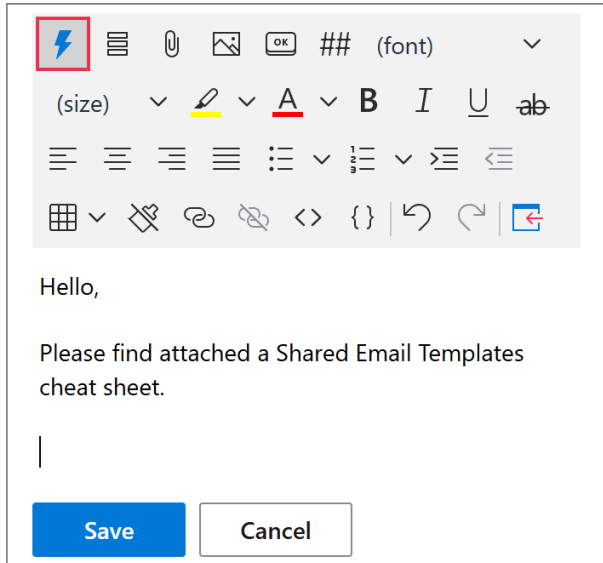


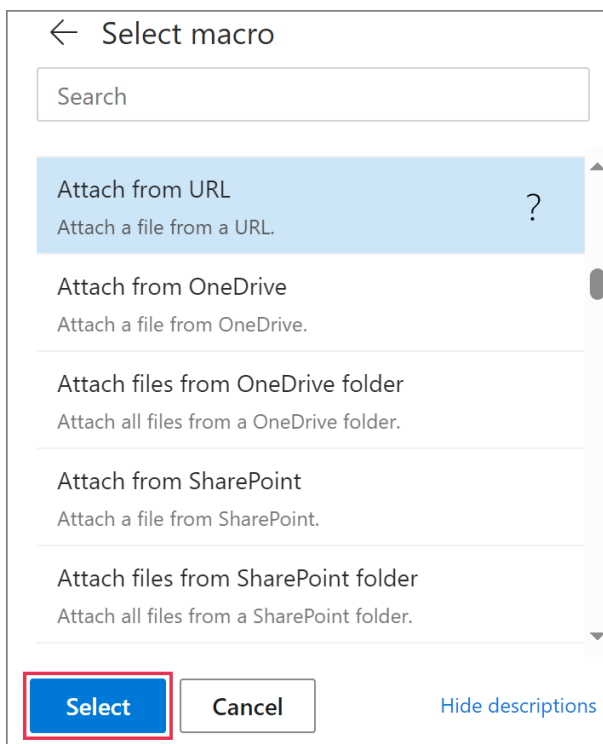
Attach files with a macro

Attach a file from a URL

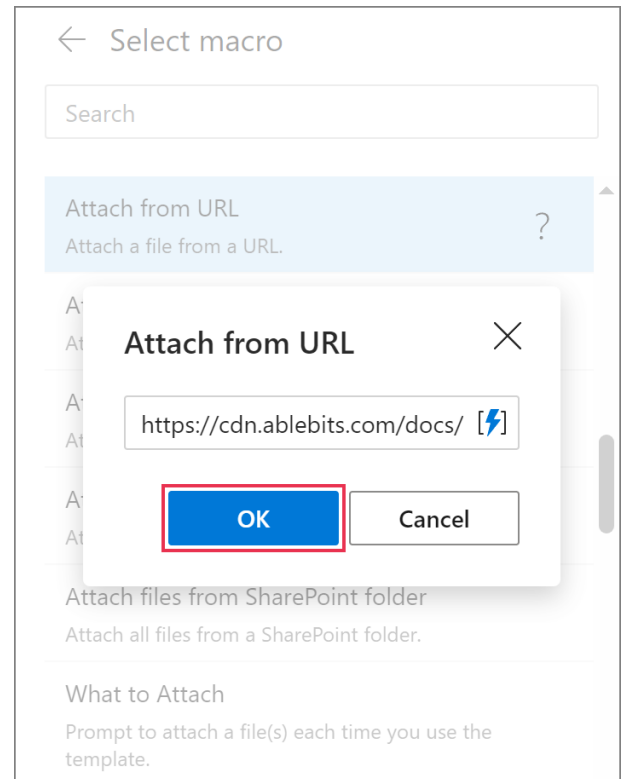
- 1 When editing a template (or creating a new one), select **Insert macro**.



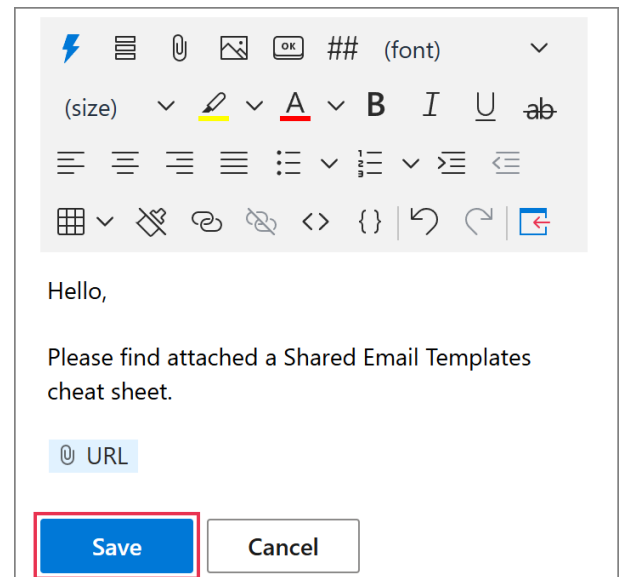
- 2 Select **Attach from URL**.



