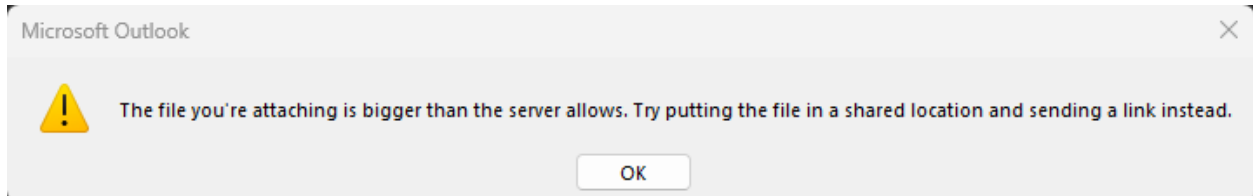


Add Large Attachment to Outlook Message

Attaching a file to an email is generally a pretty simple process, but it's not without its quirks. One common problem is the event of attaching a large file (anything exceeding 150MB).



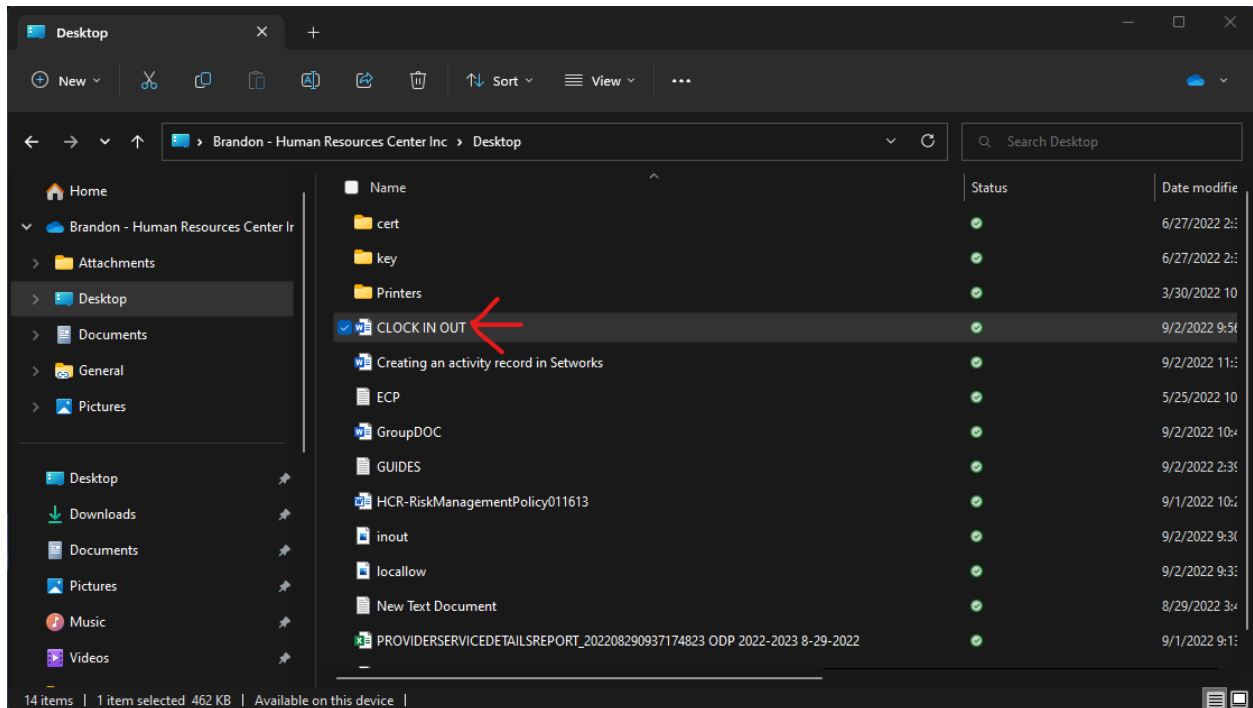
This guide will explore two easy workarounds for this issue.

