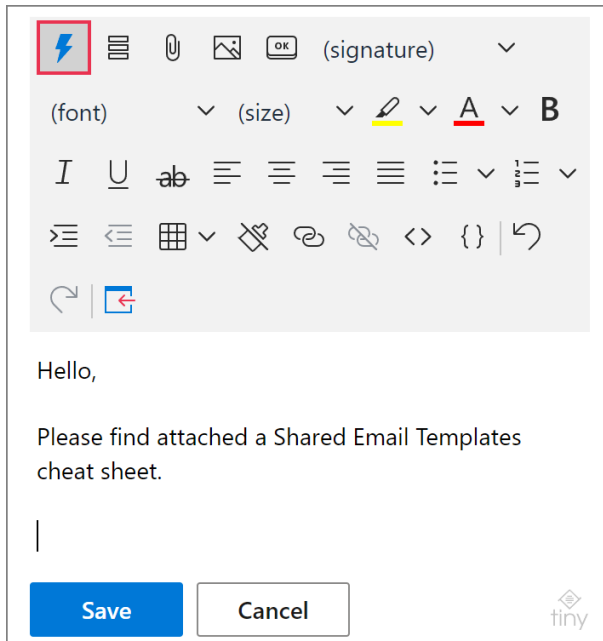


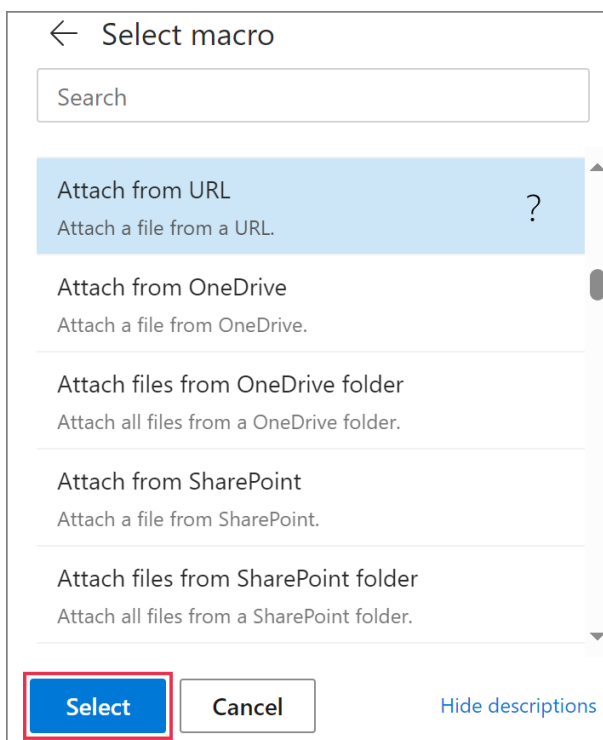
## Attach files with a macro

### Attach a file from a URL

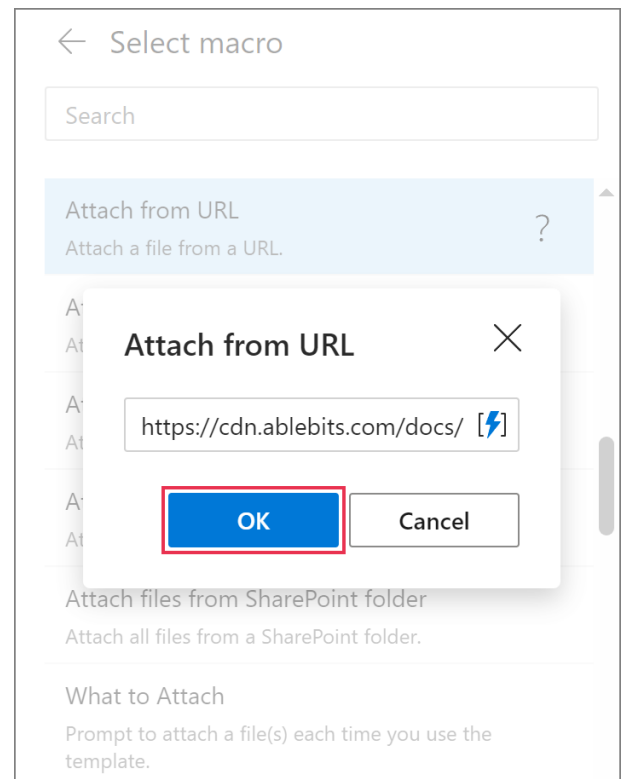
- 1 When editing a template (or creating a new one), click **Insert macro**.



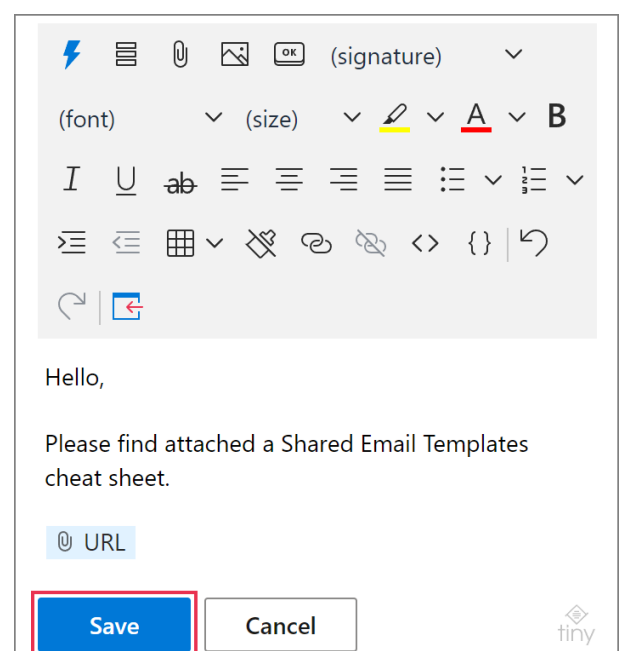
- 2 Select **Attach from URL**.