- 3 In the **Attach from URL** dialog, replace a sample URL with the URL you want to use, and then select **OK**.

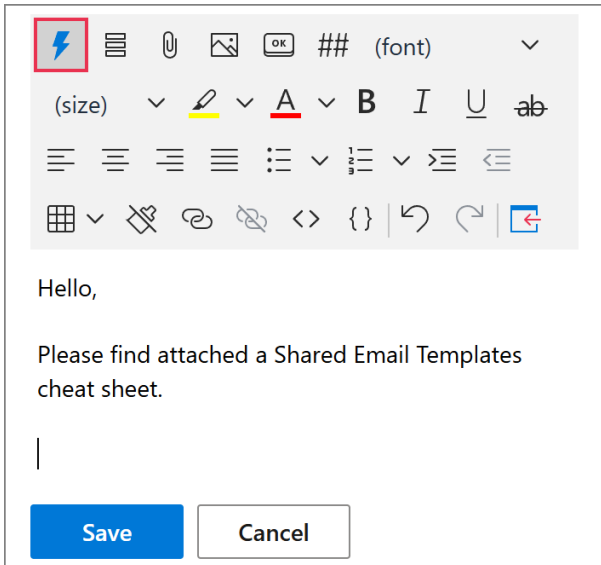


- 4 The [Attach](#) macro placeholder will appear in your template. Save the changes.

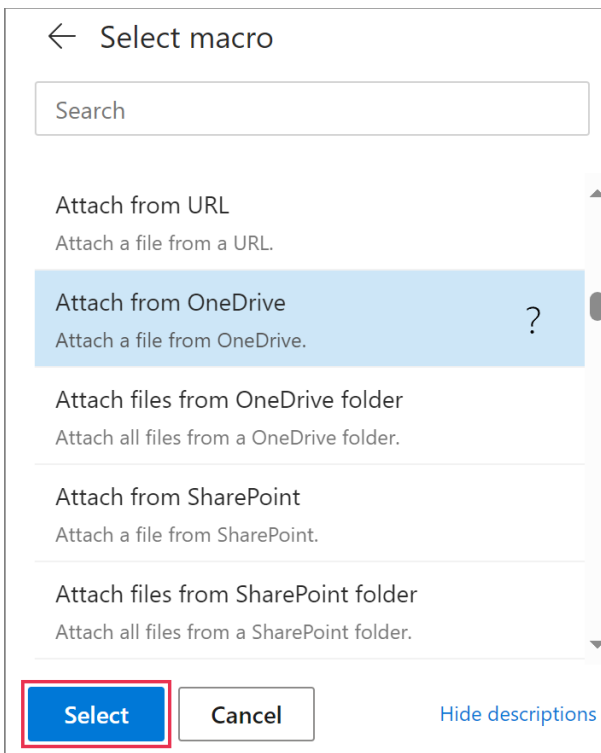


Attach a file from OneDrive

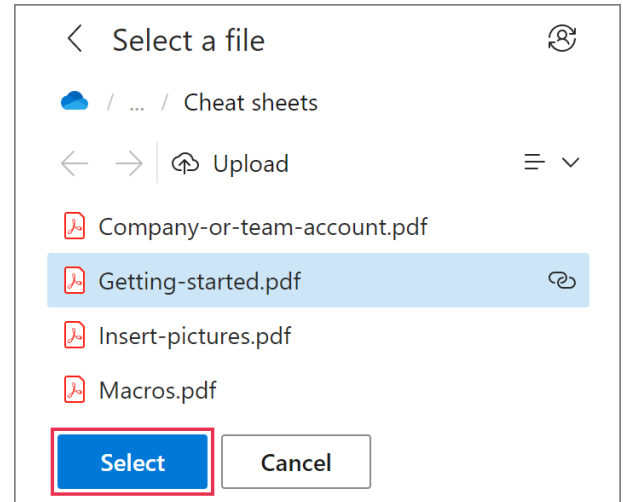
- 1 Start creating or editing a template. Place the cursor where you'd like to see the [Attach](#) macro placeholder. Select **Insert macro**.





- 2 Select **Attach from OneDrive**.

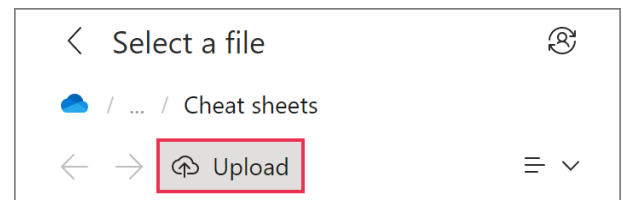


- 3 Select a file that you want to send as an attachment.

