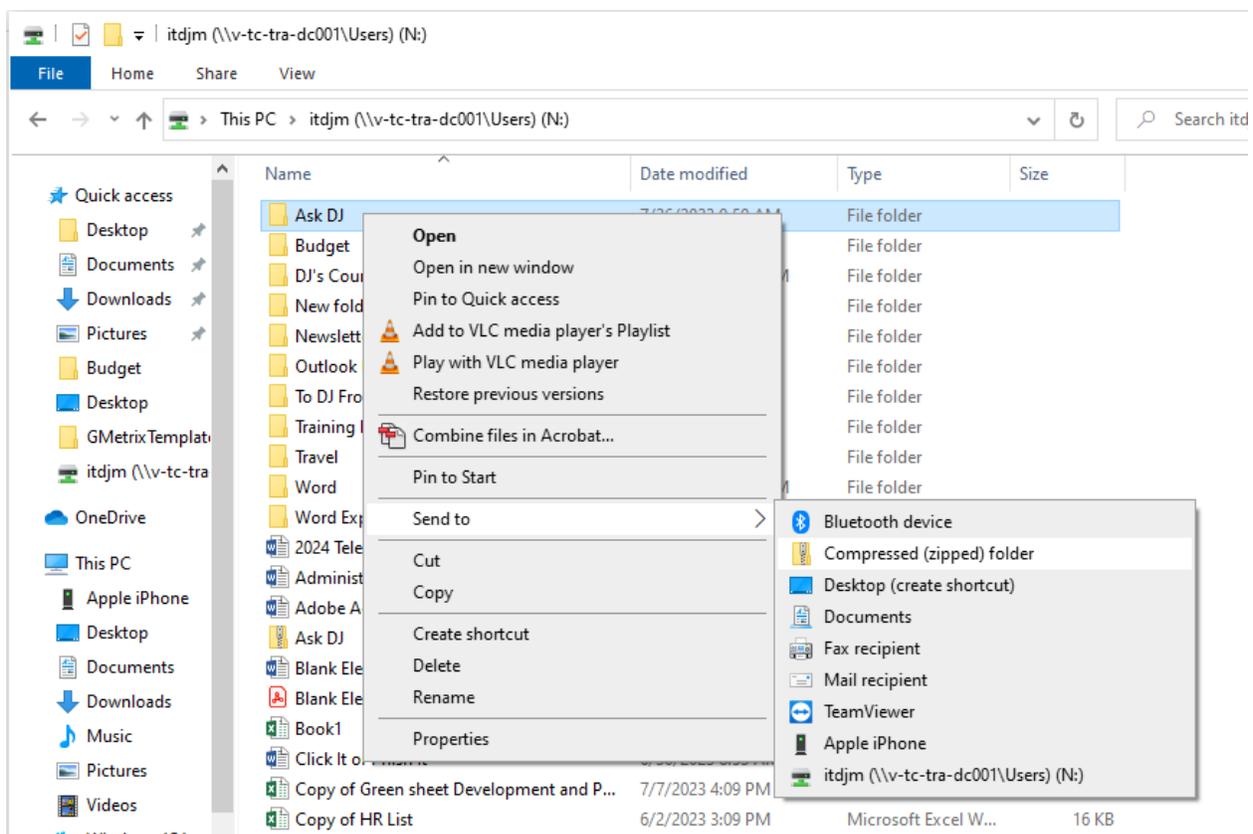


Sending Multiple Files via Email Attachment

1. First, you'll want to organize all of the files you want to send into a folder.
 - a. Open File Explorer (the little folder icon on your taskbar) and locate the files where they are saved.
 - b. Create a New Folder (right-click with your mouse, go to New – Folder) and drag and drop all of the files you want to include into this folder.
2. Right-click on the Folder you created for this purpose and go to Send To – Compressed Folder.



3. The compressed zipped folder will appear in the same location you are in currently.
4. You can attach the zipped folder to your Outlook email like you would any attachment.
 - a. New Email – Attach File – should be under recent, or you can go to Browse and navigate to it.