



## WHAT ARE MODERN ATTACHMENTS?

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Modern attachment is a **OneDrive for Business feature**: instead of attaching documents as classic file copies to an e-mail message, you add a **document link** to your e-mail.



With modern attachments, you can easily *browse files from both your OneDrive storage location and Microsoft team straight from within Outlook!*

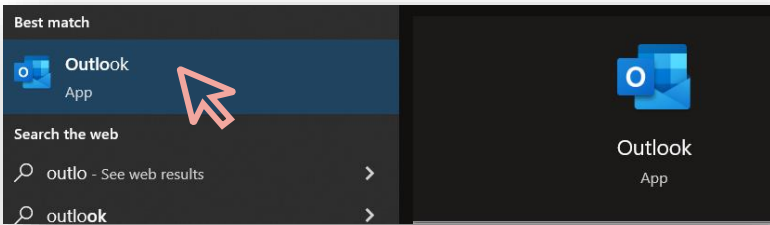
While adding the link to your document, you can decide whether the recipients can edit the document or can access the document in read-only mode only. By **default**, email recipients get permission to **edit** the file directly from the link provided.

Reminder: Sharing a document via modern attachment instead of attachment saves a lot of space in the mailbox of your teammates and considerably reduce the carbon emission of your e-mail. It also allow you to share one single version of the document, that could be amended at a later stage. Put an end to the versioning vortex!

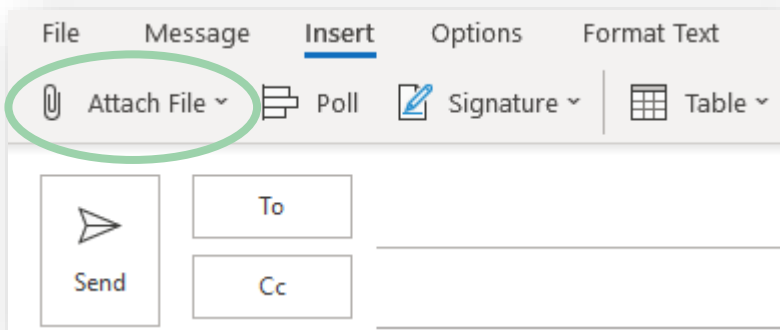
Think about it, when you can, stop emailing file attachments and start sharing modern attachments instead!

# I want to insert modern attachments in an e-mail

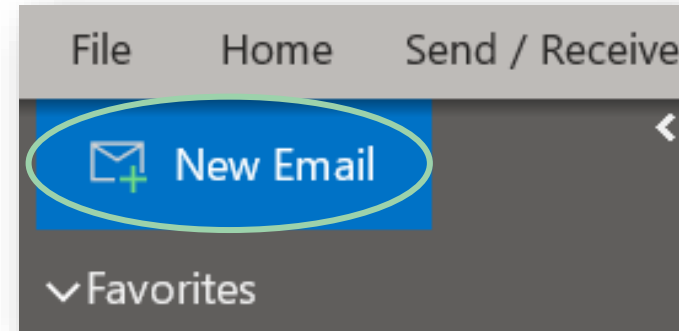
Open **Outlook** on your desktop.



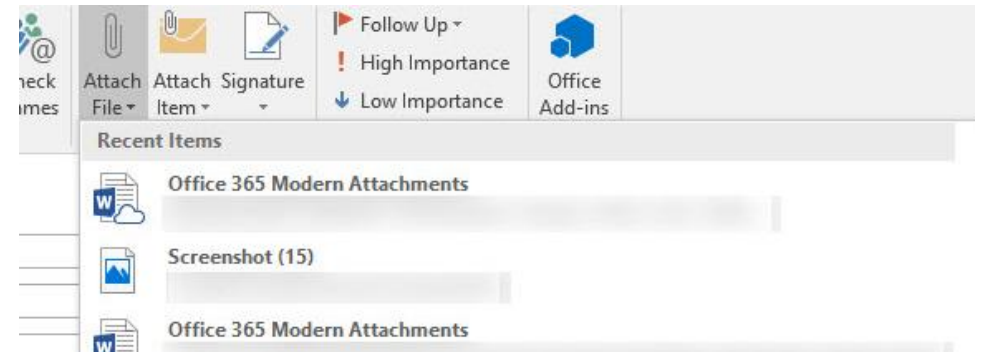
In the new email window, click **“Attach File”**.