Method 1: Compressing the File

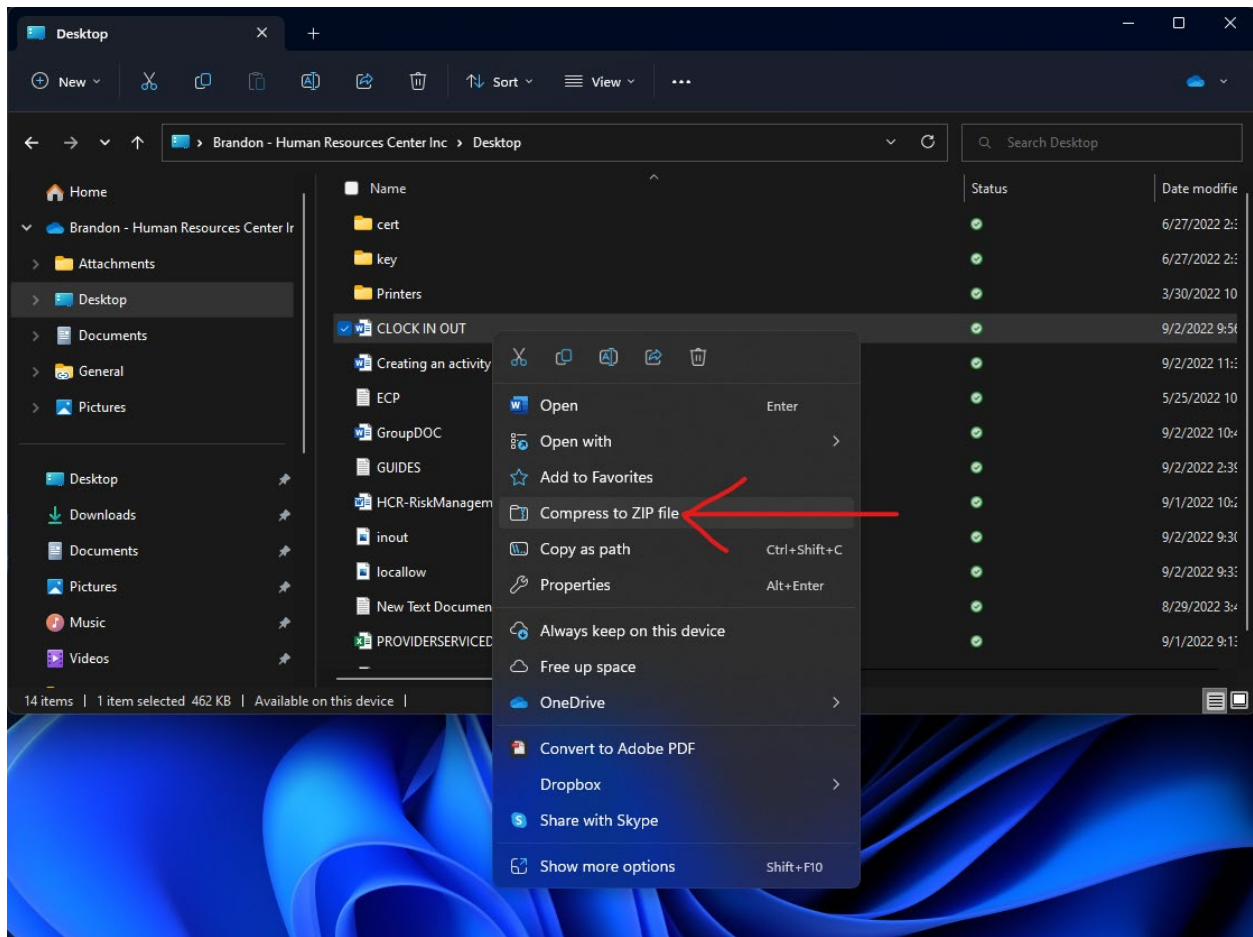
Compression is an easy way to reduce the size of a file, while keeping it fully intact. You may have seen a compressed folder/file while using your computer. These folders/files end with the extension .zip.

