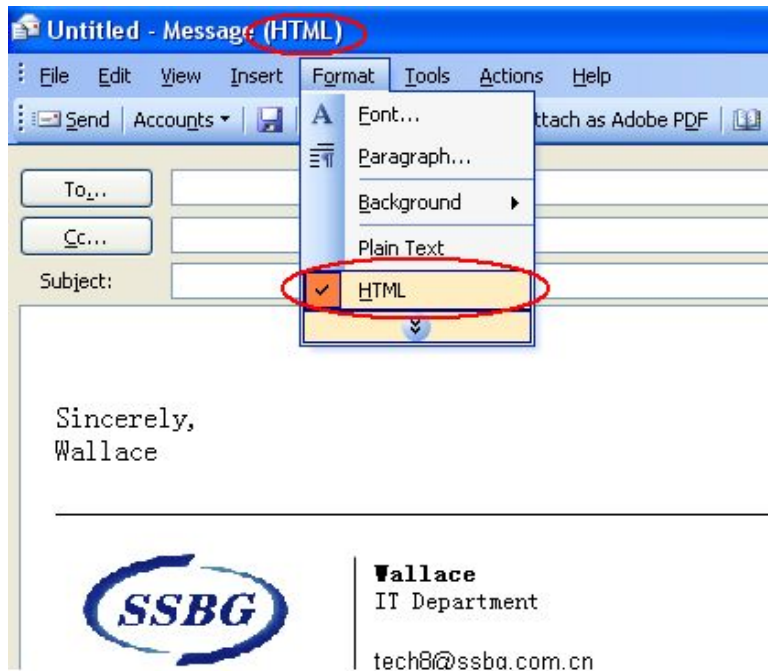


## Microsoft Outlook

### Adding a Link / HTML Document to an Email

Below is a description of how to add a Web page link or HTML document to an email using MS Outlook and how to find the size of the email.



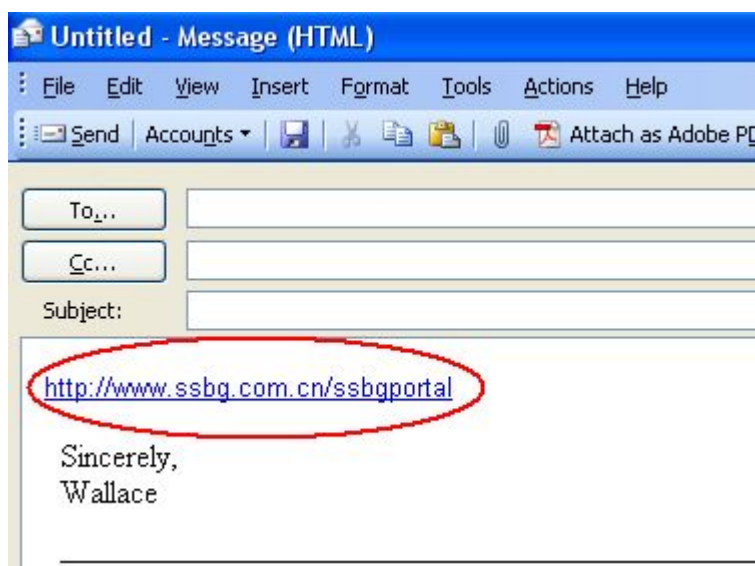
#### Step 1 - Open Outlook

Open a new mail message by going to the menu bar at the top of the Outlook window.