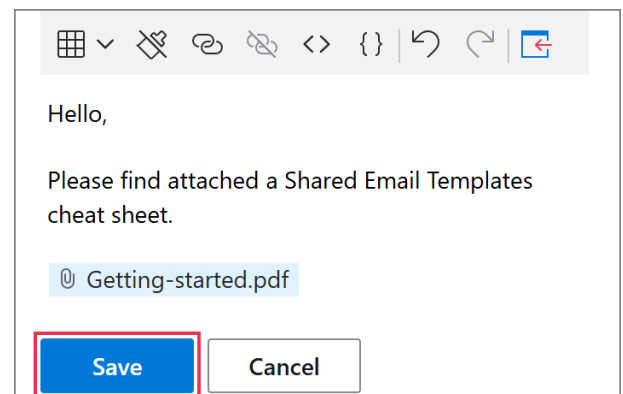


 If you select a file for a template that you're sharing with your teammates, make sure that they have access to that file.

 To upload the necessary file from your local storage, select **Upload**.

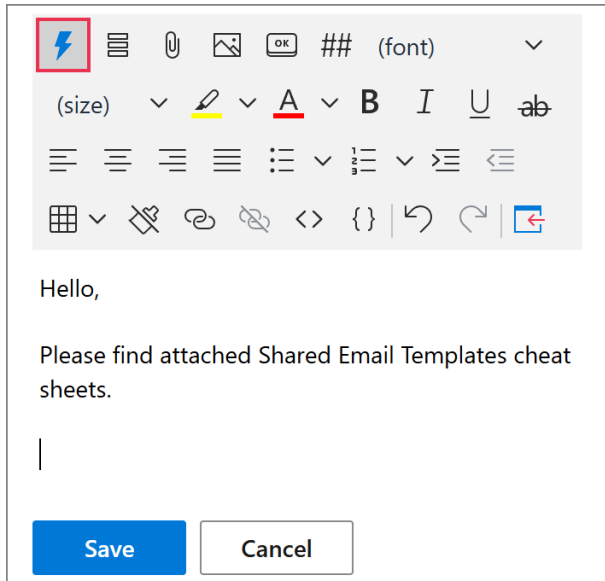


- 4 In your template, you'll see the Attach macro placeholder showing the name of the file that is going to be attached to an email message. Select **Save**.

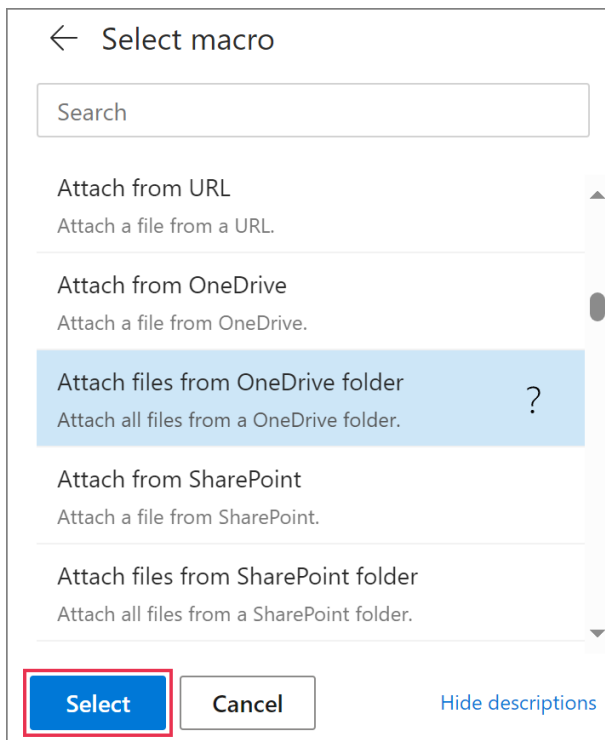


Attach files from a OneDrive folder

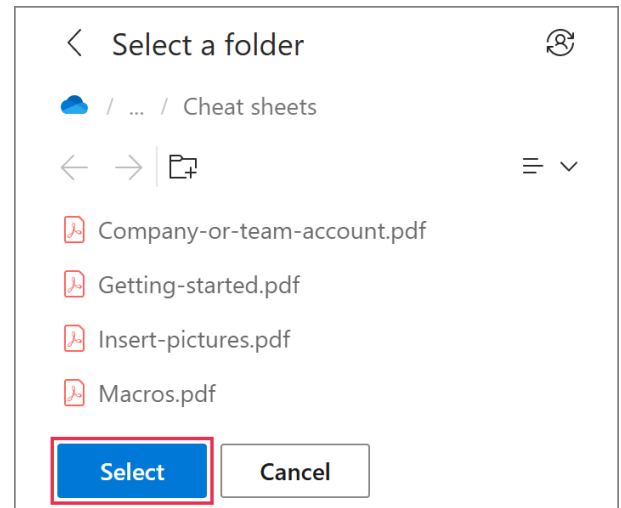
- 1 In a template—when creating or editing it—choose a place for the [Attach](#) macro placeholder. Then put the cursor there and select **Insert macro**.




- 2 Select **Attach files from OneDrive folder**.