Create a **“New Email”** from the Home tab on the Office ribbon.

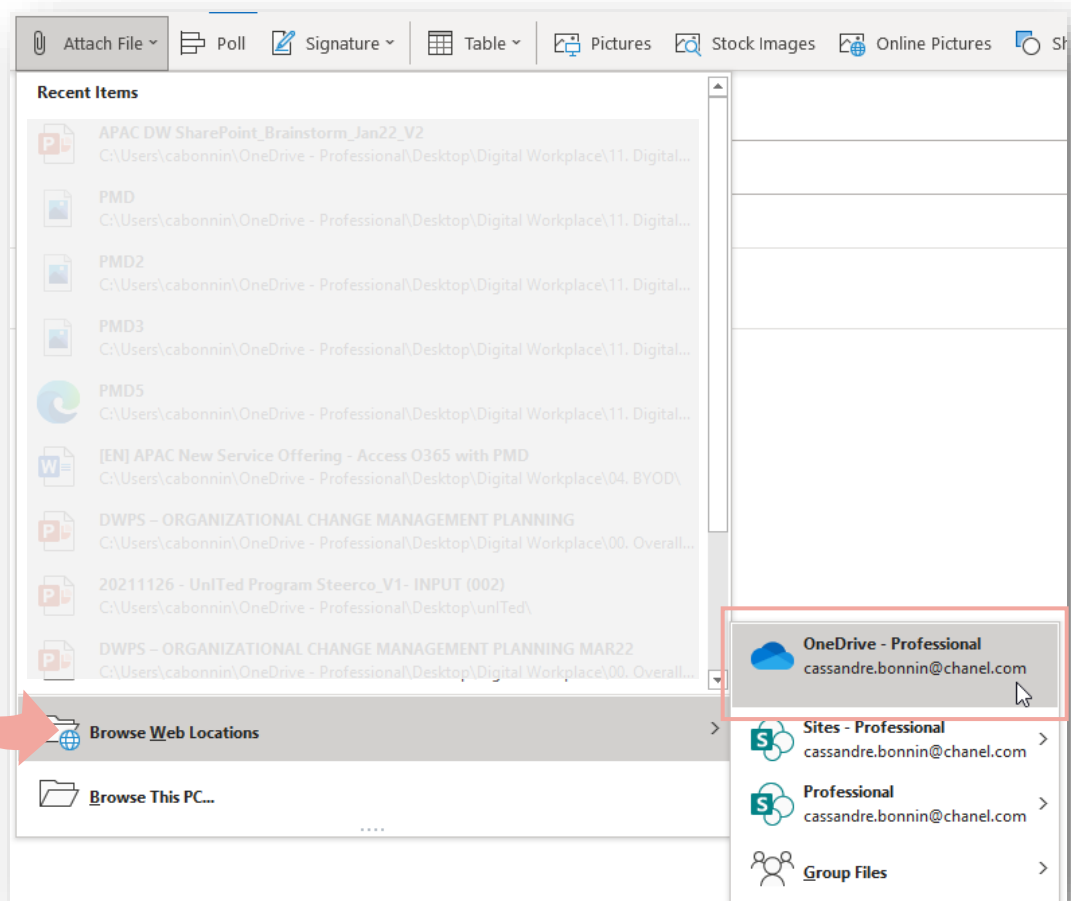


A list of recent files that have been recently created or edited on OneDrive would be accessible directly for attachment.



