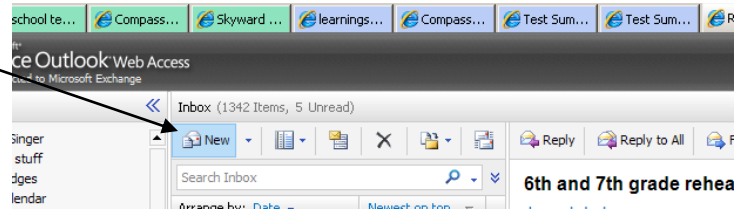
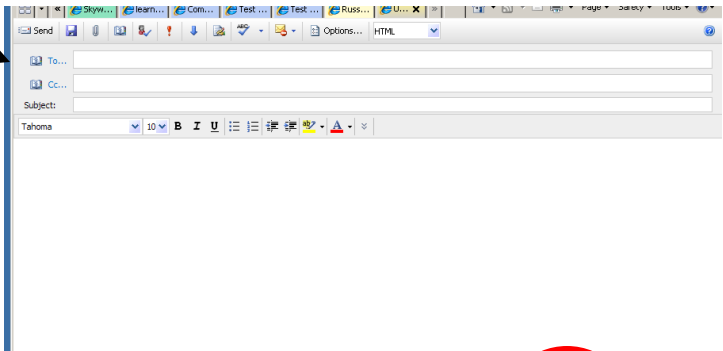


# How to Email Compass Results/Adding an Attachment to Outlook Email

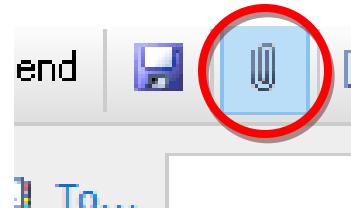
1. Open your email and click New.



2. The following will appear.
3. You can type the email address of the recipient or you can Click the word to and choose who you wish to send your email to.



4. To add the attachment you will click on the picture of the paperclip, which is right above the area where you enter the email address.



5. In the following window find the "browse" button and click it. Now navigate to where you saved the file you wish to attach. You should have saved the file under your H: Drive. After you have chosen your file you can now click "Attach".
6. Give your email a subject and type something into the body of the email and you can now hit send.