

EMAIL DOCUMENTS USING WORD 2010

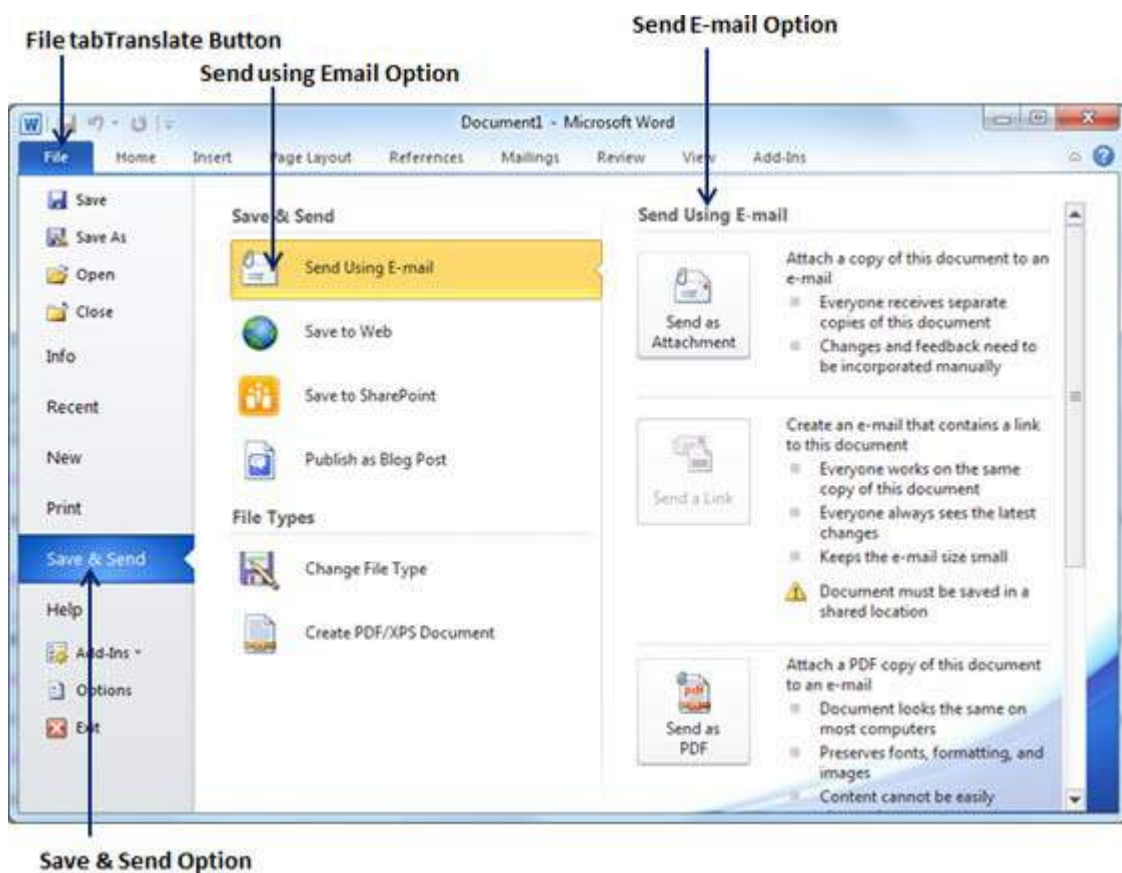
Microsoft Word can be used to send a word document in an email as an attachment directly at the given email address without opening your email program. This chapter will teach you simple way of sending email in a variety of formats, including a Word document file *DOC* attachment or a PDF, among others.

Mailing Documents:

Following are the simple steps to send a word document as an attachment at the given email address.

Step 1: Open the document you want to send using e-mail as an attachment.

Step 2: Click the **File tab** and then click **Save & Send** option from the left most column which will display a number of options to **Save & Send**, you would have to select **Send using Email** option available in the middle column.



Step 3: Third column would have various options to send email which allows you to send your document as an attachment in DOC format or you can send your word document in a PDF format. Click a method to send the document. I'm going to send my document in PDF format. When you click **Send as PDF** it displays you following screen where you can type email address where you want to send your document, email subject and other additional messages as well. To send email to multiple recipients, separate each e-mail address with a semicolon ; and a space.