

Microsoft Outlook 2010 – Level 1

5 – Working with attachments



WORKING WITH ATTACHMENTS

InFocus

Attachments are files or other Outlook information (known as items) that can be sent as part of an email message. For example, you can attach **files** such as Word documents or Excel spreadsheets, as well as Outlook **items**, such as other email messages, appointments or contacts.

In this booklet you will:

- ✓ gain an overview of attachments
- ✓ learn how to add a file attachment to an email message
- ✓ learn how to add another **Outlook** item into an email message
- ✓ learn how to preview attachments
- ✓ learn how to save a message attachment to the hard disk
- ✓ learn how to open a message attachment

UNDERSTANDING MESSAGE ATTACHMENTS

Email is used as a means of communicating with other people. It is also often used to transfer files between people by including them as message attachments. Attachment files are usually

legitimate documents such as proposals, budgets, lists, pictures, and so on, but occasionally they may contain dangerous viruses.

What Is An Attachment?

An attachment is an ordinary computer file that is sent in conjunction with an email message. Attachments to email messages provide an easy way to send computer files from one computer to another.

What Types of Files Are Sent As Attachments?

Virtually any type of computer file can be sent as an attachment. Commonly, these files are ones created with a word processing application (letters, proposals, reports, etc), spreadsheet files (budgets, travelling expenses, sales proposals), picture and movie files, presentation files, and the like.

Outlook itself does not do anything with these files except act as a carrier from one computer to another. When attachments are sent it is obviously necessary for the person receiving the attachment to have the appropriate software to be able to open the attachment file.

Dangers Associated With Attachment Files

While attachments provide a great deal of convenience and ease of sharing data and information between computers, they also make computers extremely vulnerable.

Once a computer is connected to a network or the internet, there is always a danger that the computer will be accessed by people not authorised to do so – this process is referred to as hacking – and hackers (people who illegally access other computers) range from people who are just having fun to those who are intent on malicious damage.

Programs such as Outlook and your internet browser have been developed to repel as many of these hackers and their attacks as possible. As a means of getting around these protective measures hackers have discovered that attachments provide a way of accessing a computer that might otherwise be well protected. Since hackers can't normally break into your computer unassisted, they have developed clever programs that are sent with a normal attachment. Once the attachment is opened these programs are unleashed on your computer. The maliciousness of these programs varies, ranging from doing nothing to completely wiping the contents of your computer. Recently, they have been used to send information about you and your computer to other people, or to replicate themselves and send themselves to contacts from your email system.

Outlook blocks potentially unsafe attachment file types (including .bat, .exe, .vbs and .js) that can contain viruses. However, extreme care should always be taken when working with attachments.

Protecting Yourself From The Inherent Dangers Of Attachments

Ideally avoiding attachments altogether is the best way to avoid problems. Unfortunately, this is not practical. However, there are some precautionary measures you can take when working with attachments.

1. NEVER open an attachment directly from Outlook.
2. Permanently delete messages from unknown and unexpected email senders with suspect attachments – be extremely wary of deals and offers that are just too good to be true.
3. ALWAYS save attachments to your hard disk and scan them with an up-to-date anti-virus program before opening the attachment.

INSERTING A FILE ATTACHMENT

File Attachments are usually files containing additional information for the recipient. For example, you may want to send a photograph, a report created in Word, an expense sheet created in Excel or

a presentation created in PowerPoint. File attachments don't just have to be from other Microsoft programs – you can attach files created in most programs.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *Watsonia_02.pst...*


1 Create a new message, address it to yourself and type **Parking** in **Subject**

2 Type the following message
Harry

You may find the attached files of interest for the proposed car park.