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

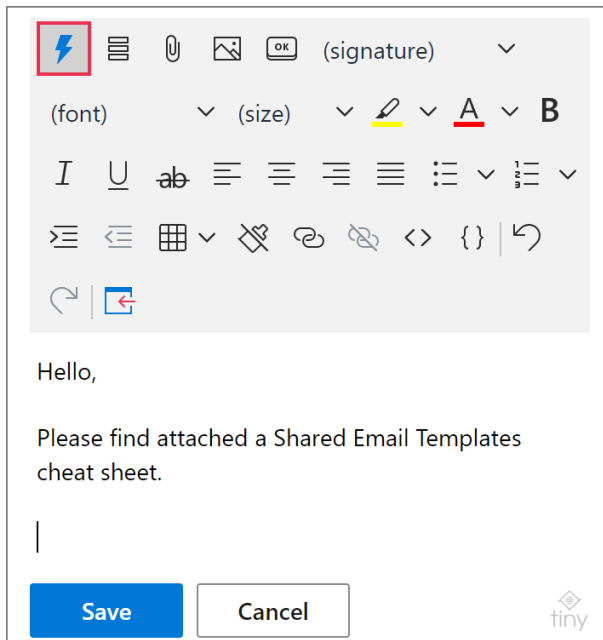


- 4 The **Attach** macro placeholder will appear in your template. Save the changes by clicking **Save**.

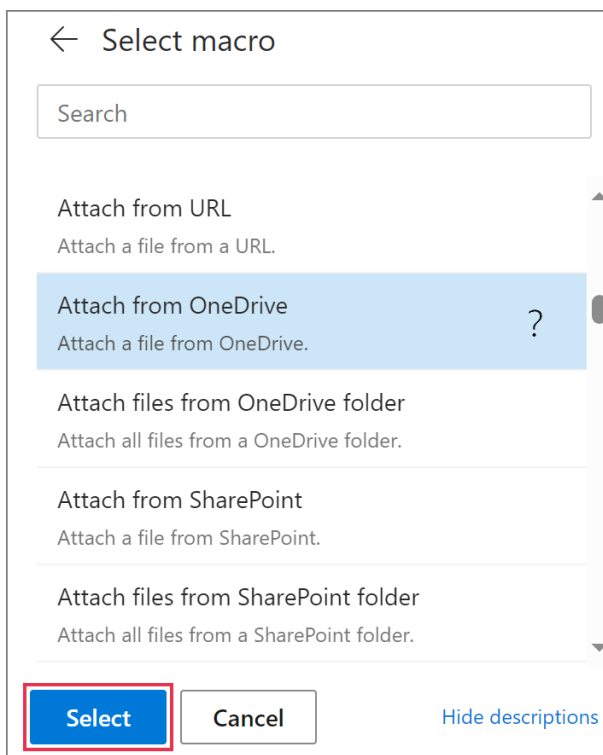


## Attach a file from OneDrive

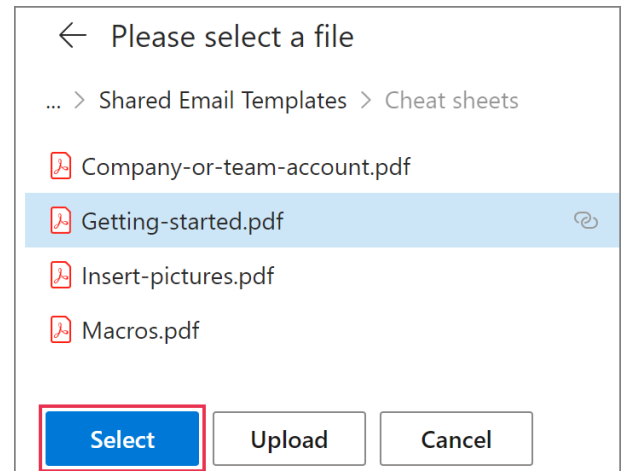
- 1 Start creating or editing a template. Place the cursor where you'd like to see the [Attach](#) macro placeholder. Click **Insert macro**.





- 2 Select **Attach from OneDrive**.



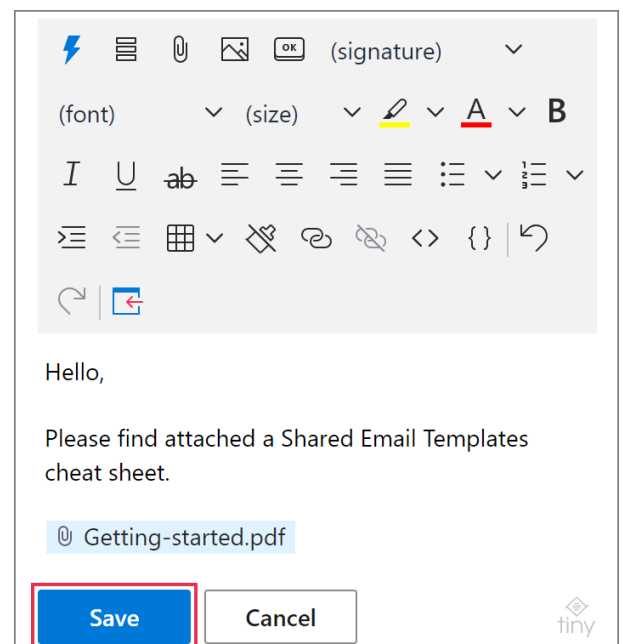
- 3 Find a file that you want to send as an attachment. Click **Select**.



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

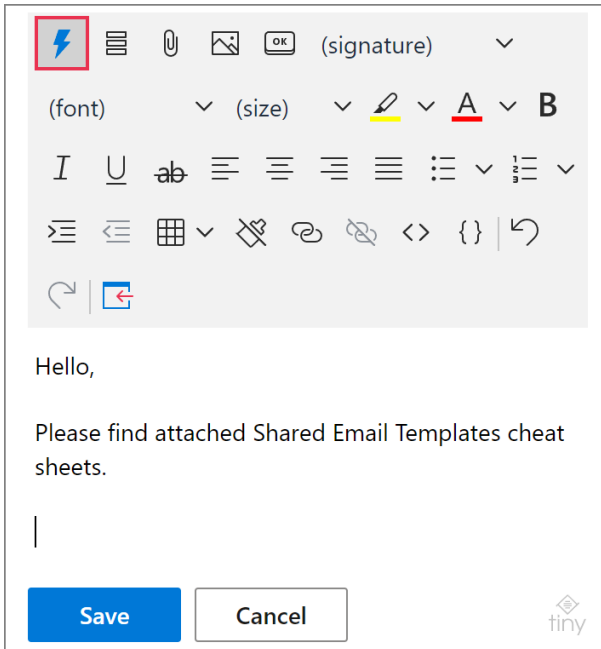
 If you select a file for a template that you're sharing with your teammates, make sure that they have access to that file.