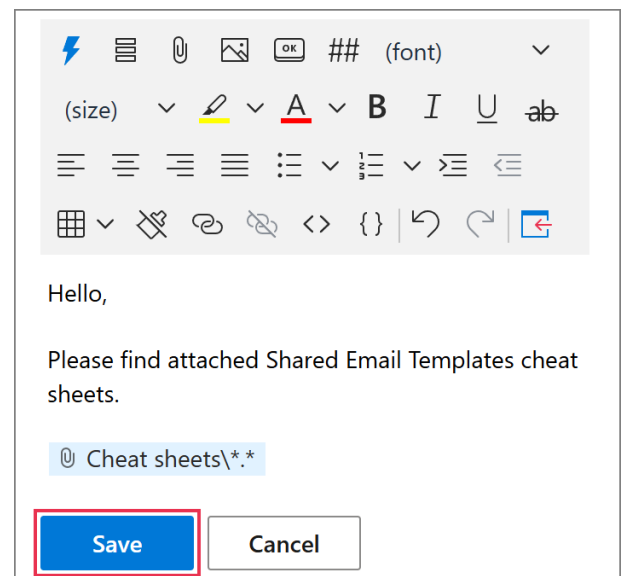


- 3 Select the folder that contains files you'd like to attach to an email message when inserting the template.



 If you select a folder for a template that you're sharing with your teammates, make sure that they have access to the folder.

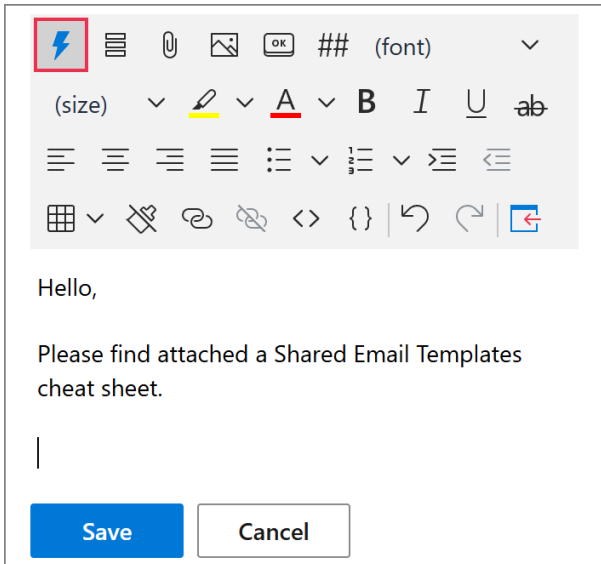
- 4 The Attach macro placeholder will be added to your template. The name of the folder will be specified there. To keep the changes you've made, select **Save**.



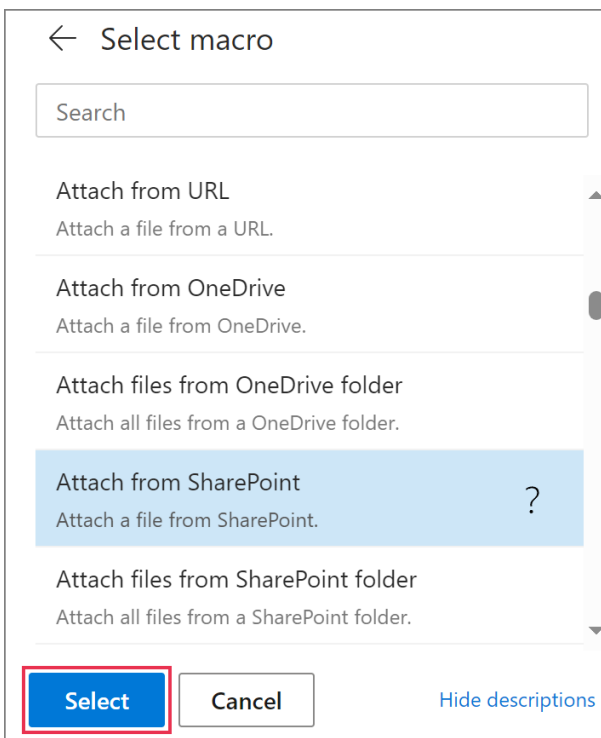
When you insert such a template into an email message, all the files from the selected OneDrive folder will be attached to the email message.

Attach a file from SharePoint

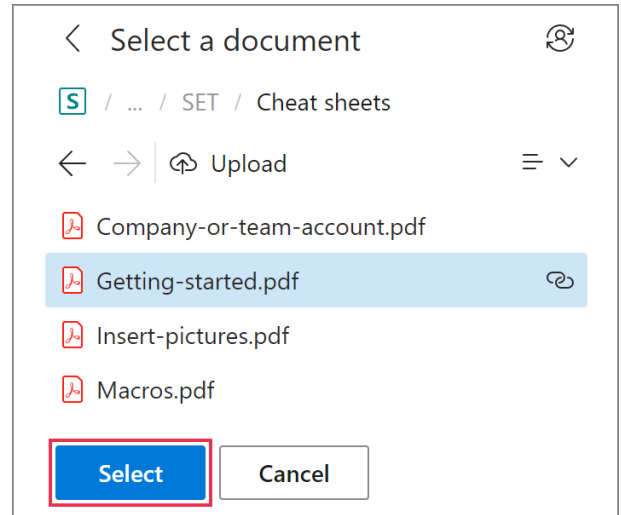
- 1 In the template that you're creating or editing, put the cursor where you'd like to have the [Attach](#) macro placeholder. Then select **Insert macro**.





- 2 Select **Attach from SharePoint**.

