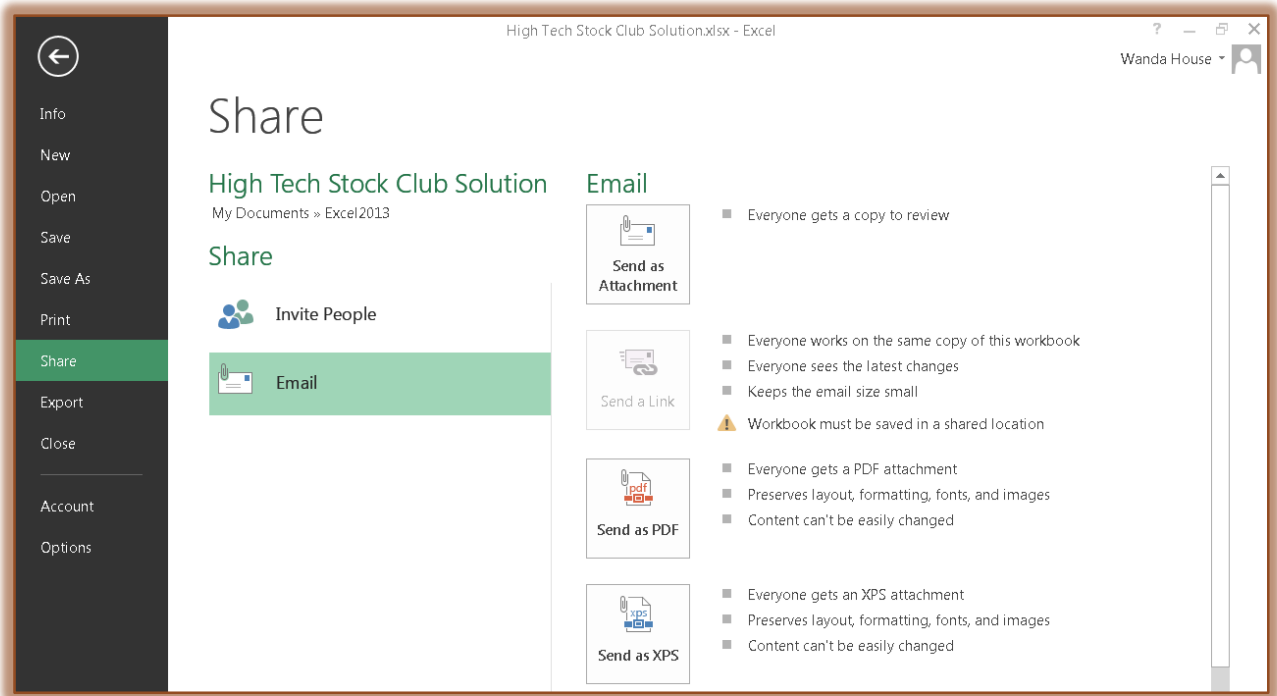


Send a Workbook Using Email

In Excel, it is possible to send a Workbook using Microsoft Office Outlook.

- 🖥️ Click the **File Tab**.
- 🖥️ Click the **Share** button in **Backstage View**.
- 🖥️ Click **Email** in the right frame of the window (see illustration).

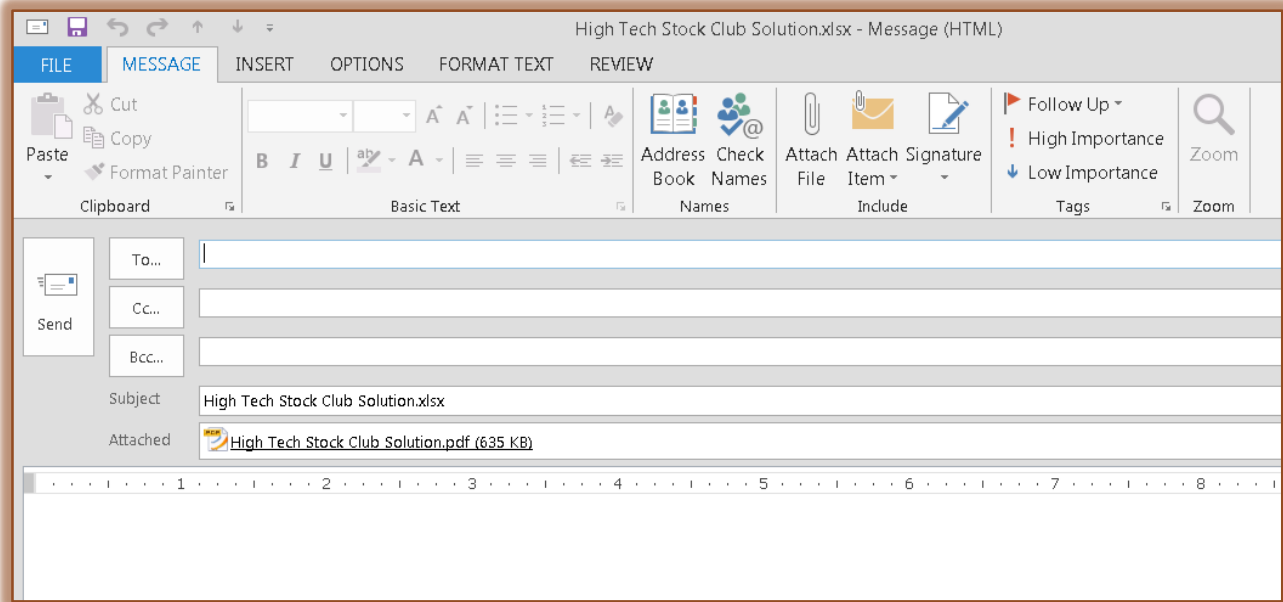


- 🖥️ Choose one of the options on the right side of the window.
 - 🔗 **Send as Attachment**
 - ✧ Select this option to create an email message with the workbook as an attachment.
 - ✧ The recipients must have Excel installed to view the workbook.
 - 🔗 **Send a Link**
 - ✧ A recipients of the message will be able to work on the same copy of the workbook at the same time.
 - ✧ All recipients will be able to see the latest changes to the workbook.
 - ✧ The size of the email message will be kept small.
 - ✧ The workbook must be stored in a shared location.
 - 🔗 **Send as PDF**
 - ✧ The PDF version of the workbook will be attached to the email message.
 - ✧ The layout, formatting, fonts, and images of the workbook will be preserved.
 - ✧ The content of the workbook cannot be changed easily.
 - ✧ The recipient must have a PDF reader installed on the computer to view the workbook.
 - 🔗 **Send as XPS**
 - ✧ The XPS version will be attached to the email message.
 - ✧ The layout, formatting, fonts, and images of the workbook will be preserved.
 - ✧ The content of the workbook cannot be changed easily.

☞ Send as Internet Fax

- ☆ A fax machine is not needed to send a fax this way.
- ☆ You must have access to a fax provider.

🖥️ The **Microsoft Outlook New Message** window will display as shown in the illustration below.



- 🖥️ Enter the **Recipient Address(es)**, a subject for the message, and any other email options.
- 🖥️ Click the **Send** button to send the message and the workbook to the recipient.