**Attach files or insert pictures in Outlook email messages**

It's easy to attach pictures, files, contacts, emails and many other items to your Outlook messages. Outlook keeps track of the documents you’ve recently worked on, whether they're stored on your computer or saved in OneDrive (cloud only). And no matter where they're stored, Outlook lets you quickly choose whether to send the document as a traditional attachment or upload it to OneDrive and share a link to the file. You can also set permissions on any file sent from OneDrive that allow message recipients to view and edit them, or share them with others.

**Attach a file to an email message**

Outlook keeps track of the files you have worked on recently and suggests them whenever you decide you want to attach a file to an email message. Some file types are blocked from being sent or received.

In a new message, a reply, or a forwarded message, select **Attach File** from the **Message**ribbon or the **Insert**ribbon.

1. Select your file from one of the following locations:
	* **Recent items**
	The 12 most recent files you've worked on will be displayed here. These files may be on your computer, on OneDrive, SharePoint, or another online document library. Select a file to attach it to your email.
	* **Browse Web Locations**
	Locations include **OneDrive**, **SharePoint** sites, or other locations such as a groups document library that you've accessed before. Select one of the locations to open a new window and then select your attachment.
	* **Browse This PC**
	Opens a File Explorer window where you can choose a file from your computer.
2. If you selected a file on your local computer or group document library, a copy of the file is attached to the email.