Here's how to do it:

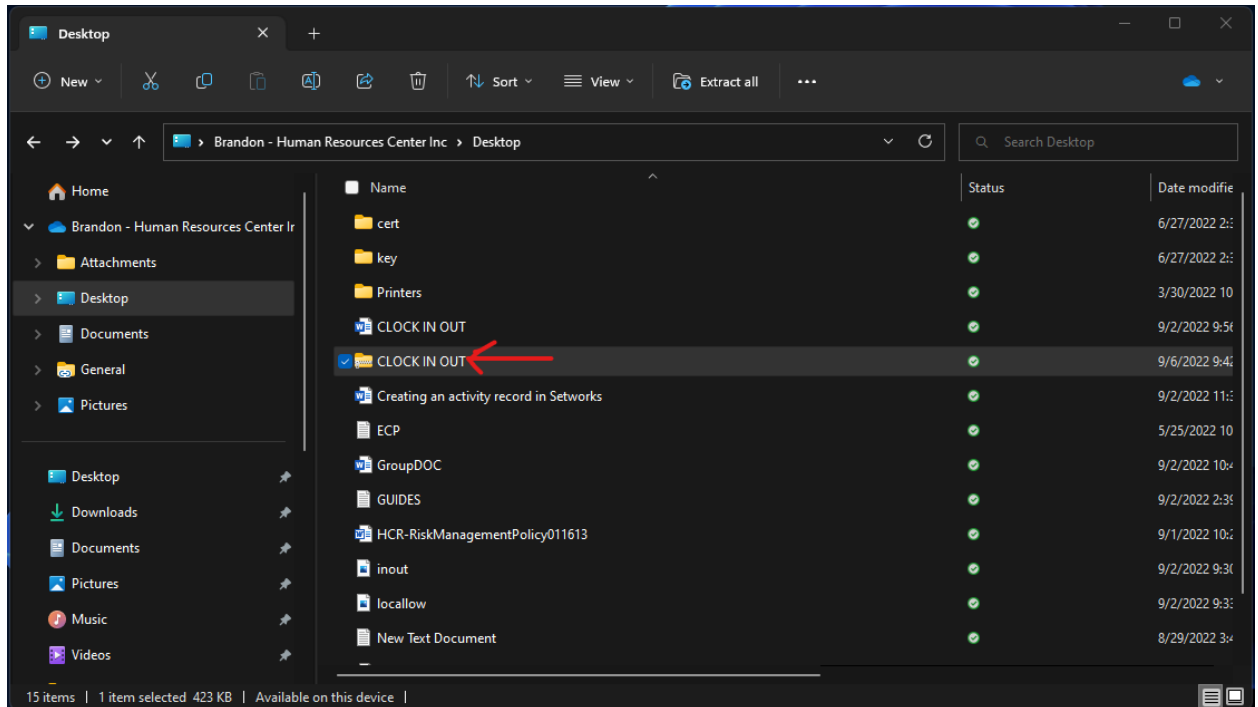
- 1) Navigate to your file



2) Right-click file and then click “Compress to ZIP File”

