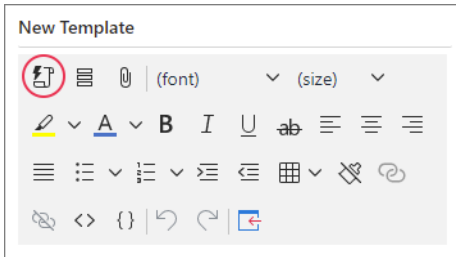


How to attach files

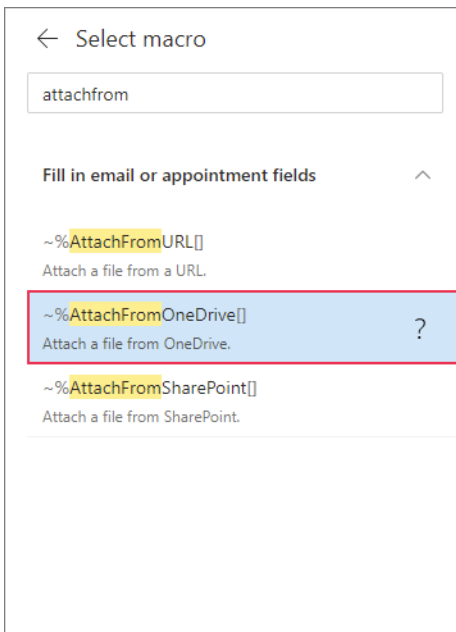
From OneDrive

Step 1

In the Edit mode, click Insert Macro:

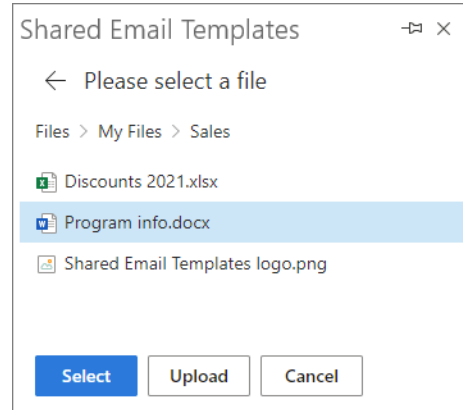


Into the Search box, type "attachfrom". Double-click ~%AttachFromOneDrive[]:



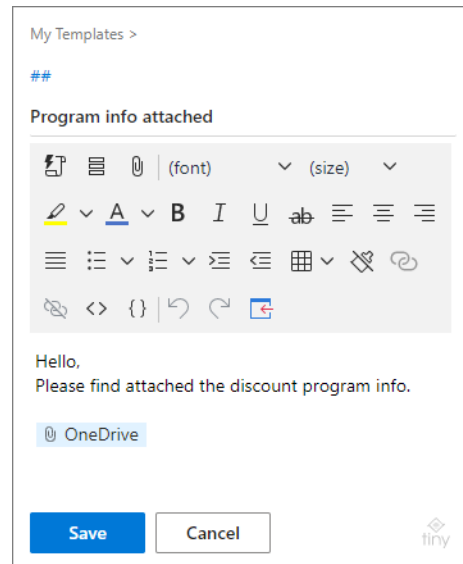
Step 2

If the file is in OneDrive, select it and click **Select**. Also, you can **Upload** a file from your local storage to OneDrive and then attach it:



Step 3

In the template, the macro will look like this:





Step 4

When you paste the template into the message, the macro will attach the file:

From SharePoint

Double-click ~%AttachFromSharePoint[]:

From URL

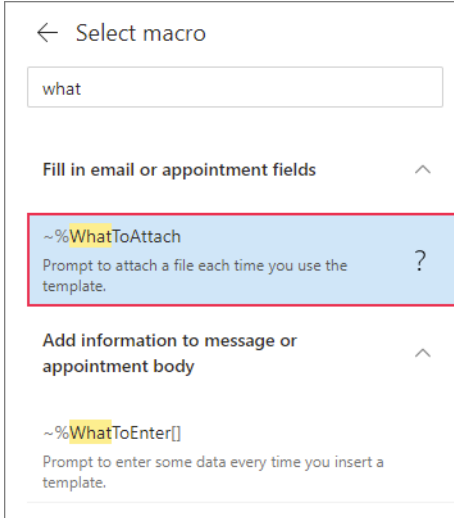
Double-click ~%AttachFromURL[]:



Add a reminder to attach a file

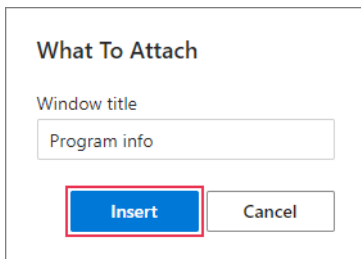
Step 1

Into the Search box, type "what". Double-click ~%WhatToAttach[]:



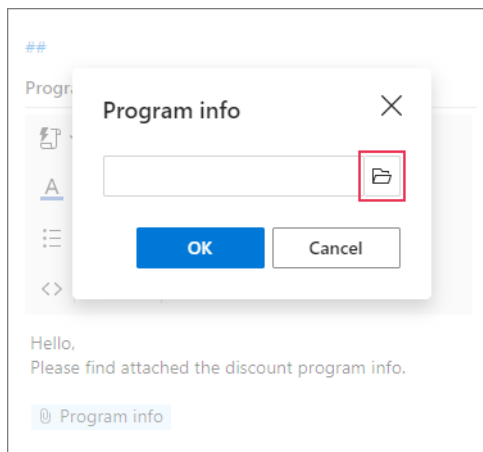
Step 2

Enter the window title:



Step 3

When you paste the template into the message body, you will be reminded to attach a file. Click the **Browse** icon to select it:



Find more information

- How to attach files to your templates ablebits.com/docs/outlook-shared-templates-attach-files/
- How to attach OneDrive file ablebits.com/office-addins-blog/2020/12/03/attach-files-outlook-email-onedrive/
- Attach SharePoint files ablebits.com/office-addins-blog/2020/12/04/attach-files-outlook-email-sharepoint/
- Attach files from URL ablebits.com/office-addins-blog/2020/12/17/attach-files-outlook-email-url/
- How to create Outlook drafts with attachments and use them as email templates ablebits.com/office-addins-blog/2021/01/22/attach-files-outlook-drafts-use-email-templates/



Need more details?

- Shared Email Templates for Outlook documentation ablebits.com/docs/#shared-email-templates-outlook
- More Shared Email Templates features and benefits ablebits.com/outlook-shared-email-templates
- Shared Email Templates tips and tricks ablebits.com/office-addins-blog/tag/shared-email-templates
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