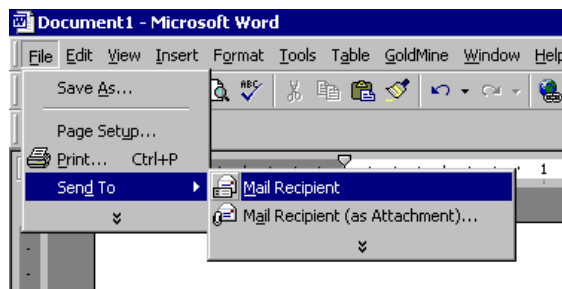
Email copies of your document sent from Microsoft Office programs are sent in HTML format, so recipients don't need to have Microsoft Office installed to read the messages.

All they need is an email program that can read documents in HTML format, like Microsoft Outlook, or newer versions of Netscape Communicator and Eudora.

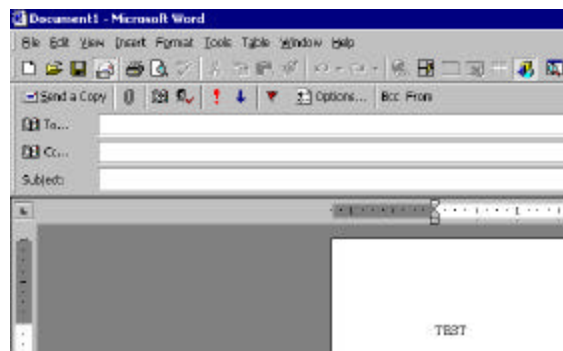
Before you can send an email message directly from MS Office, you need to install and set up Microsoft® Outlook®.

Here's how to send a copy of your document from Microsoft® Word:

1. Create or open the document that you want to email
2. Go to File → Send To → Mail Recipient



3. Word will display email header information
4. Fill in the recipient information and click Send a Copy



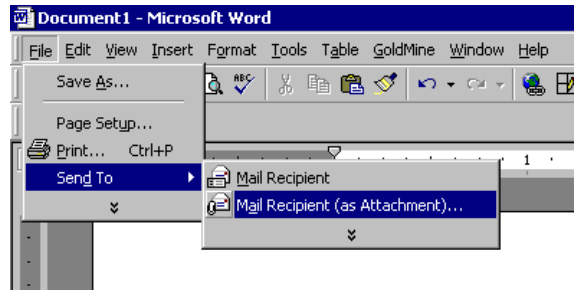
5. Word will email a copy of the document and close the email header. The original document will remain open so that you can continue to work on it.

Send it as an attachment

E-mail attachments are sent in binary format (.doc, .xls, .ppt) instead of HTML format, useful if recipients have the corresponding Office program and need to modify the attachment, or if they don't have an email program that can read HTML.

Here's how to send a file as an attachment from within Microsoft® Excel, Microsoft® PowerPoint® or Word:

1. Create or open the document that you want to email as an attachment
2. Go to File → Send To → Mail Recipient (As Attachment)



3. A standard email message window will appear
4. Fill in the recipient information and click Send