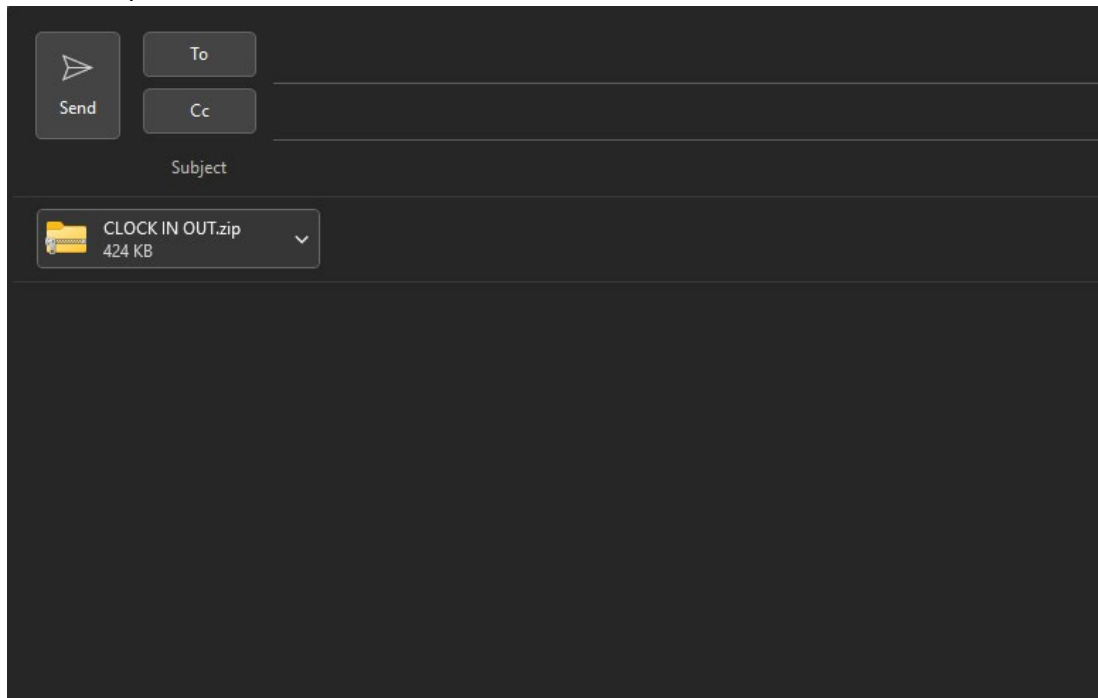


3) Check for newly created .zip file



There is now a folder with the identical name of the file I zipped. Notice the little zipper drawing on the icon of this new folder. This is a quick way to ensure the file is zipped. This folder is what we will attach to our email

4) Attach .zip to Email

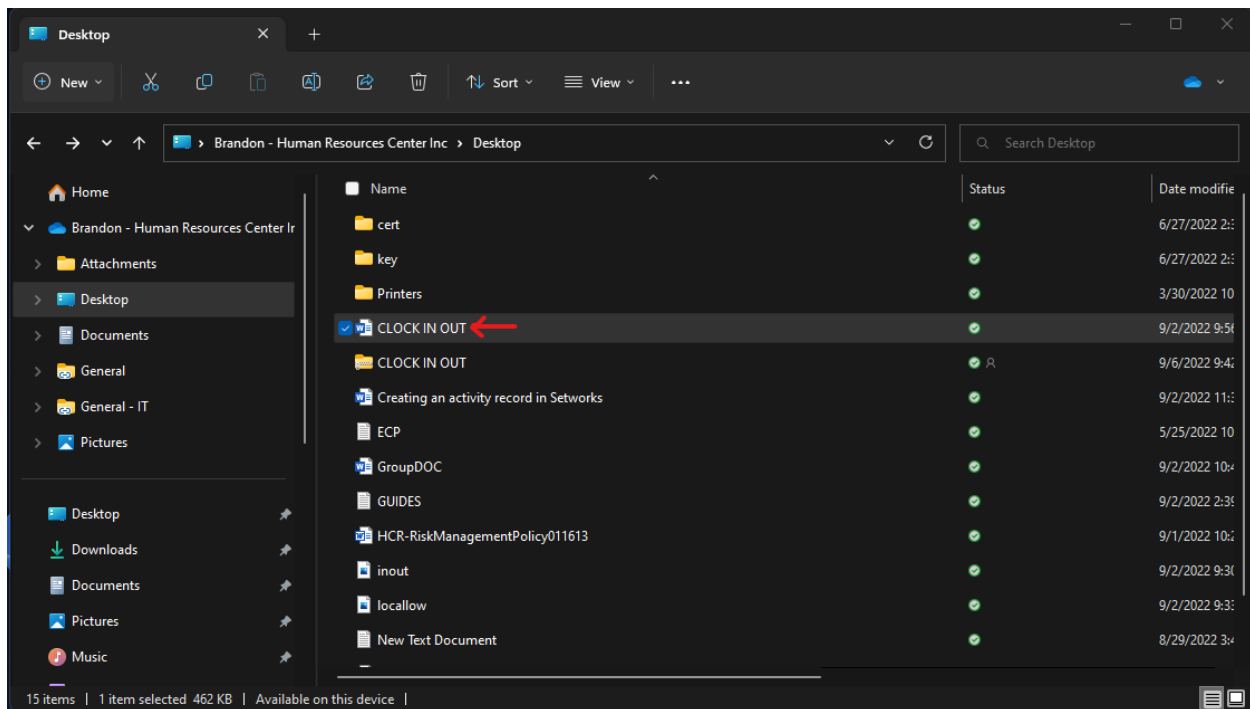


There are certain cases where a zipped file will still be too large to send in an email. In this situation, use method 2.