Regards

your name

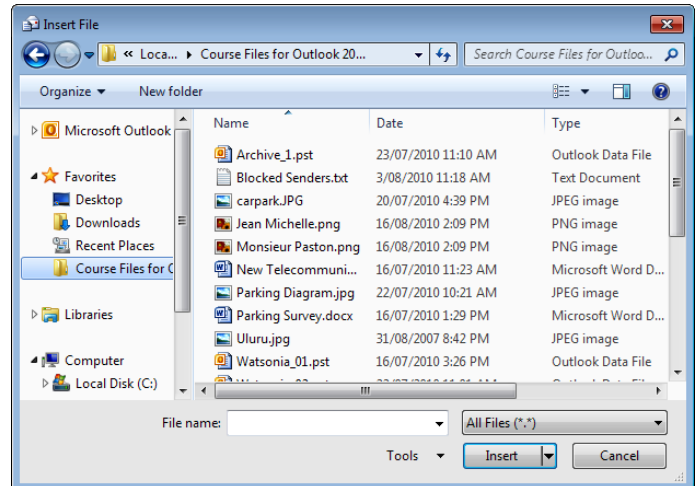
3 Click on **Attach File**  in the **Include** group to open the **Insert File** dialog box, then navigate to the course files folder

4 Click on *carpark.jpg*, press **Ctrl** and click on *Parking Diagram.jpg* and *Parking Survey.docx*, then click on **[Insert]**

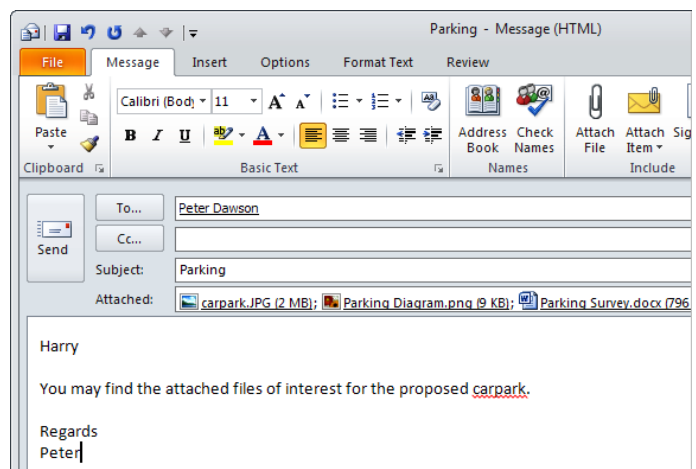
The three files will appear in the header. Notice that the image is large (2M)...

5 Click on the **File** tab, click on **Resize large images when I send this message** under **Image Attachments**, then press **[Esc]**

6 Send the message




3



4

For Your Reference...

To **add** an **attachment** to a message:

1. Click on **Attach File**  in the **Include** group on the **Message** tab
2. Navigate to the desired folder
3. Click on the file
4. Click on **[Insert]**

Handy to Know...

- You can also attach files by dragging them from the folder on your computer and dropping them in the message window.




ATTACHING OTHER OUTLOOK ITEMS

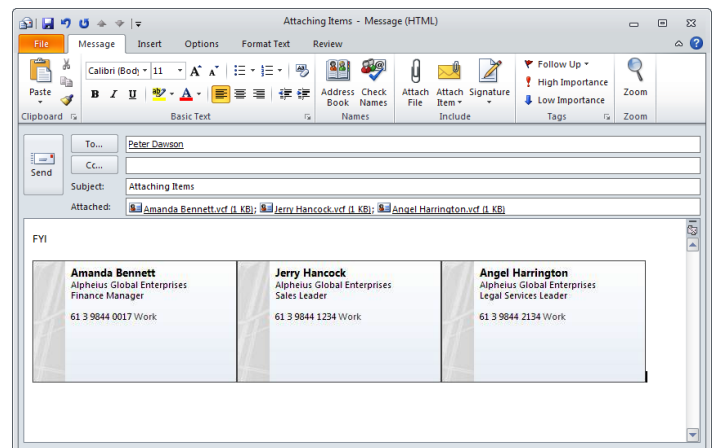
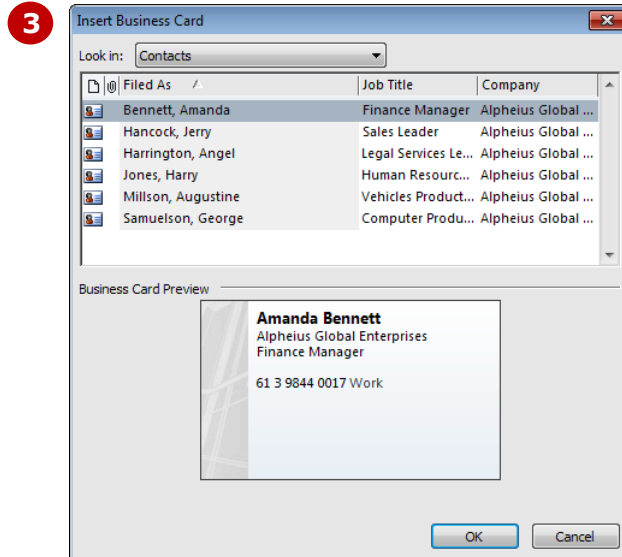
You can attach other Outlook items in an email message. For example, you may wish to insert a business card showing a client's contact details; a list of when you're free or busy for a specific period; or

