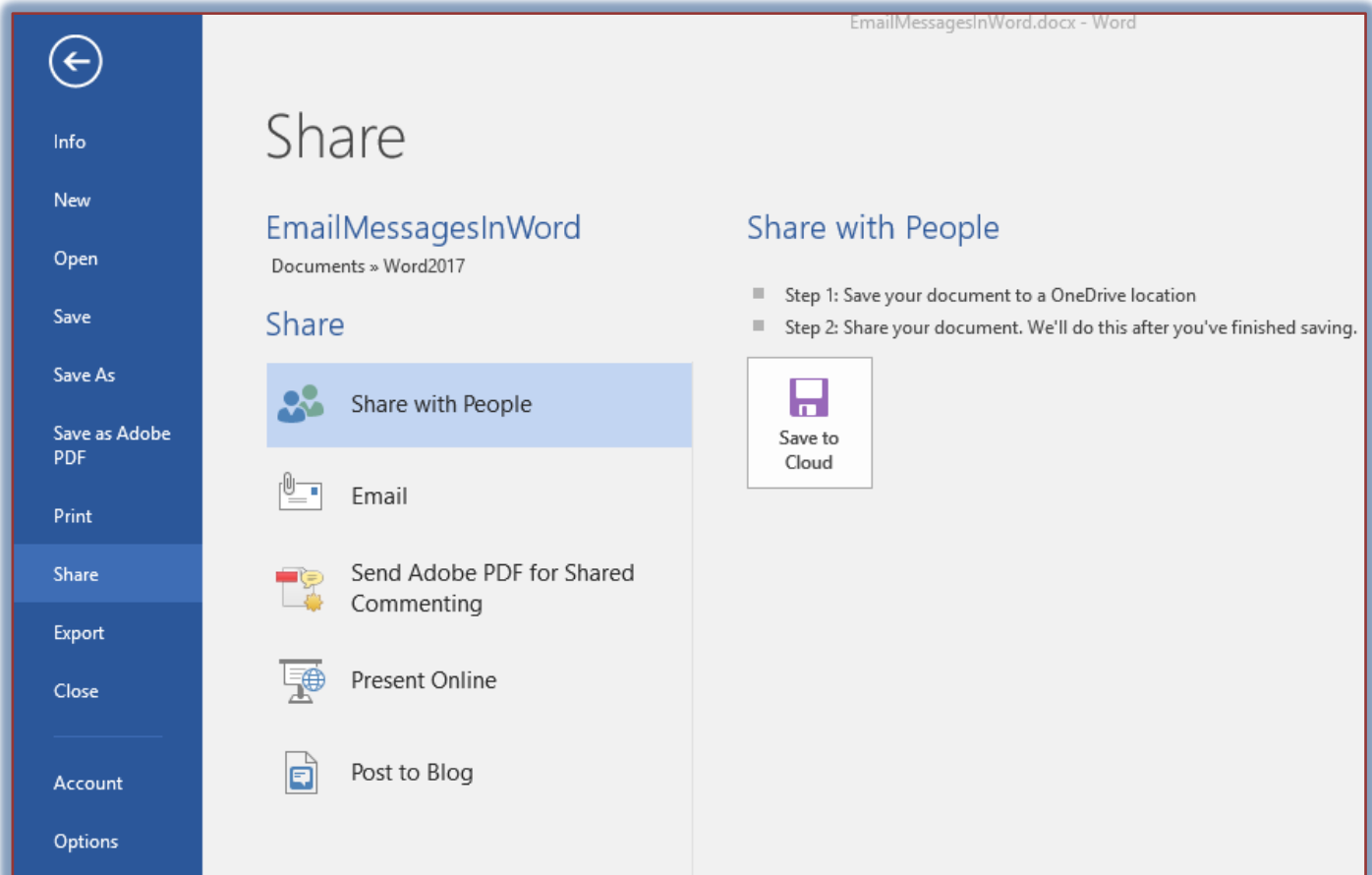


E-MAIL MESSAGES IN WORD

It is possible to send a document to someone directly from the Word program using the e-mail feature. To send a document to an individual person, use the **Share** feature under the **File Tab**. When using this feature, it is possible to send a document as an attachment in Word format, as an attachment in PDF format or as an attachment in XPS format. To send the same document to several people at the same time, use the **Mail Merge** feature. When the Mail Merge feature is used, it is not possible to send the document as an attachment. Instructions on using the Mail Merge feature are available under the Mail Merge section of the Word Training Web Page.

