

# Outlook 2013 Essentials

## Working with Attachments

To preview an attachment, use the following procedure.

1. Highlight the message with attachments in the Message List.
2. In the Reading pane, the attachment(s) are shown by an icon that shows the file type. You can click on an icon to see the preview.
3. Outlook displays a warning. If you trust the source of the attachment, select Preview file.
4. The file is displayed in the Reading pane.

## Creating Folders

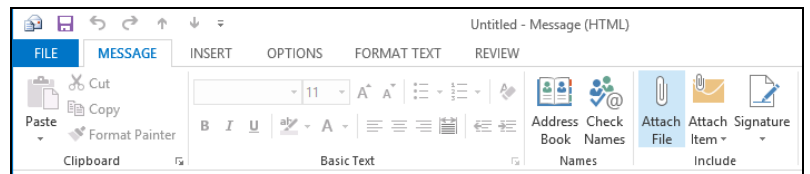
1. Select the Folder tab from the Ribbon.
2. Select New Folder. You can also right-click on the Inbox folder in the Folders pane and select New Folder from the context menu.
3. In the *Create New Folder* dialog box, enter the Name for your folder.
4. Highlight the location where you want the folder to be stored.
5. Select OK.

The folder now shows in the Folder pane.

## Attaching a File

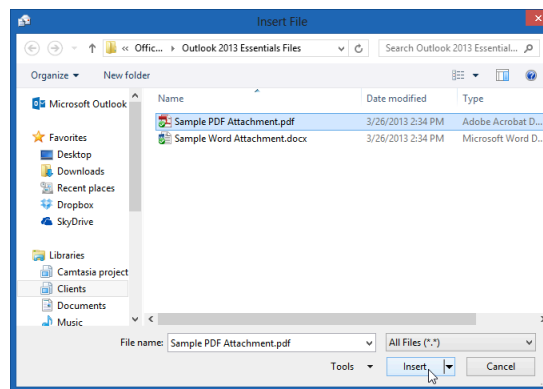
To attach a file to an email message, use the following procedure.

1. Select Attach File from the Message tab on the Ribbon.



2. In the *Insert File* dialog box, navigate to the location of the file you want to attach.

3. Highlight the file and select Insert.



4. Outlook creates a new line in the message header for Attached.