

2024/11/4

Attach email or files

1. Please click [New Email].

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File Home Send / Receive	Folder View Help	 Move to: ? → To Manager Team Email → Reply & Delete 	< >
Email tems ~ & ~ New Delete	All	Create New Quick Steps	× ا
Contraction of the second s	All Unread	By Date ∨ ↑	
√ @ntu.edu.tw	∨ Today		
Inbox 3	校內訊息	0 12:11 PM	
Drafts [14]			
Sent Items Deleted Items > Archives	校內訊息	0 12:04 PM	
Junk Email [13]			

2. Click [Insert] or [Attach File].

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File M	lessage	Insert	Options	Format Text	Review	Help	Ŷ	Tell me	what you	want to do
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Clipbo	bard	Γ <u>ν</u>		Basic Text		F⊒.	Nar	nes		clude
∑ <u>S</u> end		<u>[</u> o							-	
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3. Attach File

Click [Insert], select [Attach File] and click [Browse This PC].

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File Message Inse Attach Outlook File V Item	ert Options Format Text R	eview Help 및 T 오Link [초] Text 디 Bookmark 를 Quic 서 Word	Tell me what you want to do Box ~ <u>A</u> ≣ Drop Cap ~ k Parts ~ ট Date & Time dArt ~ 司 Object
Recent Items			Text
Browse Web Location	ons	>	
Browse This PC	-		
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Select the Emails or files you want, and click [Insert].





3. Outlook Item

Click [Insert], select [Attach File] and click [Browse This PC]

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		S <u>u</u> bject									
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Select the Emails from your inbox, and click $\mbox{OK}\mbox{}$.

Insert Item	×
Look in:	 ○ Cancel Insert as ○ Text only ④ Attachment
Items:	
l 🗅 🔟 From Subject	Received 🗸
校內訊息 「校內訊息」康芮颱風即將來襲緊急通告!環安衛中心提醒您做好防颵準備! 全校救職員工生,大家好:	Tue 2024/10/29 9:46 AM
	Tue 2024/10/29 9:46 AM
Q	Tue 2024/10/29 9:45 AM



4. The attach has been added successfully.

	Untitled - Message (HTML)	⊡ – □ ×
File Message Insert	Options Format Text Review Help Q	> Tell me what you want to do
Attach Outlook File ~ Item ~ Table Include Tables	Image: Shapes v Image: Shapes v	Text Box → A = Drop Cap → Quick Parts → c Date & Time WordArt → c Object Text →
Io Send ⊆c Subject		
「校內訊息」康芮颱風即將 Outlook item	來襲緊急通告!環安衛中心提醒您做好防颱準備! 🖌	
4		