- 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. Click **Save**.

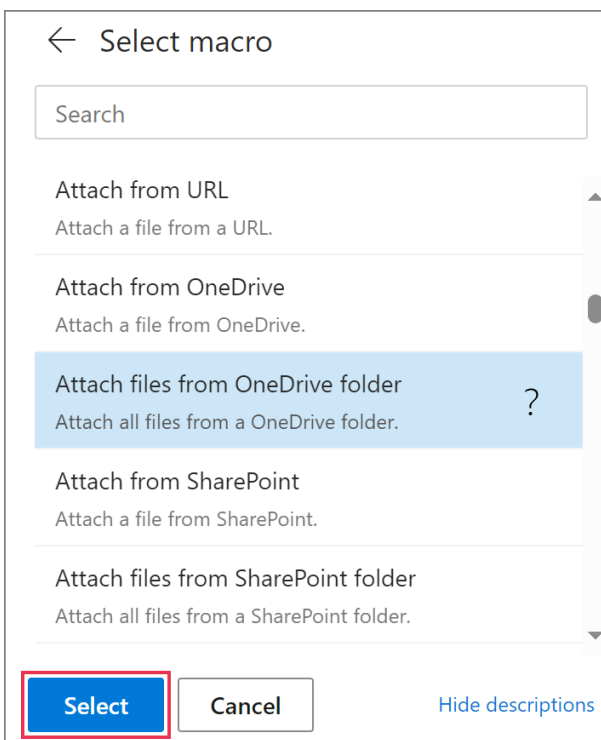


## Attach files from a OneDrive folder

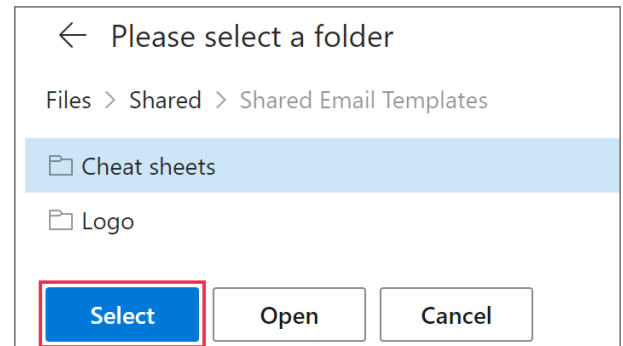
- 1 In a template—when creating or editing it—choose a place for the [Attach](#) macro placeholder. Then put the cursor there and click **Insert macro**.




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

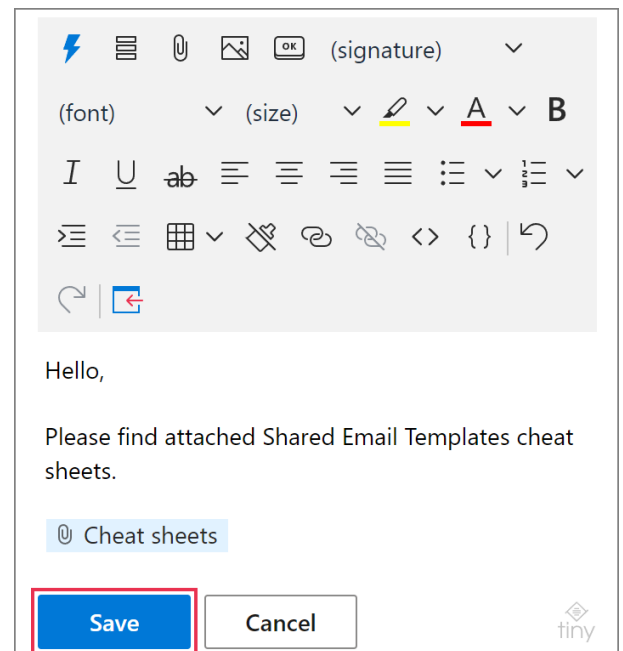


- 3 Find the folder that contains files you'd like to attach to an email message when inserting the template. Click **Select**.



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

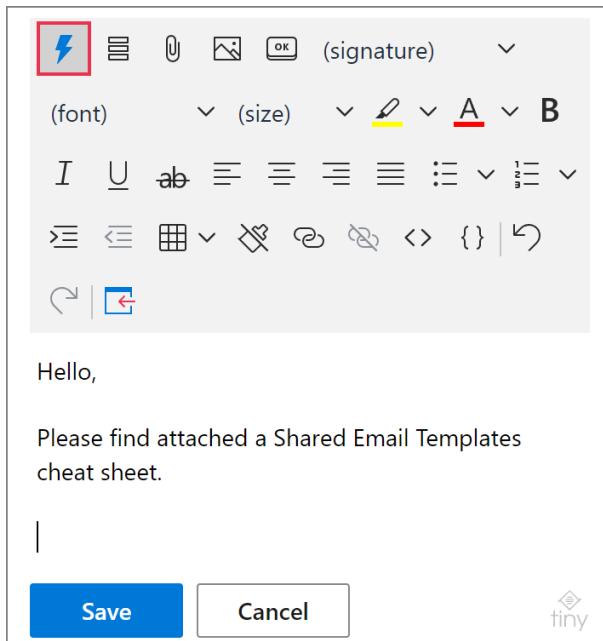
- 4 The Attach macro placeholder will be added to your template. The name of the folder will be specified there. To keep the changes you've made, click **Save**.



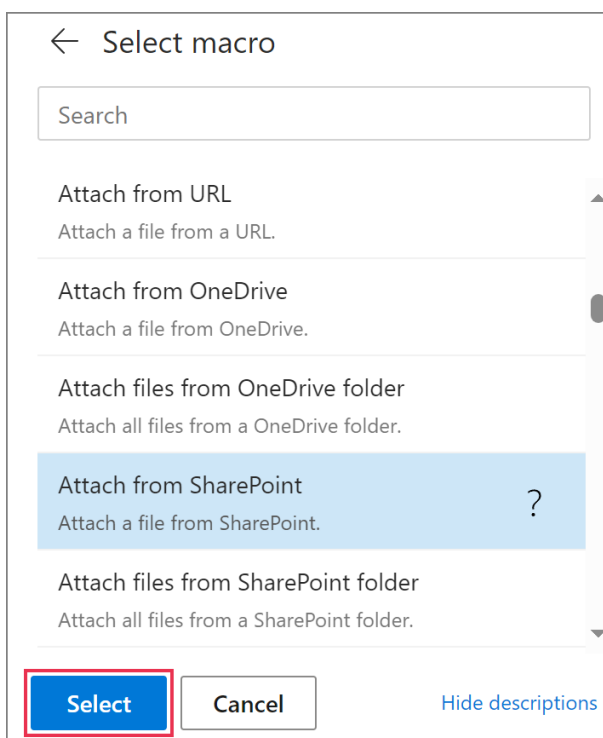
When you insert such a template into an email message, all the files from the selected OneDrive folder will be attached to the email message.