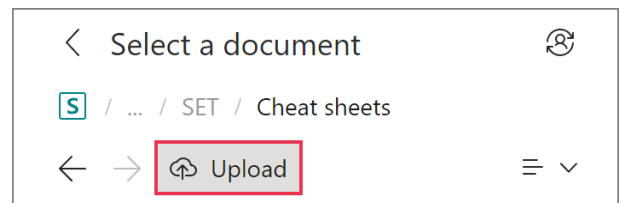


- 3 Select the file that you want to use as an attachment.

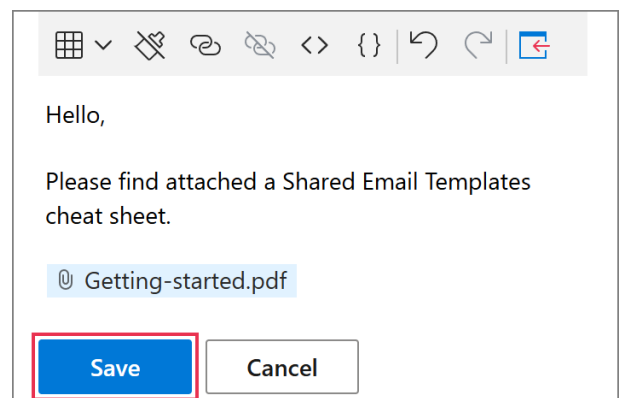


 If you select a file for a template that you're sharing with your teammates, make sure that they have access to that file.

 To upload the necessary file from your local storage, click **Upload**.

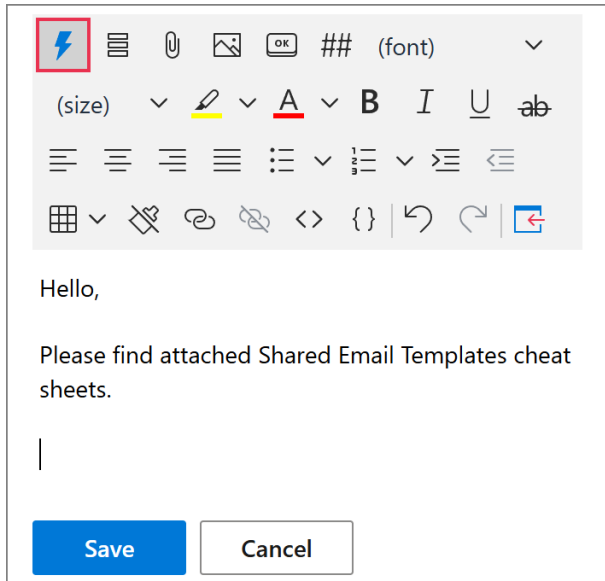


- 4 The Attach macro placeholder showing the name of the selected file will appear in your template. To keep the changes that you've just made, select **Save**.

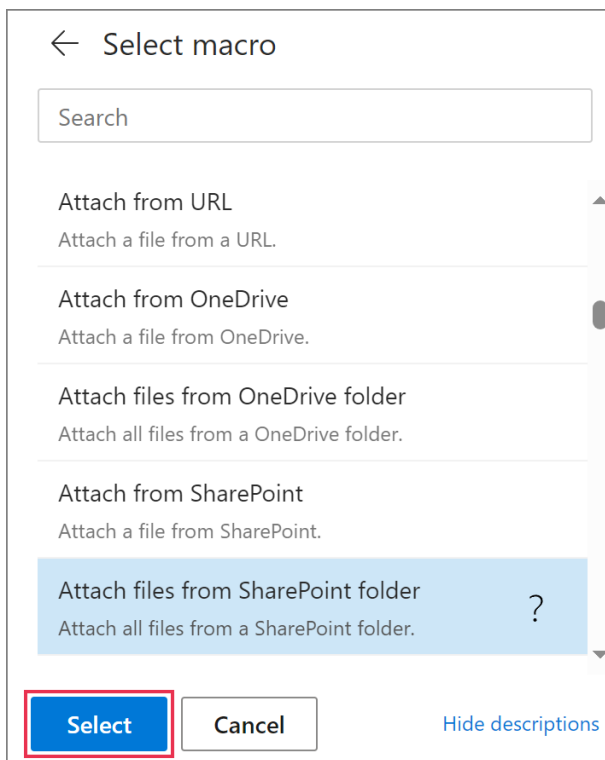


Attach files from a SharePoint folder

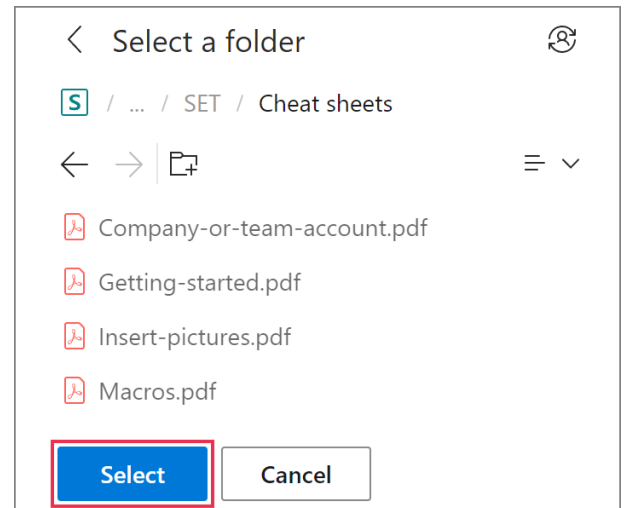
- 1 On the template editor toolbar, select **Insert macro**.