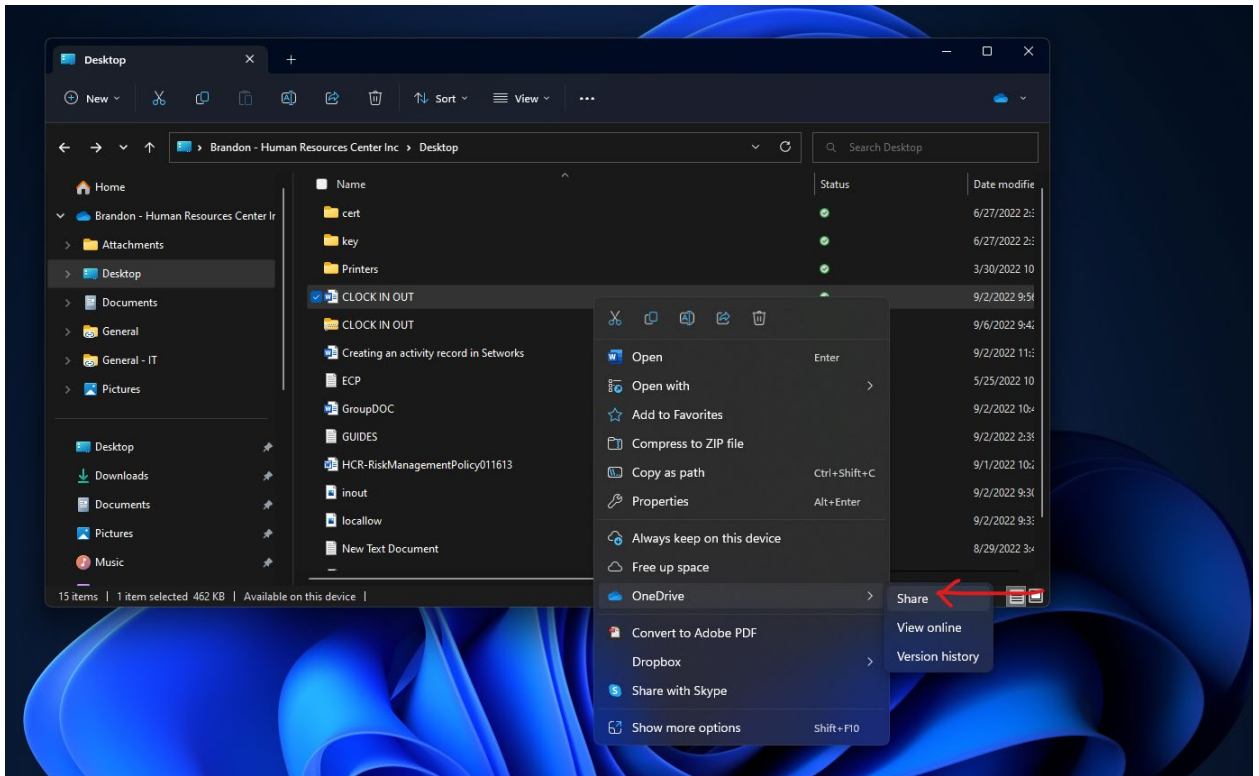
Method 2: Use Sharing to Send a Link to the File

We will employ Office 365 and its cloud sharing app OneDrive to accomplish this sharing method.