## Attach a file from SharePoint

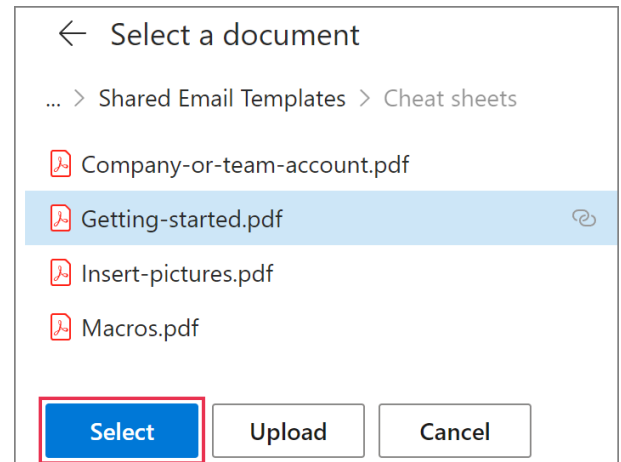
- 1 In the template that you're creating or editing, put the cursor where you'd like to have the [Attach](#) macro placeholder. Then click **Insert macro**.




- 2 Select **Attach from SharePoint**.

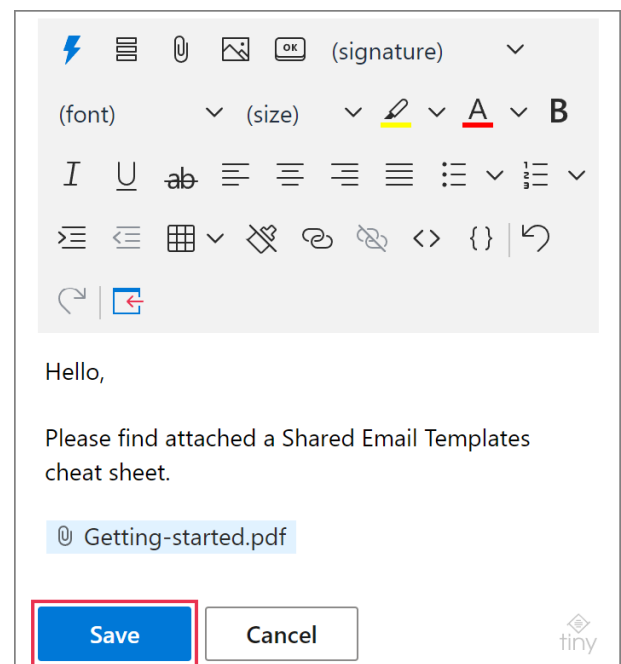


- 3 Select the file that you want to use as an attachment.



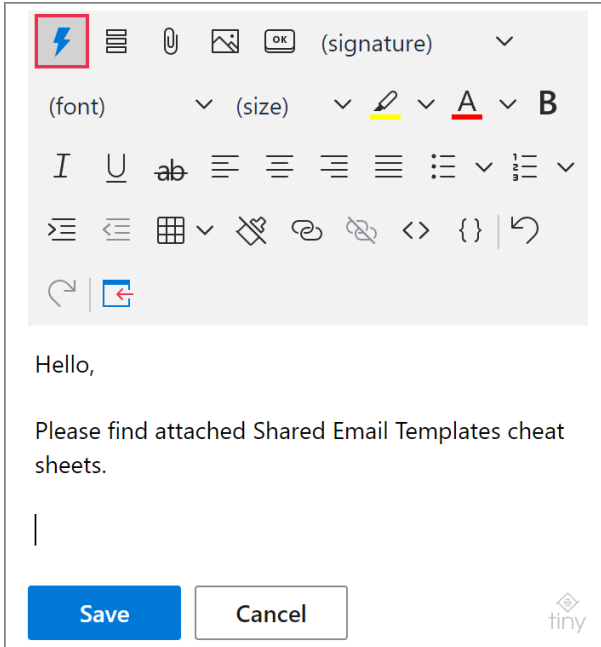
 To upload the necessary file from your local storage, click **Upload**.

- 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, click **Save**.

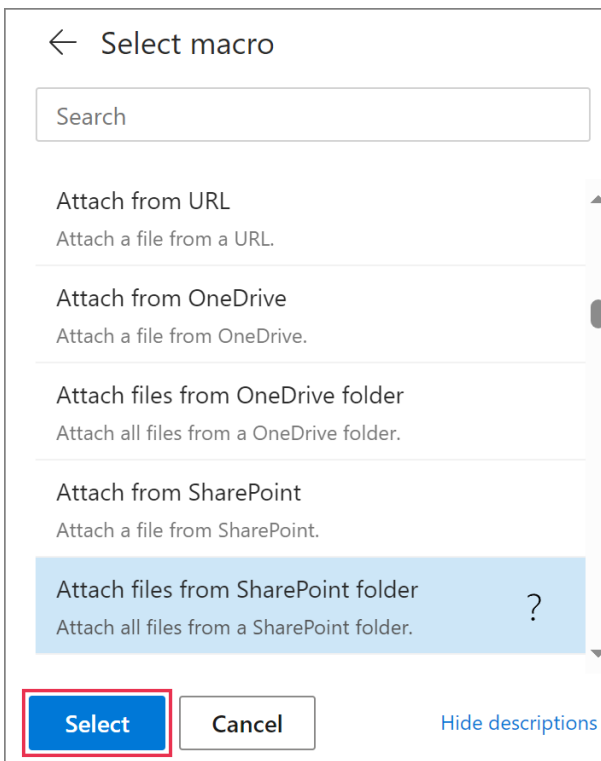


## Attach files from a SharePoint folder

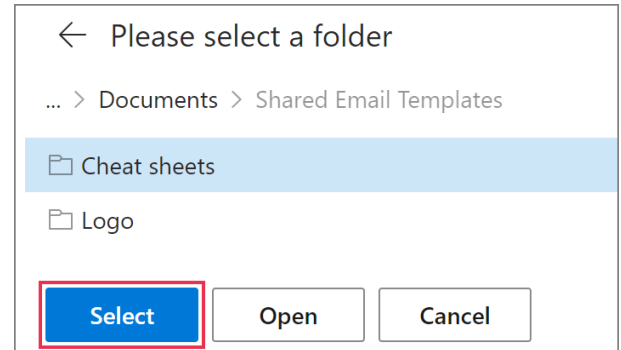
- 1 When in the **Edit** mode, click **Insert macro** on the template editor toolbar.