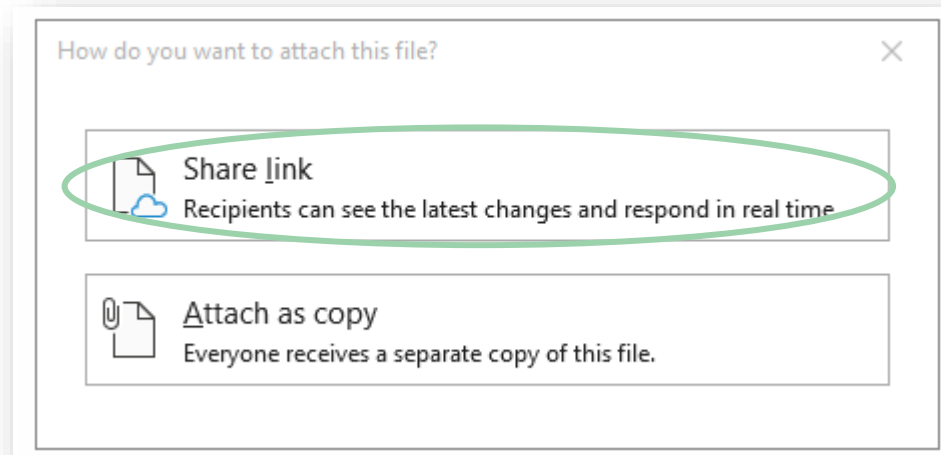
Choose a file from the drop-down list or click 'Browse Web Locations', and then 'OneDrive - Professional', to select one or more files using the Windows file selector dialog.

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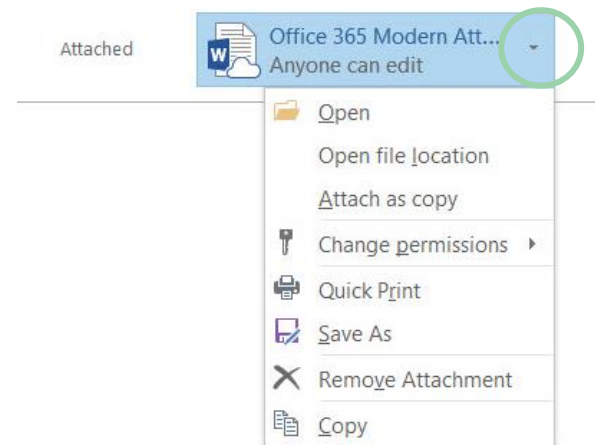
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Once you chose your file to be attached, click the "Share link" button.

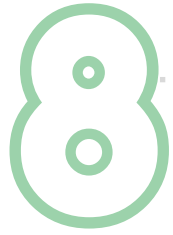
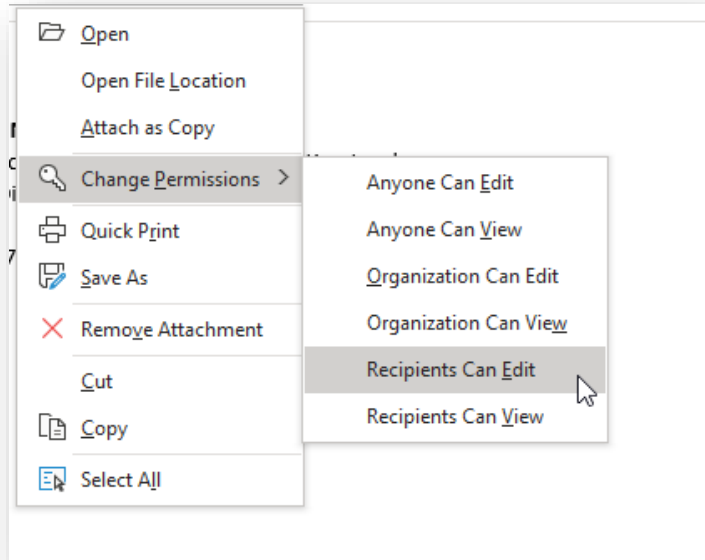


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The selected file has been attached to the e-mail. Now you can click the arrow to the right of the attached item to perform a variety of actions.



You can notably modify **permissions** by selecting 'Change permissions' from the menu and clicking 'Recipients can view' or 'Recipients can edit' according to your own choice:



All done!

Now, You know how to seamlessly attach and send modern attachment in your e-mails.

