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Sent: Thursday, April 1, 2021 10:30 AM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- Attachments acting strange in Outlook

Attachments acting strange in Outlook

Brought to you by
David Clabough
- System Admin in MT-403



This Tip of the Week was inspired by one of your co-workers (a non-IT person who works here at DOPM).

Do **YOU** have an idea for a future Tip of the Week, that others might benefit from?

(If so, please let us know at dopmHelp@uabmc.edu or 934-7662.)

SITUATION/QUESTION:

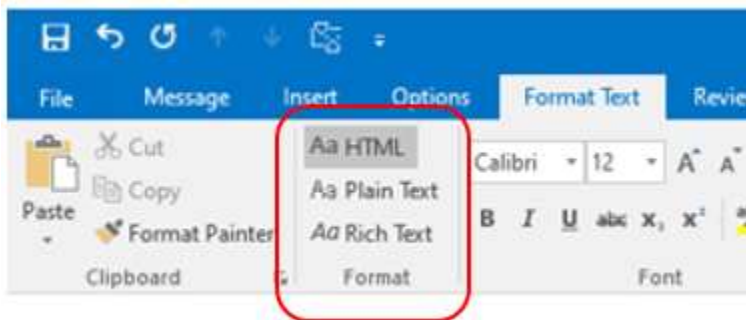
When I try and attach a document to my Outlook, it isn't going into the bar below the subject line, but in the body of the email. Any suggestions?

SOLUTION/ANSWER:

If you are replying to an email and the email is not HTML format, then the attachment will go into the body. If you are composing a new email and that is happening, then the email format has been changed from HTML.

In other words:

- If you want the attachment **attached**, this needs to be “As HTML”
- If you want the attachment **embedded** (in the body of the email), this needs to be “As Rich Text”



Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>