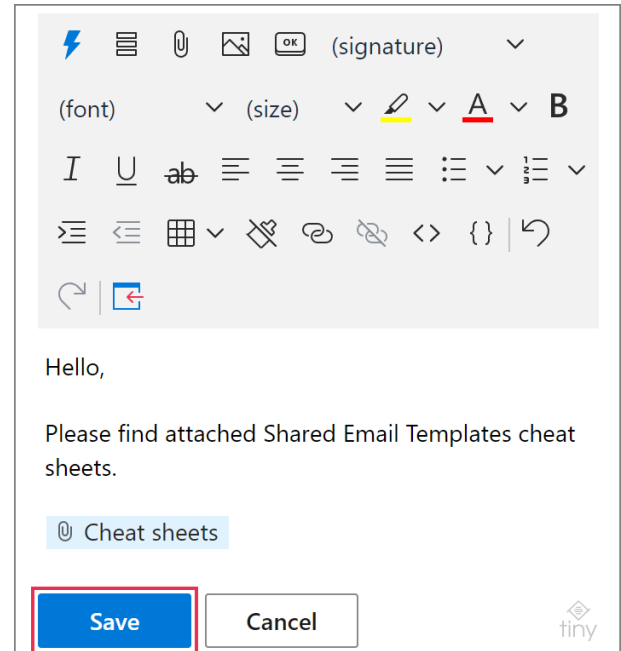
- 2 Select **Attach files from SharePoint folder**.



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



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

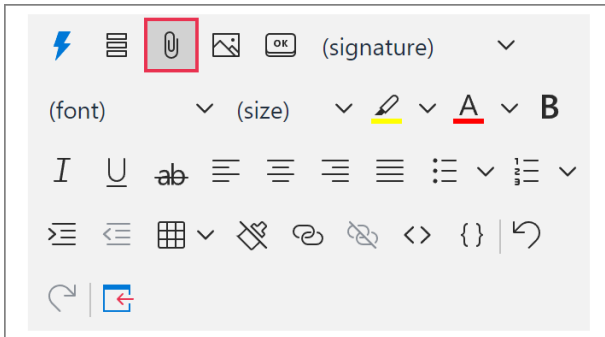


When you insert such a template into an email message, all the files from the selected SharePoint folder will be attached to the email message.

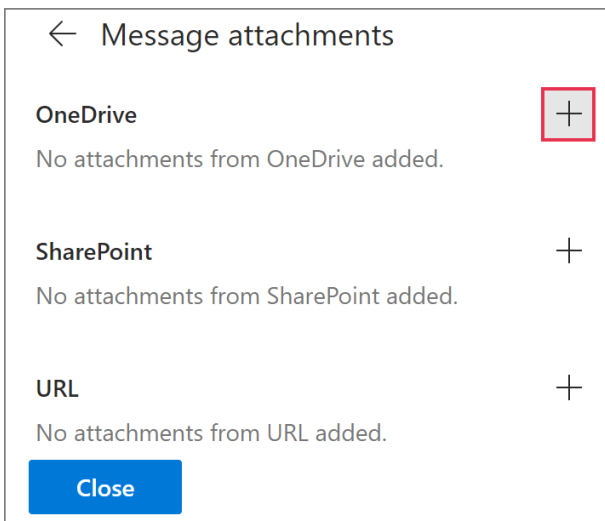
## Attach files via Message attachments

### Attach a file from OneDrive

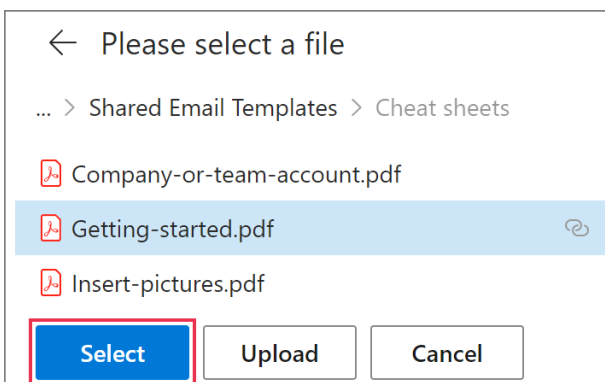
- 1 On the template editor toolbar, select **Message attachments**.



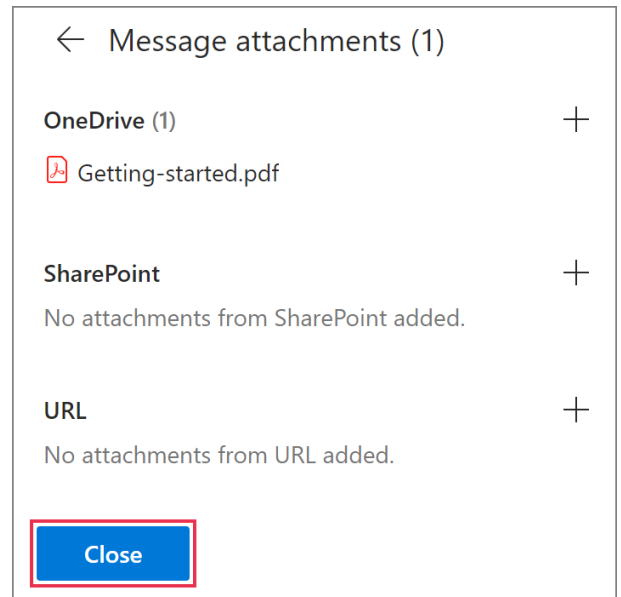
- 2 Click the plus sign to the right of **OneDrive**.