Send the Document

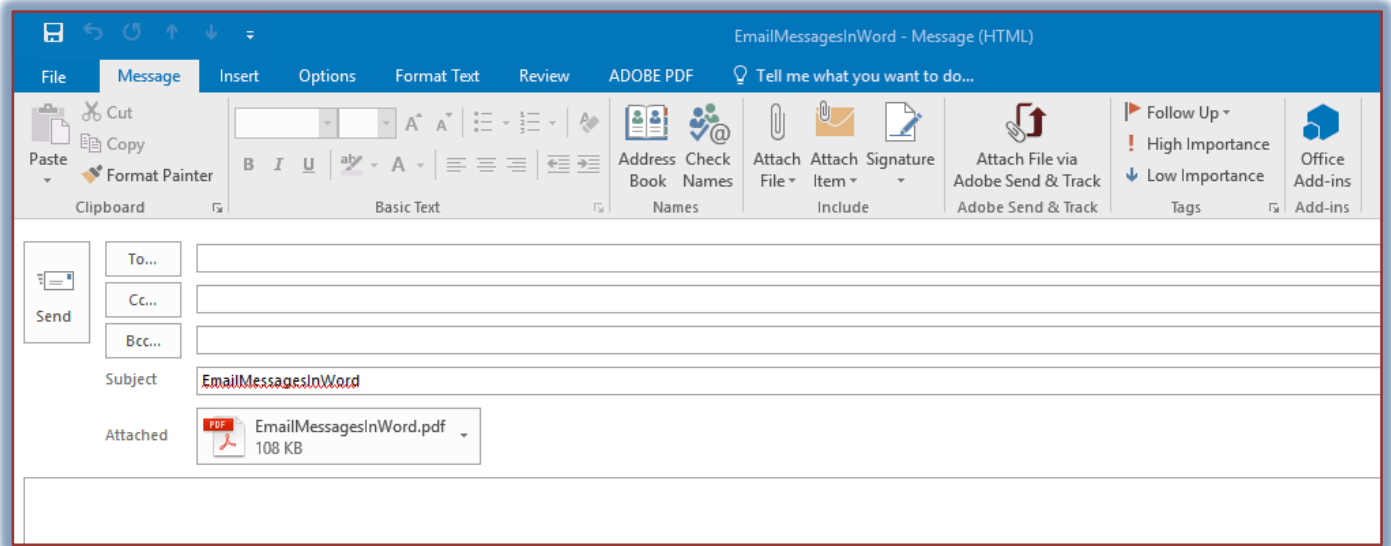
- † Click the **File Tab**.
- † Click the **Share** link.
- † The **Share** window will display (see illustration below).



- † Click the **E-mail** option.
- † Click one of the options in the list under **Send Using E-mail**. These are:
 - ☆ **Send as Attachment** - This option is used to send a message with the Word document as an attachment.
 - ☆ **Send a Link** - To send an e-mail with the open document as a link, select this option. This option is only available if the document is saved in a shared location, such as SharePoint.
 - ☆ **Send as Adobe PDF** - This option is used to convert a Word document to PDF using Adobe Acrobat and send it as an e-mail attachment. This makes the document viewable and printable on most computer platforms.

- ✧ **Send as PDF** – To send a message with an attachment in PDF format, click this option. When a document is sent in this format, it is not possible for the recipient to make changes to the document.
- ✧ **E-mail as XPS** - Click this option to send the document as an attachment in XPS format. A document sent in this format is difficult to make changes to.
- ✧ **Send as Internet Fax** – This option is used to send an Internet fax without the use of a fax machine.

✧ The **Outlook E-mail Message** window will open (see illustration below).



- ✧ Do one of the following:
 - ✧ In the **To** box, input the e-mail address of the recipient.
 - ✧ Click the **To** button to select a recipient from:
 - ✧ **The Global Address List** – This is a list of people in a particular organization. This list is usually maintained by the server manager.
 - ✧ **A Personal Contact List** – This is a list of personal e-mail addresses that are not necessarily associated with an organization.
- ✧ The **Name of the Document** will appear in the **Subject** line of the message.
- ✧ The **Attached** line will contain the attachment.
 - ✧ The extension at the end of the document will show which format was used for the attachment.
 - ✧ The icon just before the name of the document will also tell which format was used for the attachment.
- ✧ Input a message into the **Message** box, if needed.
- ✧ Click the **Send** button to send the message.