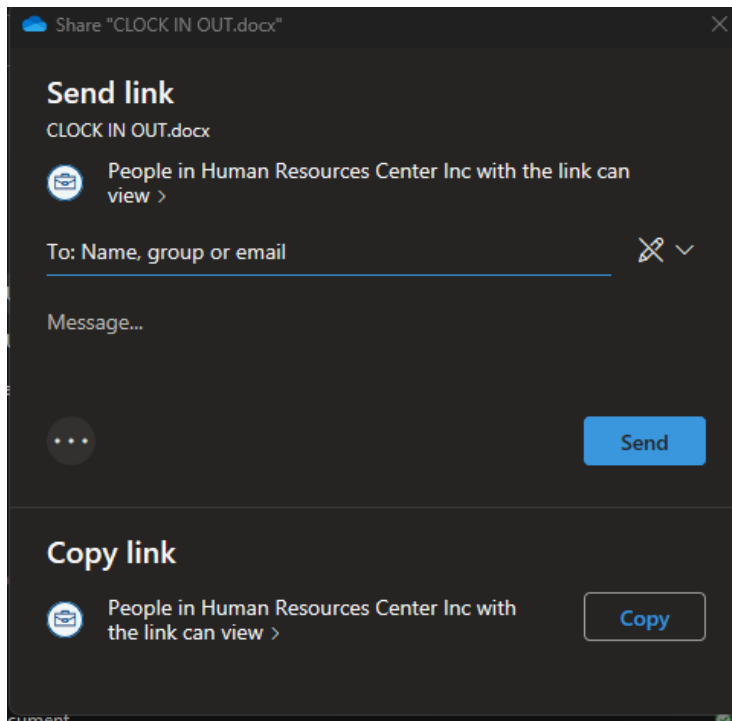
- 1) As with creating a .zip, navigate to the original file/folder



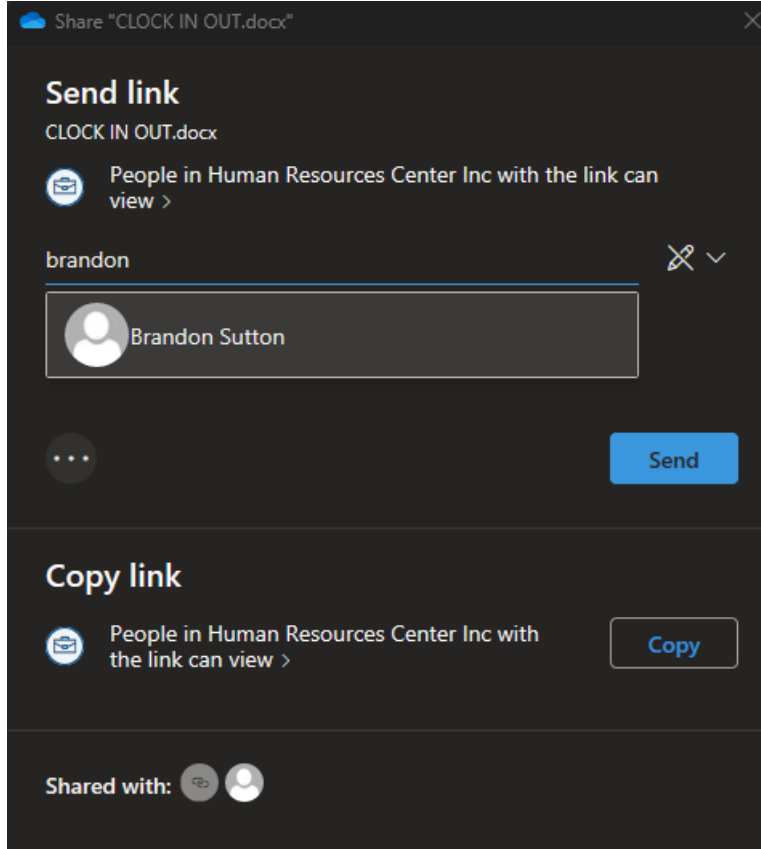
2) Right-click | Hover over OneDrive | Choose Share