- 2 Select **Attach files from SharePoint folder**.

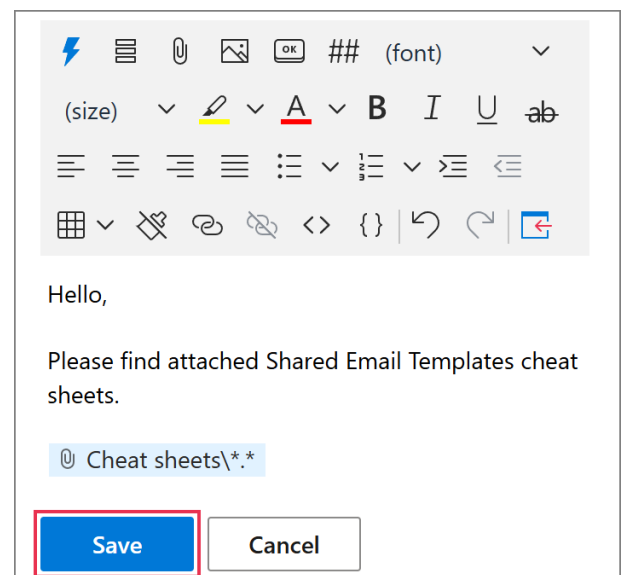


- 3 Select the folder where the files that you will use as attachments are stored.



 If you select a folder for a template that you're sharing with your teammates, make sure that they have access to that folder.

- 4 When the [Attach](#) macro placeholder containing the name of the selected folder is added to your template, select **Save**.



When you insert such a template into an email message, all the files from the selected SharePoint folder will be attached to the email message.

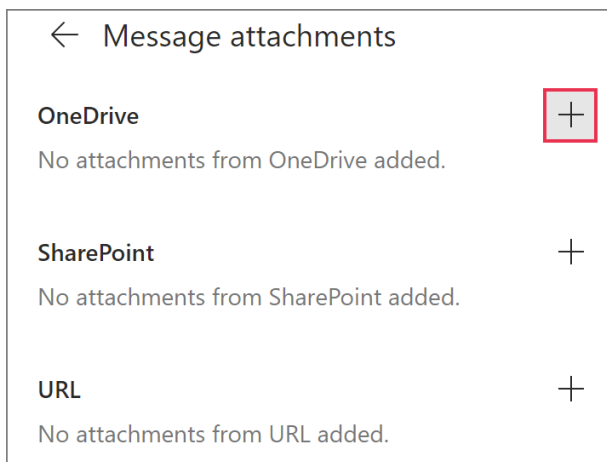
Attach files via Message attachments

Attach a file from OneDrive

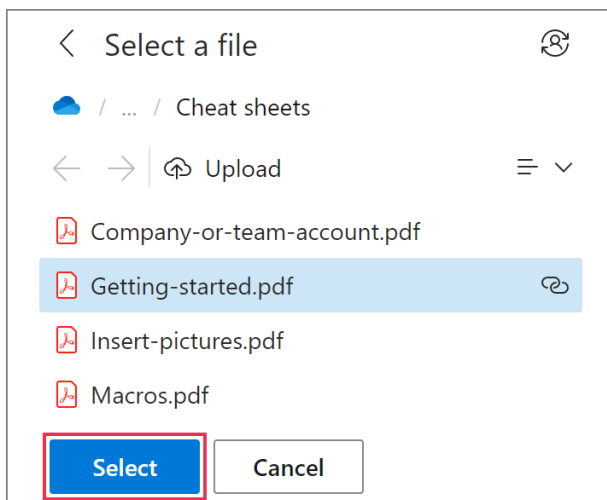
- 1 On the template editor toolbar, select the **Message attachments** button.



- 2 Click the plus sign on the right of **OneDrive**.

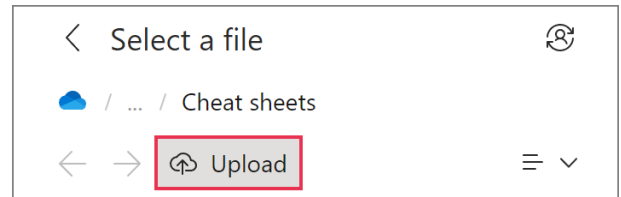


- 3 Select a file that is going to be attached.

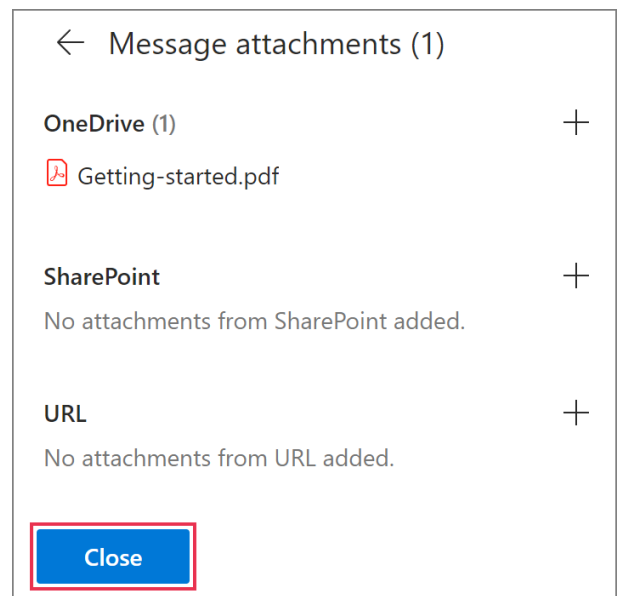


If you select a file for a template that you're sharing with your teammates, make sure that they have access to the file.