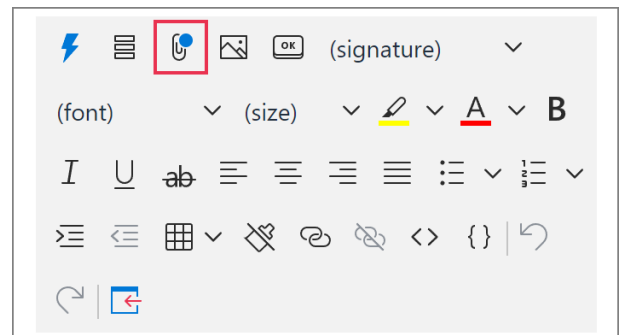
- 3 Select a file that is going to be attached.



- 4 Click **Close**.

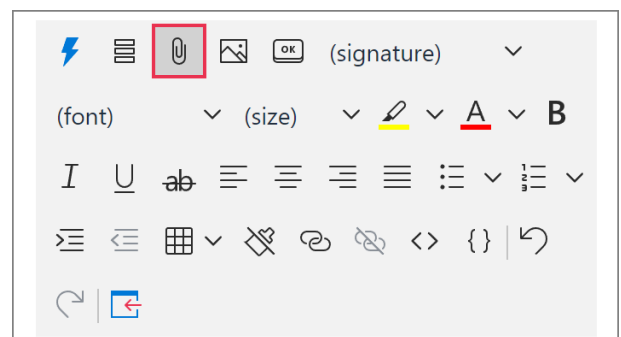


On the **Message attachments** button, a blue dot will appear indicating the added attachment.

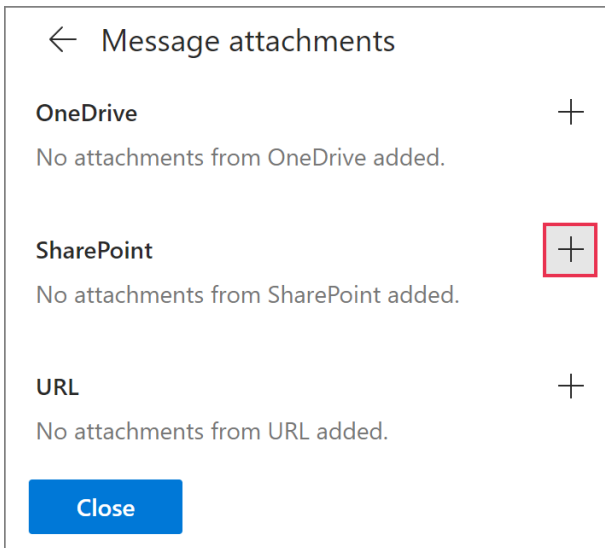


### Attach a file from SharePoint

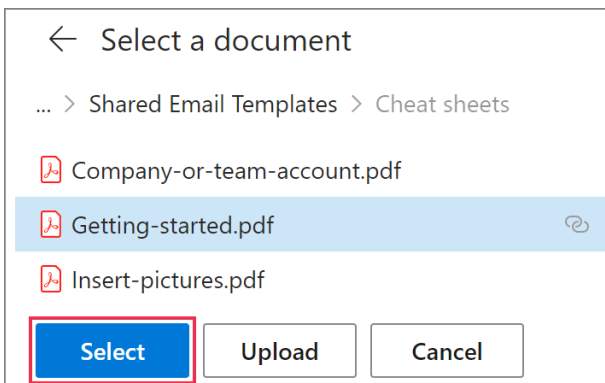
- 1 Start editing or creating a template. Select **Message attachments**.



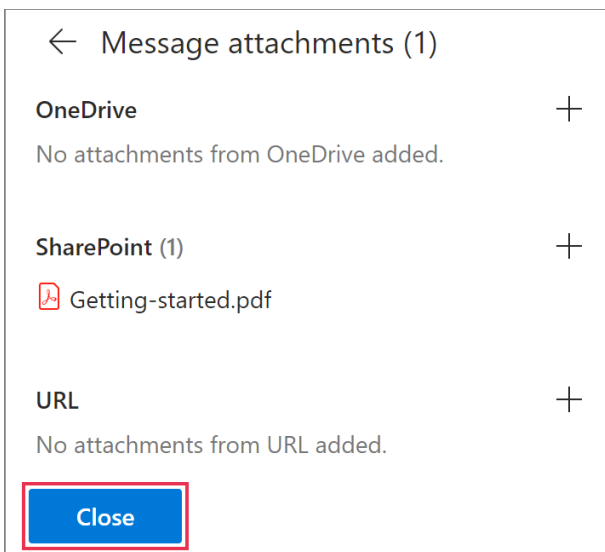
- 2 Click the plus sign that is next to **SharePoint**.



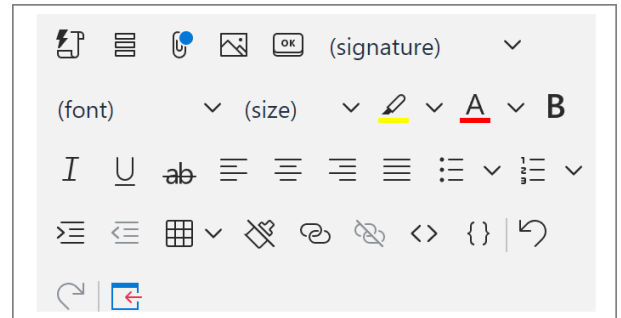
- 3 Select the necessary file.



- 4 Click **Close**.

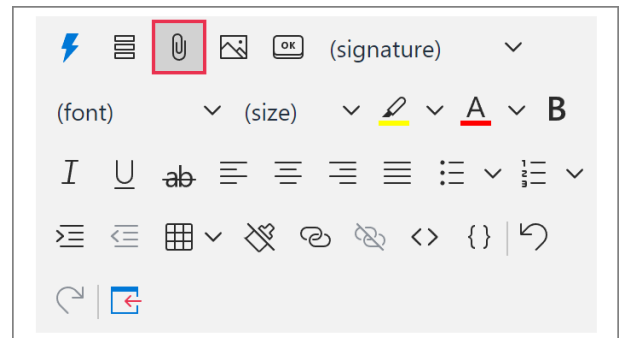


The **Message attachments** button will be marked with a blue dot to show that the attachment has been added.