Select: **New → Mail Message**

In the 'Untitled – Message' window, if the window title does not say "(HTML)", go to the menu bar at the top of the window,

Select: **Format → HTML**



**Step 2 – Copy the Web address or HTML document and paste it into the body of the email message.**

If you would like to see the size of the entire email, in the menu bar at the top of the window,

Select: **File → Save**

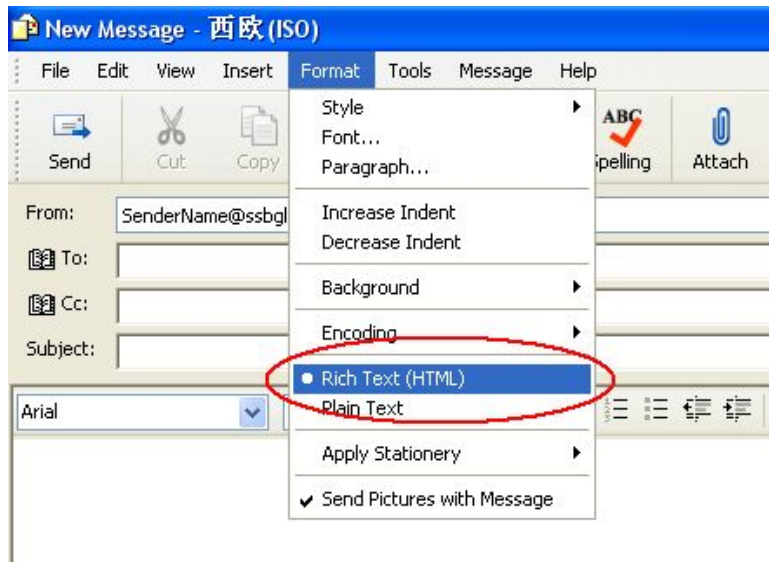
Select: **File → Properties**

In the 'Properties' window that opens, you will see that the message has been saved in the 'Drafts' folder and the size of the email.

## Microsoft Outlook Express

### Adding a Link / HTML Document to an Email

Below is a description of how to add a Web page link or HTML document to an email using MS Outlook Express and how to find the size of the email.



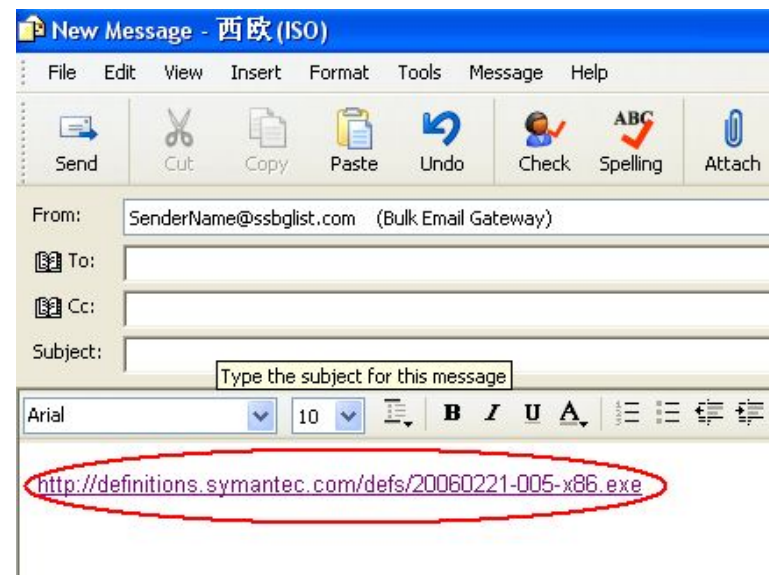
#### Step 1 - Open Outlook Express

Open a new mail message by going to the menu bar at the top of the Outlook Express window and either clicking the *Create Mail* icon or select:

**File** → **New** → **Mail Message**

In the 'New Message' window go to the menu bar at the top of the window and select:

**Format** → **Rich Text (HTML)**



**Step 2** – Copy the Web address or HTML document and paste into the body of the email message.

If you would like to see the size of the entire email, in the menu bar at the top of the window,

Select: **File** → **Save**

Go back to the main window for Outlook Express and open the 'Drafts' folder in the 'Folders' window. If you don't see the 'Folders'

window, in the menu bar go to **View** → **Layout** and check the box for 'Folder List'

Look for the message you just saved and the email 'Size'. If you don't see a column for 'Size', in the menu bar select: **View** → **Columns**, check the box for **Size** and click **OK**.