

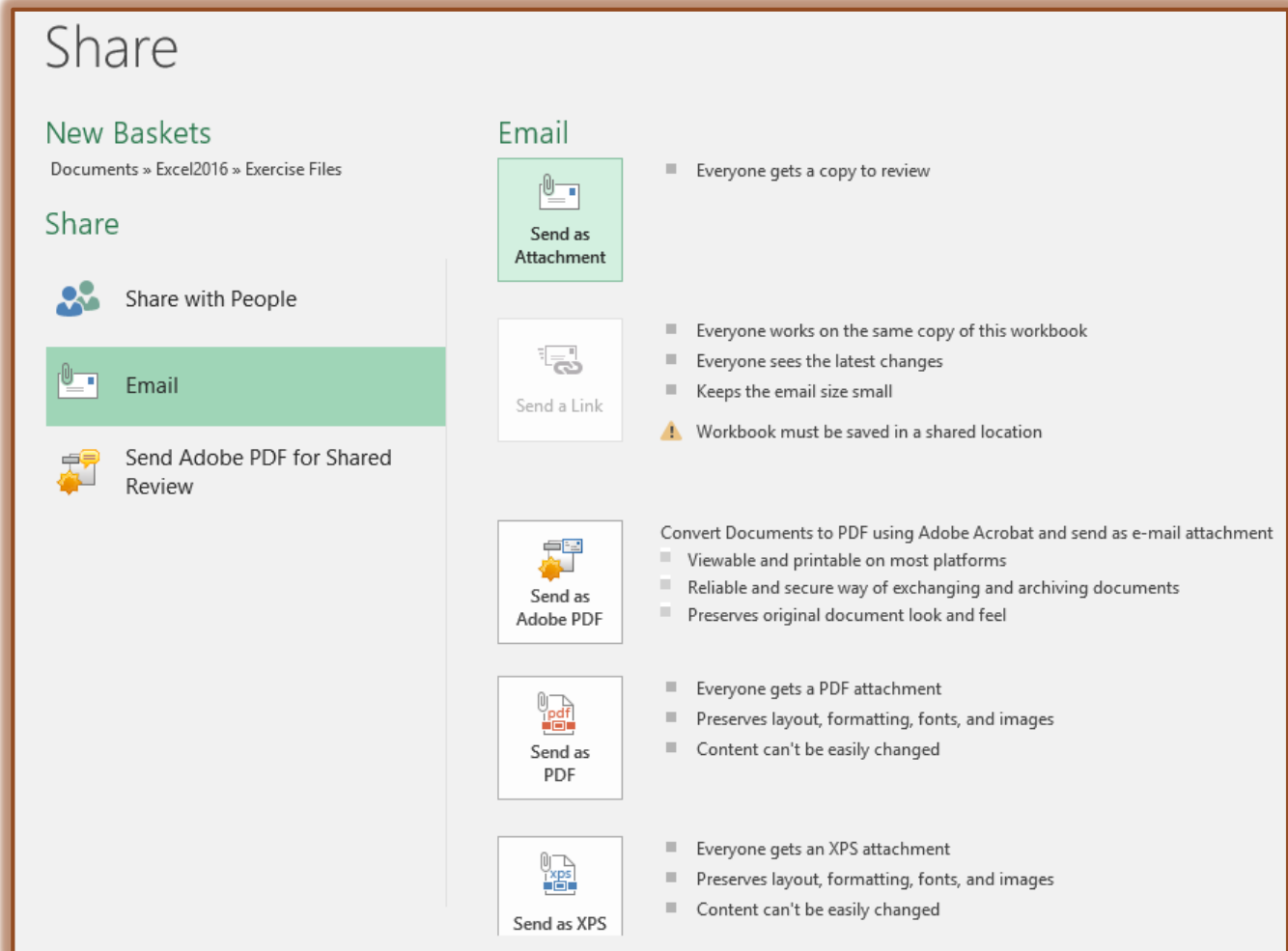
## Send a Workbook Using Email

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.
- 🖨️ Choose one of the options on the right side of the window.

Print

Share



### 🖨️ **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**

- ✧ 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.

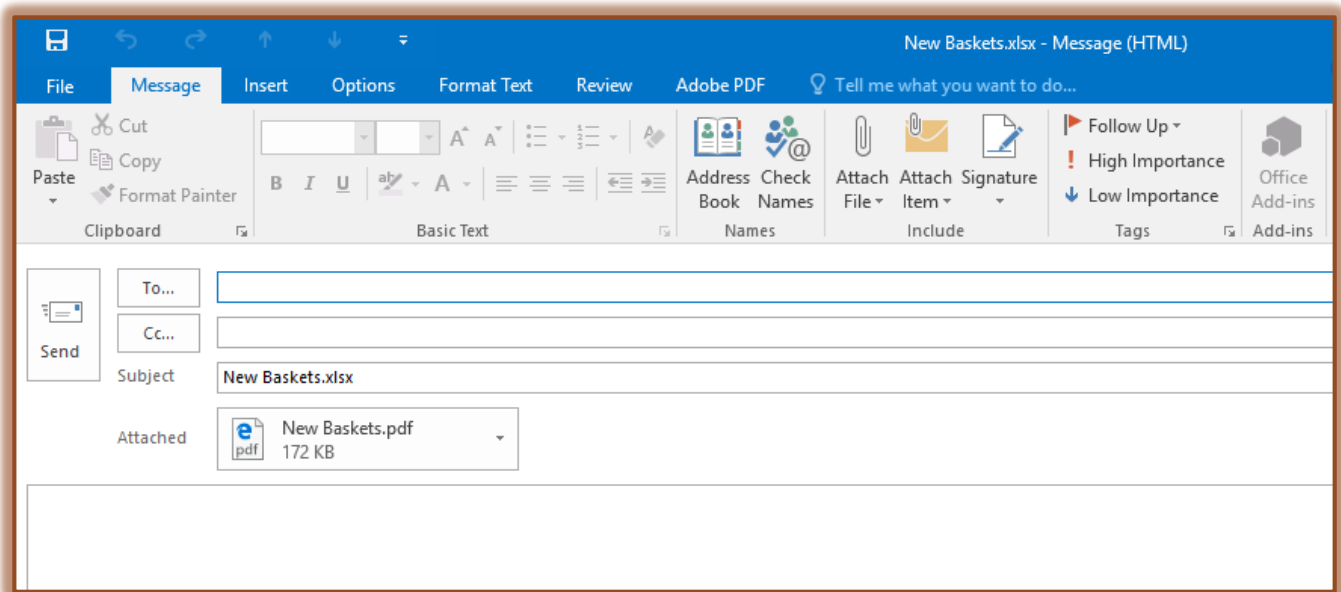
📧 **Send as XPS**

- ✧ 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.