


How to email a document within Word

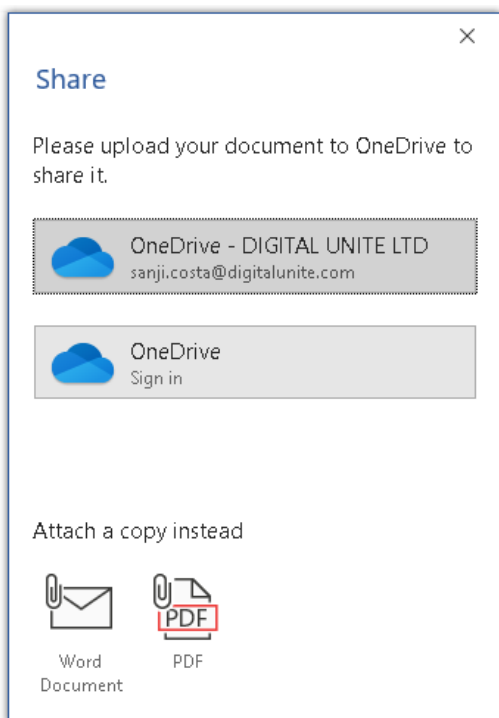
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Rather than attaching a document from your email, you may find it quicker and more convenient to do this from within Word itself as described here.

1. In the upper-left corner, click **File**. Select '**Share**' on the list which appears.



On the screen that appears:



2. Under '**Attach a copy instead**', select Word document or PDF.
3. You will be directed to your **email** program (e.g. Outlook, Gmail, etc.)
4. Add a recipient, type a message if you would like then **send** the email.

Last updated 25th March 2021, written by Mary Coleman (Digital Champion)

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