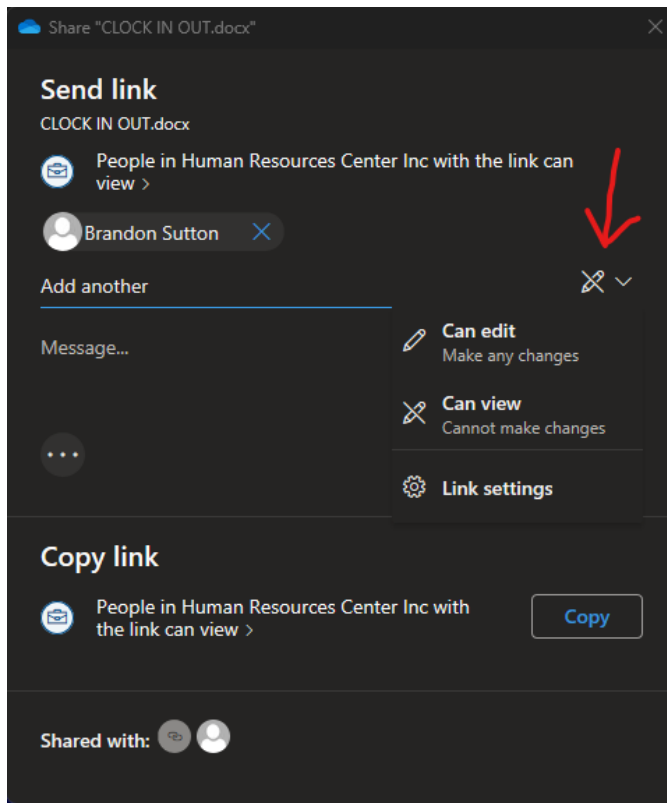
A box with customizable options will open:



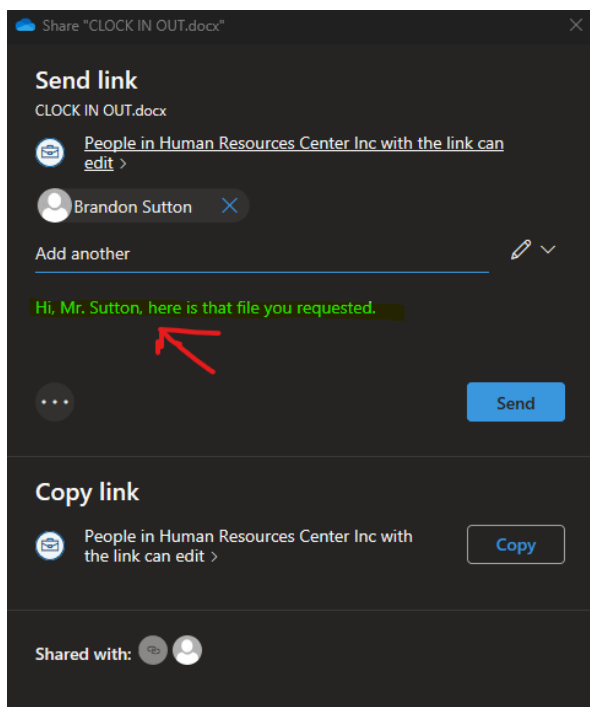
You can type in recipients on the "To: Name, group or email line"



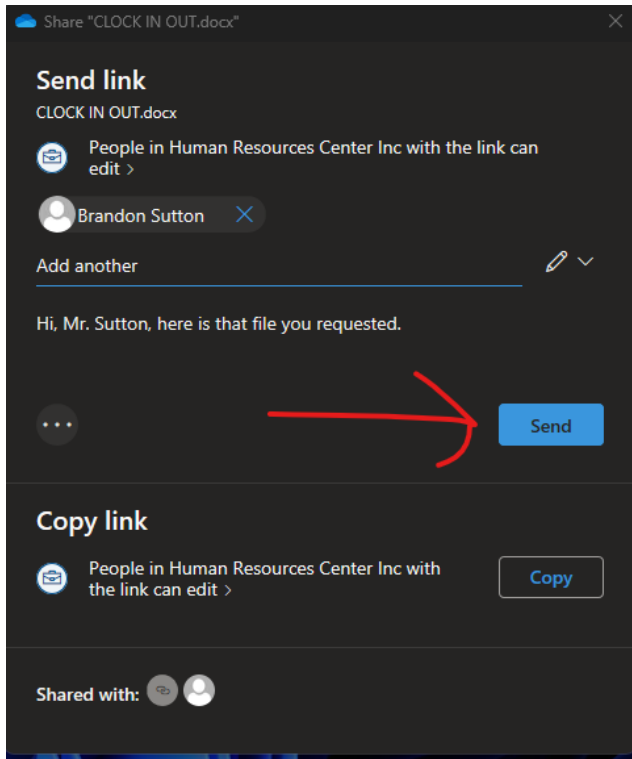
You can make file editable or read-only with the Pencil icon:



