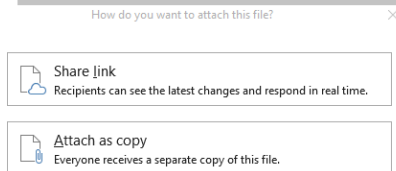


How to Send large Attachments from Outlook on a PC

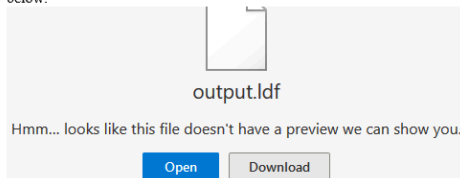
1. Copy the attachment to your OneDrive folder.
2. From Outlook compose a new mail message.
3. Click Attach File, scroll down to Browse web locations and select OneDrive-USAEAST



4. Select the file you want to send, click insert.
5. A Dialog box will come up asking if you want to Share link or Attach as copy, Select Share Link. Finish composing the email. Click Send when done.



6. When the recipient opens the email, they will need to click on the attachment. This will take them to your OneDrive folder, so they can download the file.
7. If the document is a Microsoft Document, it may open the document. If this occurs, they will still have the option to download the file and save it to there computer.
8. If the document isn't a Microsoft document, they will get a similar screen to the one below.



9. Click the download button, depending on the browser, a save dialog box may come up.
10. The file may download to the downloads folder on the recipient's computer.