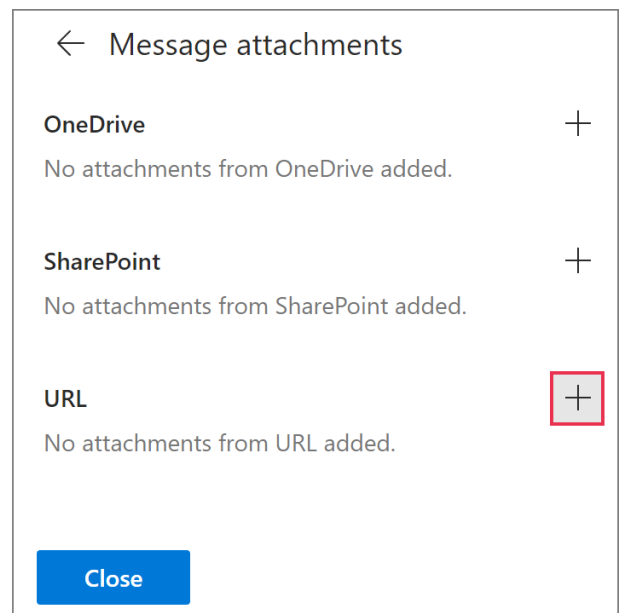


## Attach a file from a URL

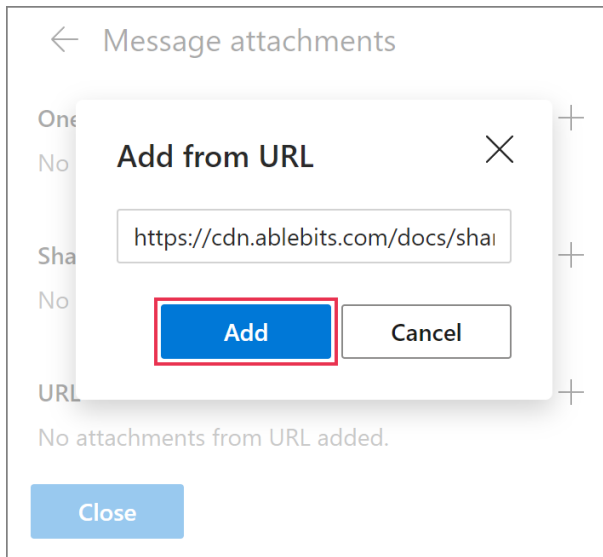
- 1 When working on a template in the **Edit** mode, select **Message attachments**.



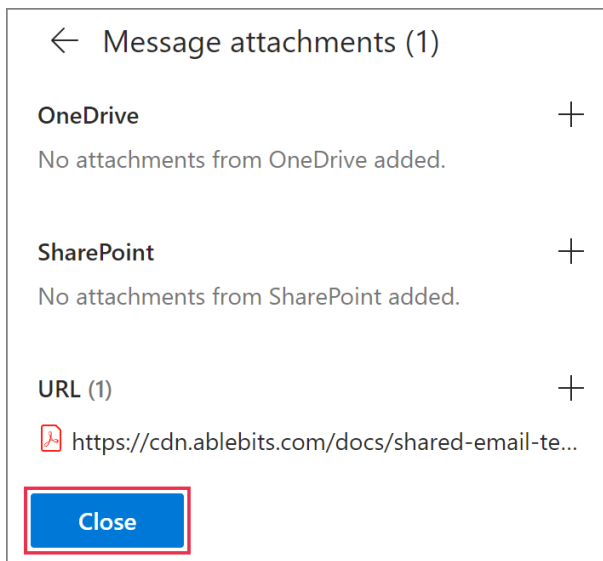
- 2 Click the plus sign to the right of **URL**.



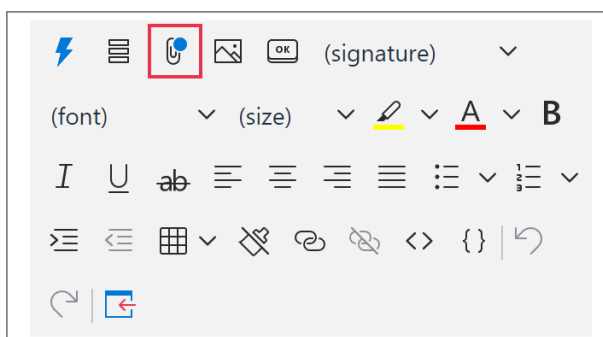
- 3 Enter the necessary URL. Then click **Add**.



- 4 Click **Close**.

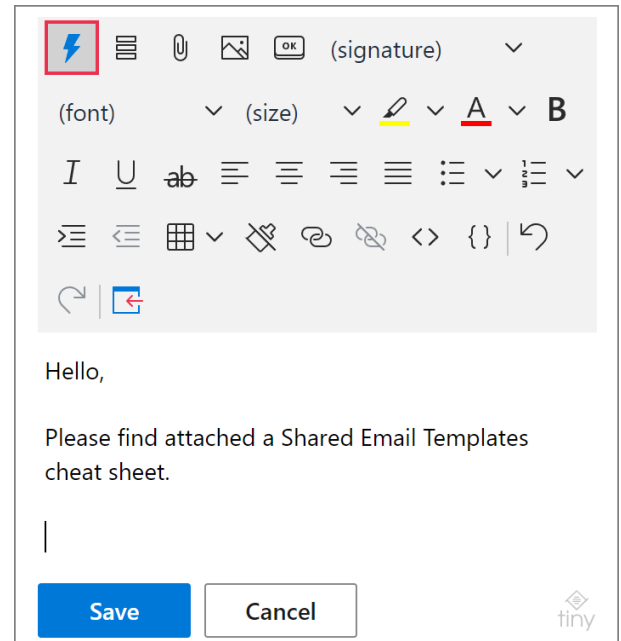


A blue dot will indicate the attachment.

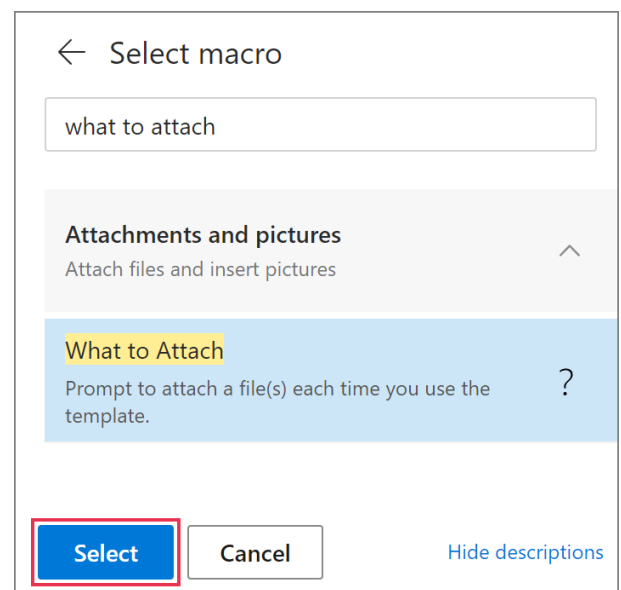


## Add a reminder to attach a file

- 1 When creating or editing a template, decide where the [WhatToAttach](#) macro placeholder will be. Put the cursor there and click **Insert macro**.