several messages, tasks, notes or other items from your Outlook folders. This method is the easiest way to forward multiple items or messages.

Try This Yourself:

Continue using the previous file with this exercise...

- 1 Create a new message, address it to yourself and type **Attaching Items** in **Subject**
- 2 Type as the message **FYI** and press twice
- 3 Click on **Attach Item**  in the **Include** group and select **Business Card > Other Business Cards** to open the **Insert Business Cards** dialog box
- 4 Select three contacts and click on **[OK]** to insert them into the message
Let's quickly attach several messages...
- 5 Ensure you can see both the message list and your new message
- 6 Select four messages in the message list, then drag them over the body of the message
The pointer will appear as 
- 7 Release the mouse button – the messages will appear in the header as four separate message attachments 
- 8 Send the message




4

7




For Your Reference...


To **add** an **item attachment** to a message:

1. Click on **Attach Item**  in the **Include** group on the **Message** tab
2. Select the appropriate option
3. Specify the desired settings

Handy to Know...

- You can insert a message as text in the body of your message rather than as an attachment. To do this, click on **Attach Item**  and select **Outlook Item** to open the **Insert Item** dialog box. Select the folder in **Look in**, select the **Items**, click on **Text only** under **Insert as**, and click on **[OK]**.

PREVIEWING ATTACHMENTS

Messages containing an attachment are easy to identify – they appear with a **paper clip** icon  next to the sender's name in the message list, such as the **Inbox**. Using the **Attachment**

Previewer, you can view an attachment from within the **Reading** pane or you can view it once the email message has been opened in its own window.

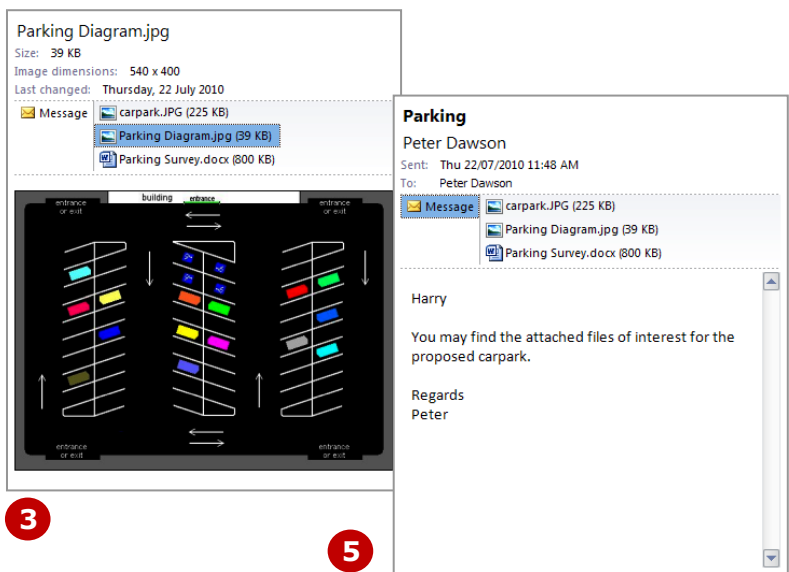
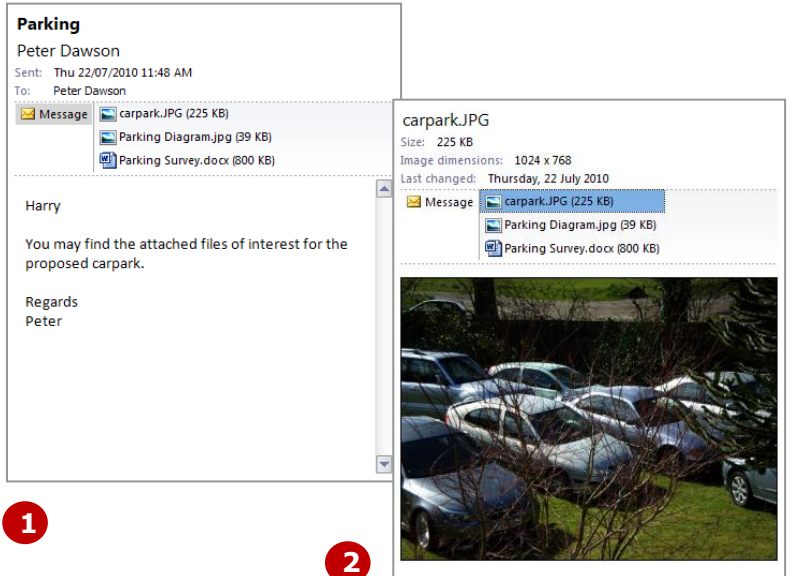
Try This Yourself:

Same File

- 1 Continue using the previous file with this exercise. The unopened email with the **Parking** subject must be in your **Inbox**...

Notice that there are four icons in the message header – one for the message and three for the three attachments.

Notice also that Outlook has reduced the size of the carpark image from 2M to 225KB when the message was sent...
- 2 Click on the new message with the **Parking** subject to view its content in the **Reading** pane
- 3 Click on **carpark.JPG** in the message header to view its content in the **Reading** pane
- 4 Click on **Parking Diagram.png** to view its content in the **Reading** pane
- 5 Click on **Parking Survey.docx** to view its content in the **Reading** pane
- 6 Click on **Message** to redisplay the message



1

2

3

5

For Your Reference...

To **preview attachments**:

1. Click on the message with the attachment/s to view it in the **Reading** pane, or Double-click to open the message in its own window
2. Click on the attachment in the header

Handy to Know...

- You cannot preview or access blocked attachment files (such as .exe, .bat or .vbs files). These will be listed in the Info bar at the top of a message. Additionally, active content embedded in attachments (including scripts, macros and ActiveX controls) will be disabled during a preview.

SAVING A MESSAGE ATTACHMENT

When you receive a message with an attachment your curiosity normally kicks in and there is a great temptation to open the attachment to see what it contains. However, to protect your computer you

should always save an attachment to your hard disk, and then scan it using an up-to-date virus program before opening it. Outlook has facilities for saving attachments.

Try This Yourself:

Same File

Continue using the previous file with this exercise. The email with the *Parking* subject must be in your Inbox...

1

Click on the message with the **Parking** subject

2

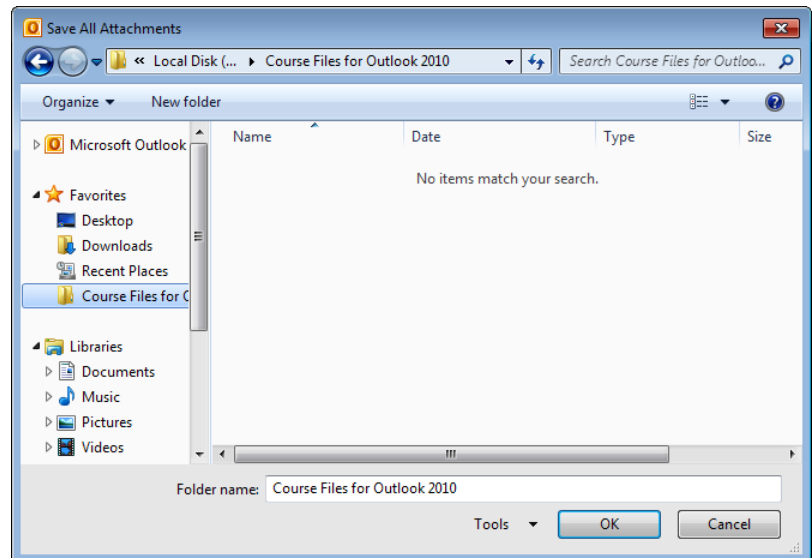
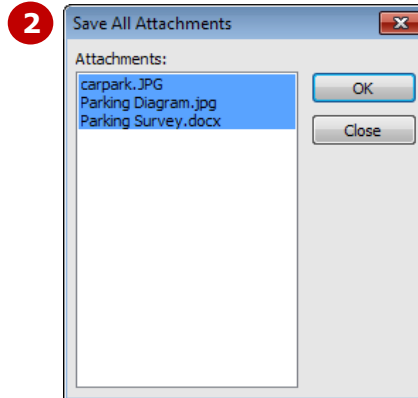
Click on the **File** tab to open the **Backstage**, then click on **Save Attachments** to open the **Save All Attachments** dialog box