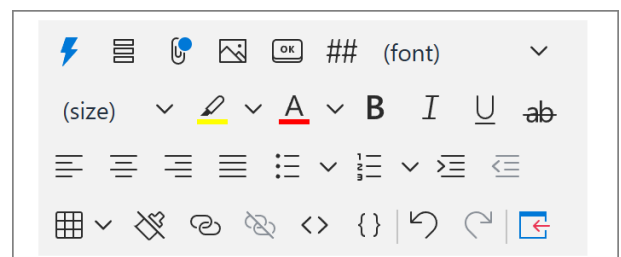
To upload the necessary file from your local storage, select **Upload**.



- 4 Select **Close**.



On the **Message attachments** button, a blue dot will appear indicating the added attachment.

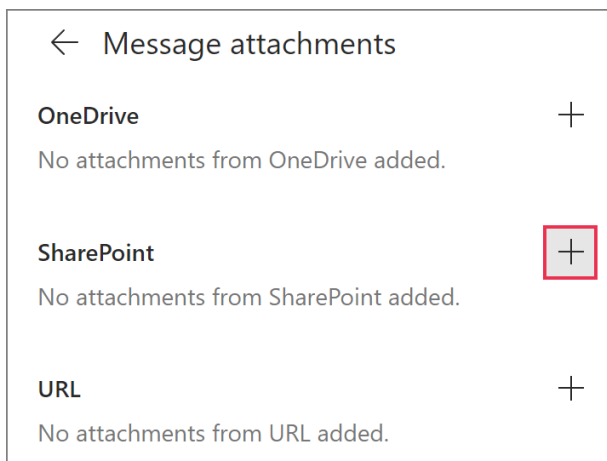


Attach a file from SharePoint

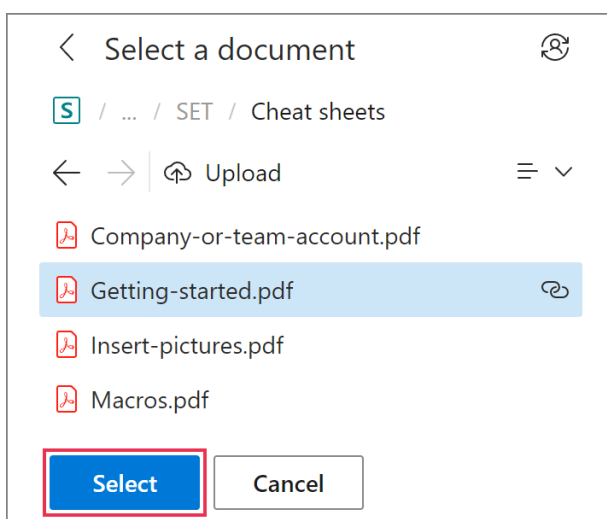
- 1 Start editing or creating a template. Select the **Message attachments** button.





- 2 Click the plus sign that is next to **SharePoint**.

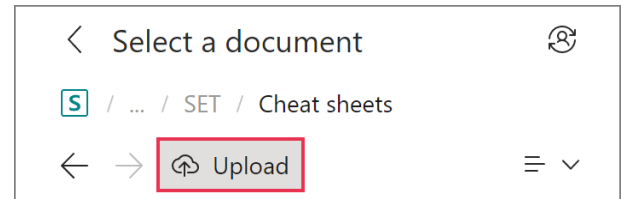


- 3 Select the necessary file.

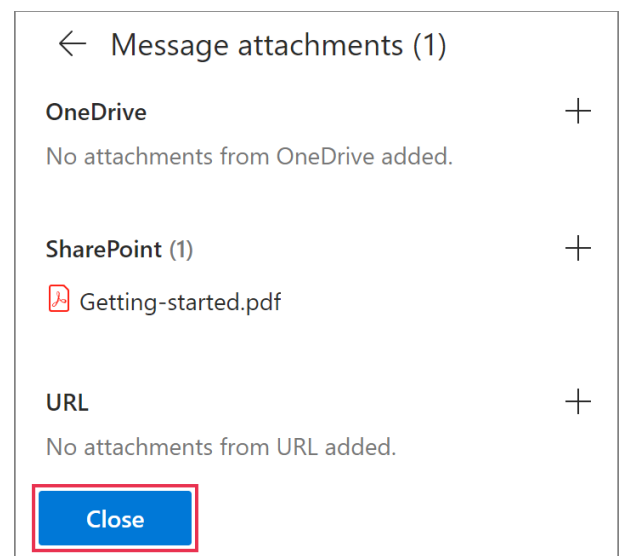


 If you select a file for a template that you're sharing with your teammates, make sure that they have access to the file.

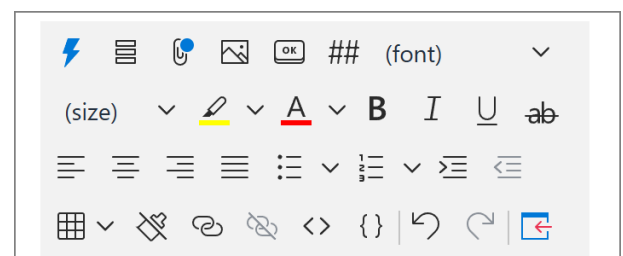
 To upload the necessary file from your local storage, select **Upload**.