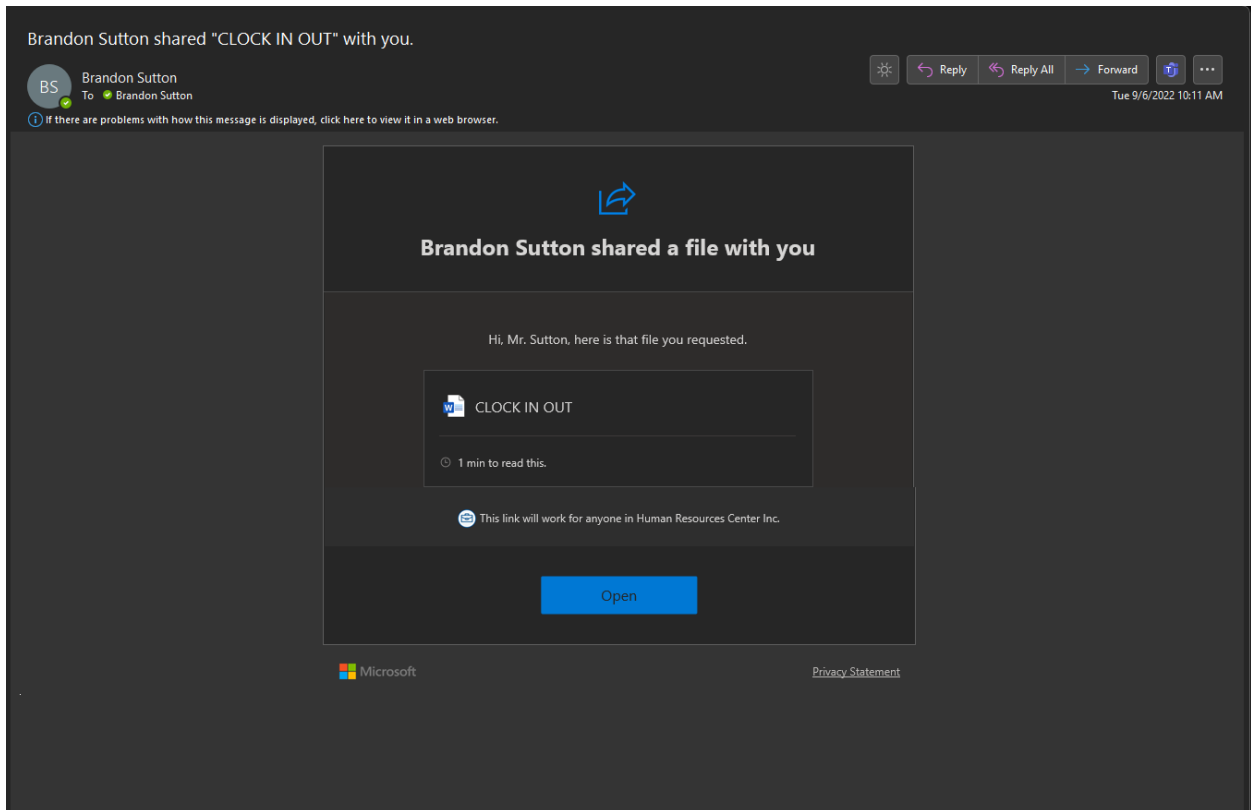
You can type a message that will accompany the file:



Click "Send" to finalize your Email:



And your recipient will receive it like so!



They can open the file/folder and download files (as long as you gave them permission). The method REQUIRES OneDrive to be signed in. If it is not, or you aren't sure, contact IT and ask for help with it or any other questions.