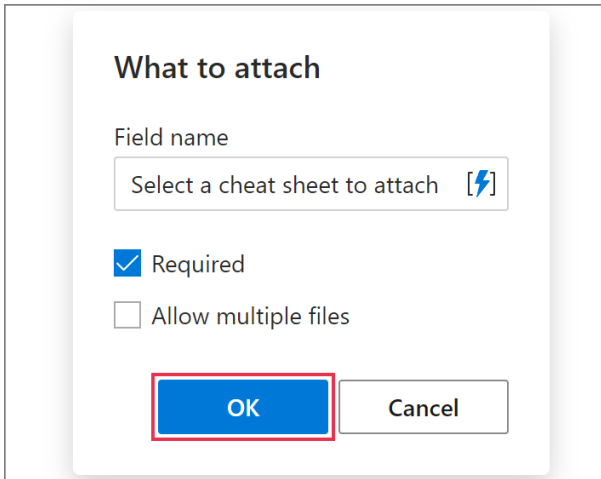



- 2 Select **What to Attach**.






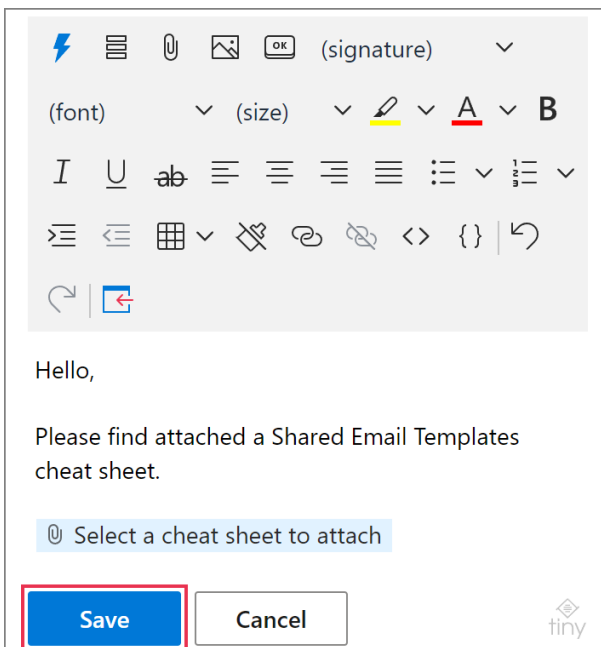
- 3 Enter the **field name**—a word or phrase that will prompt you to attach the necessary file when using the template. Click **OK**.



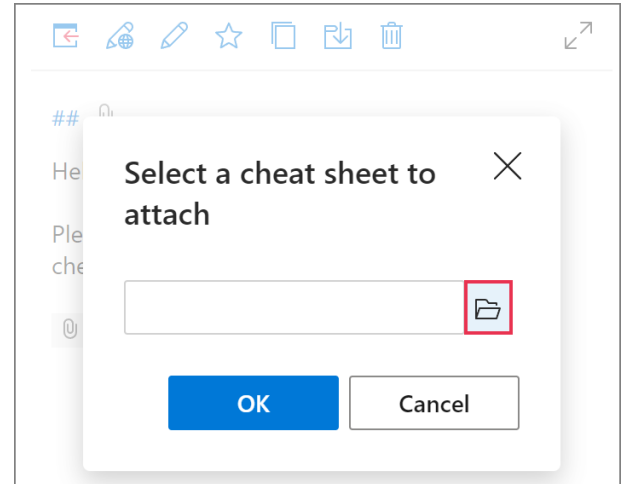
 If there's a check mark next to **Required**, the template won't be inserted into an email message if a file is not selected.

 If there's a check mark next to **Allow multiple files**, many files can be selected.

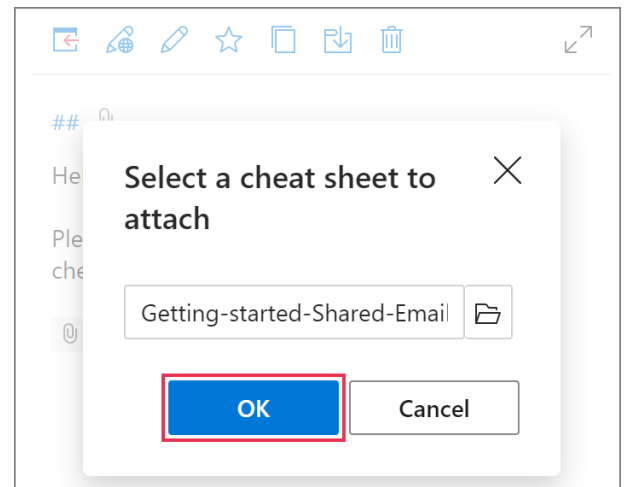
- 4 When the WhatToAttach macro placeholder is added to the template, click **Save**.



When you insert such a template into an email message, you'll see a dialog reminding you to attach some file(s). To select the necessary file(s), click the **Browse** button.



After you select the file(s), click **OK**.



## Learn more

- How to attach files to your templates  
[ablebits.com/docs/outlook-shared-templates-attach-files](https://ablebits.com/docs/outlook-shared-templates-attach-files)



## Need more details?

- Shared Email Templates for Outlook documentation  
[ablebits.com/docs/#shared-email-templates-outlook](https://ablebits.com/docs/#shared-email-templates-outlook)
- More Shared Email Templates features and benefits  
[ablebits.com/outlook-shared-email-templates](https://ablebits.com/outlook-shared-email-templates)
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[ablebits.com/docs/outlook-shared-templates-tips-tricks](https://ablebits.com/docs/outlook-shared-templates-tips-tricks)
- All Shared Email Templates cheat sheets  
[ablebits.com/docs/outlook-shared-templates-cheat-sheets](https://ablebits.com/docs/outlook-shared-templates-cheat-sheets)