- 4 Select **Close**.



The **Message attachments** button will be marked with a blue dot to show that the attachment has been added.

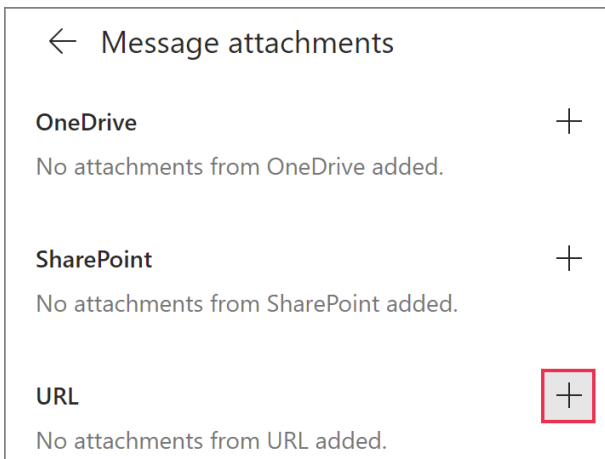


Attach a file from a URL

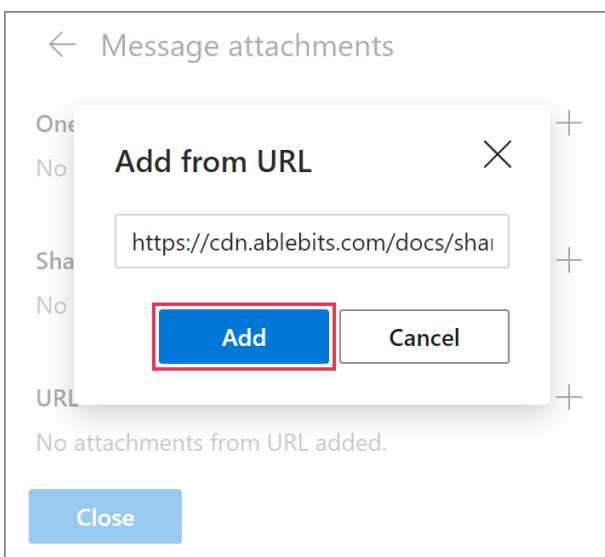
- 1 When working on a template in the **Edit** mode, select the **Message attachments** button.



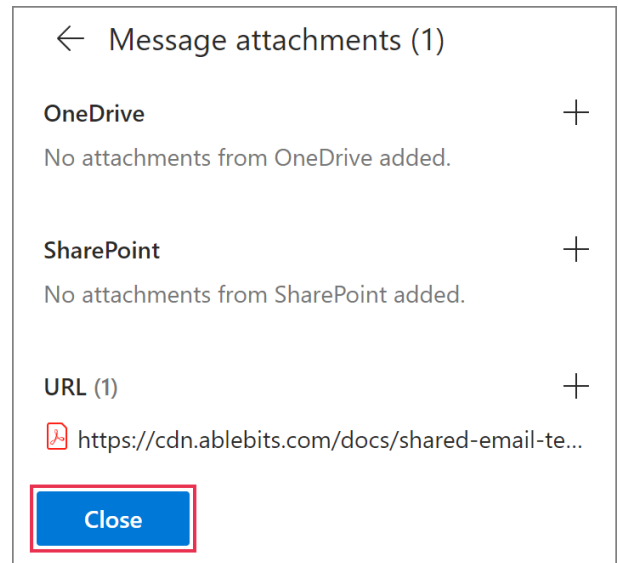
- 2 Click the plus sign that is on the right of **URL**.



- 3 Enter the necessary URL. Then click **Add**.



- 4 Select **Close**.

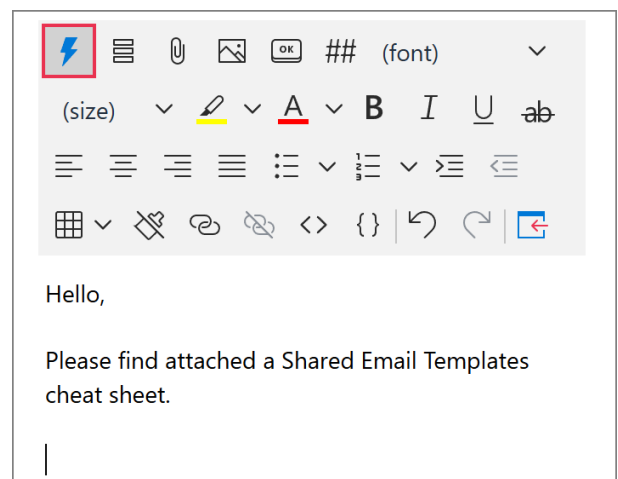


A blue dot will indicate the attachment.



Add a reminder to attach a file

- 1 In the **Edit** mode, decide on the place for the [WhatToAttach](#) macro placeholder. Put the cursor there and select **Insert macro**.



Learn more

- How to attach files to your templates
ablebits.com/docs/outlook-shared-templates-attach-files
- How to attach files from datasets
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