3

Click on **[OK]** to choose all three attachments and open the **Save All Attachments** dialog box, and then navigate to the course files folder
The three of these attachments are already in this folder, but let's overwrite them...

4

Click on **[OK]** and then click on **[Yes]** three times to save the three attachments



For Your Reference...

To **save message attachments**:

1. Select the message in the message list
2. Click on the **File** tab, click on **Save Attachments**, select the files and click on **[OK]**
3. Select the folder location and click on **[OK]**

Handy to Know...

- You can right-click on any attachment in either an open window or the **Reading** pane and select **Save As** to save the attachment onto your hard disk.
- You can also save attachments from an open message using the **Backstage view**.

OPENING A MESSAGE ATTACHMENT

Attachments appear as an icon in an email message. They are opened by double-clicking on them. When you open an attachment you are normally provided with two options. You can either open the

attachment to view it (if your computer supports the application required by the attached file), or you can save it to disk and view it later.

Try This Yourself:

Same File

Continue using the previous file with this exercise. The email with the *Parking* subject must be in your Inbox...

1 Double-click on the message with the **Parking** subject to open it in its own window

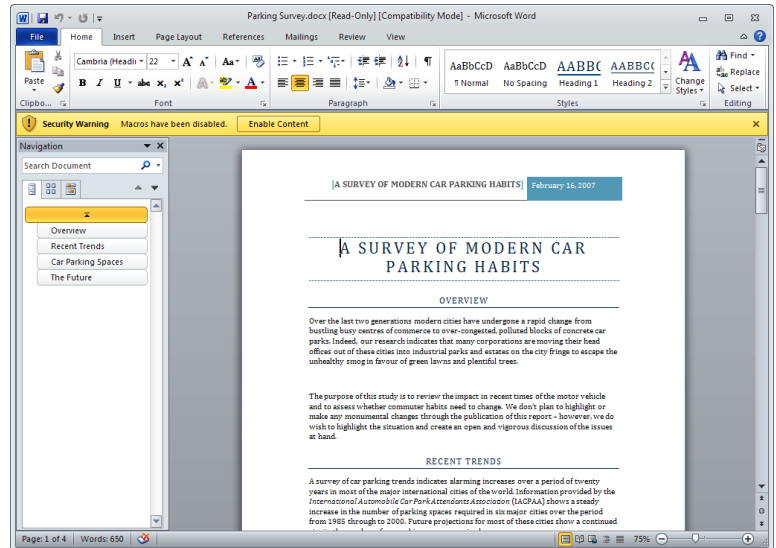
2 Double-click on the **Parking Survey.docx** attachment to open it in Microsoft Word

Since it is not generally a good idea to open an attachment directly, a security warning may appear in the Info bar beneath the ribbon...

3 Since we know this attachment is from a trustworthy source, click on **[Enable Content]** to enable any macros

4 Close the Word document

5 Close the message window, then close the **Watsonia_02** data file



Special Note: Even though this exercise has shown that it can be done, we **DO NOT RECOMMEND** that you open an attachment from within Outlook. Attachments should always be saved to the disk and then checked to ensure that they do not contain a virus. The attachment should only be opened when it has been shown that the attachment is clean.

For Your Reference...

To **open** a **message attachment**:

1. Double-click on the message with the attachment
2. Double-click on the attachment icon

Handy to Know...

- Computer files and programs can be **signed** using a **digital signature** to verify that they are safe. Files with valid digital signatures can be considered to have come from a **trustworthy source**.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Working with attachments** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**