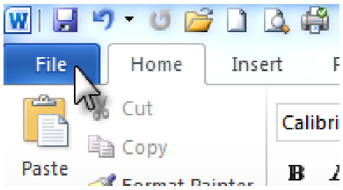
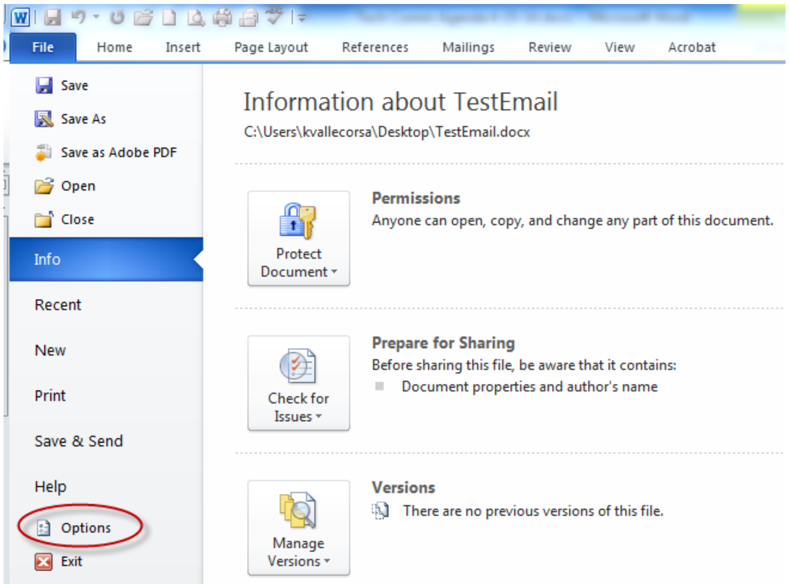
How to Send a Word Document as the Body of an Email Message

1. Open Word and click the File tab.


File
Home
Insert
Paste
Cut
Copy
Format Painter
Calibri
B

2. Click Options in the menu list on the left.


File
Home
Insert
Page Layout
References
Mailings
Review
View
Acrobat
Save
Save As
Save as Adobe PDF
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Protect Document
Check for Issues
Manage Versions

Information about TestEmail

C:\Users\kvallecorsa\Desktop\TestEmail.docx

Permissions

Anyone can open, copy, and change any part of this document.

Prepare for Sharing

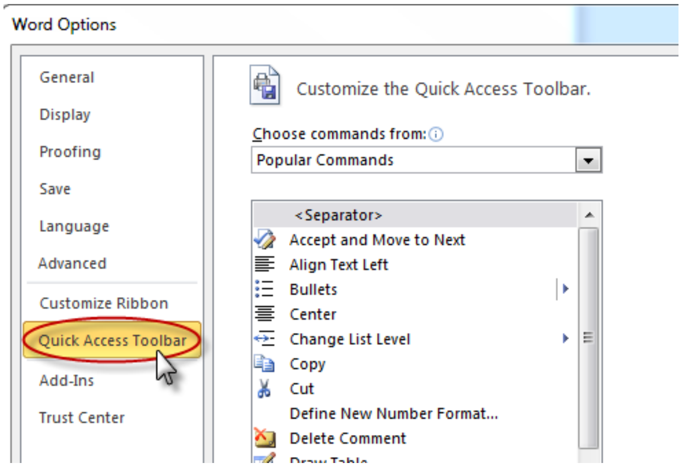
Before sharing this file, be aware that it contains:

- Document properties and author's name

Versions

There are no previous versions of this file.

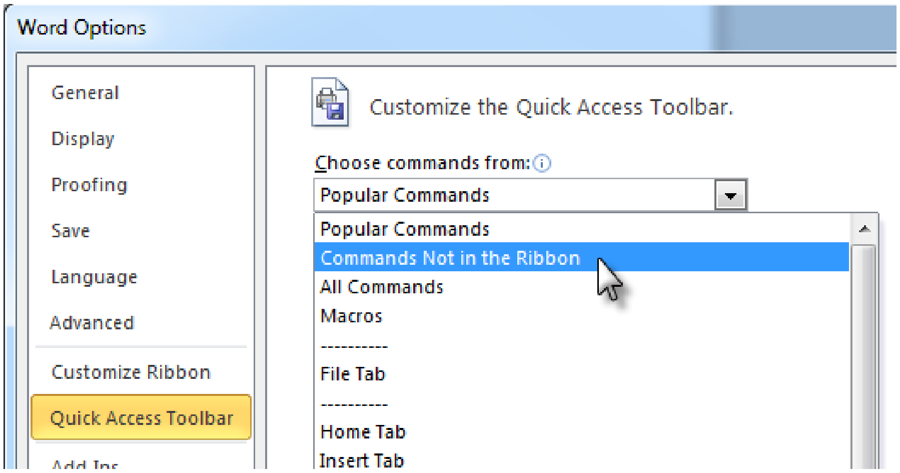
3. On the Word Options dialog box, click Quick Access Toolbar in the menu list on the left pane.


Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
<Separator>
Accept and Move to Next
Align Text Left
Bullets
Center
Change List Level
Copy
Cut
Define New Number Format...
Delete Comment

Customize the Quick Access Toolbar.

Choose commands from: Popular Commands

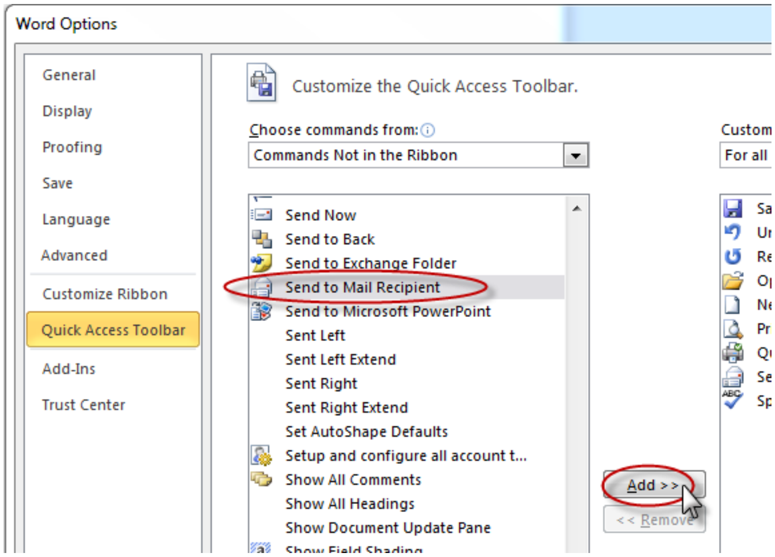
4. On the Quick Access Toolbar screen, select Commands Not in the Ribbon from the Choose commands from drop-down list on the left side of the right pane.


Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Customize the Quick Access Toolbar.
Choose commands from:
Popular Commands
Popular Commands
Commands Not in the Ribbon
All Commands
Macros

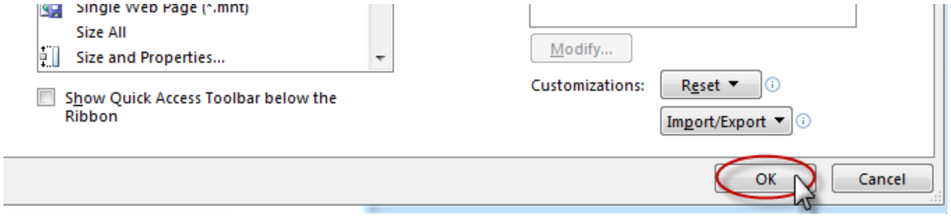
File Tab

Home Tab
Insert Tab

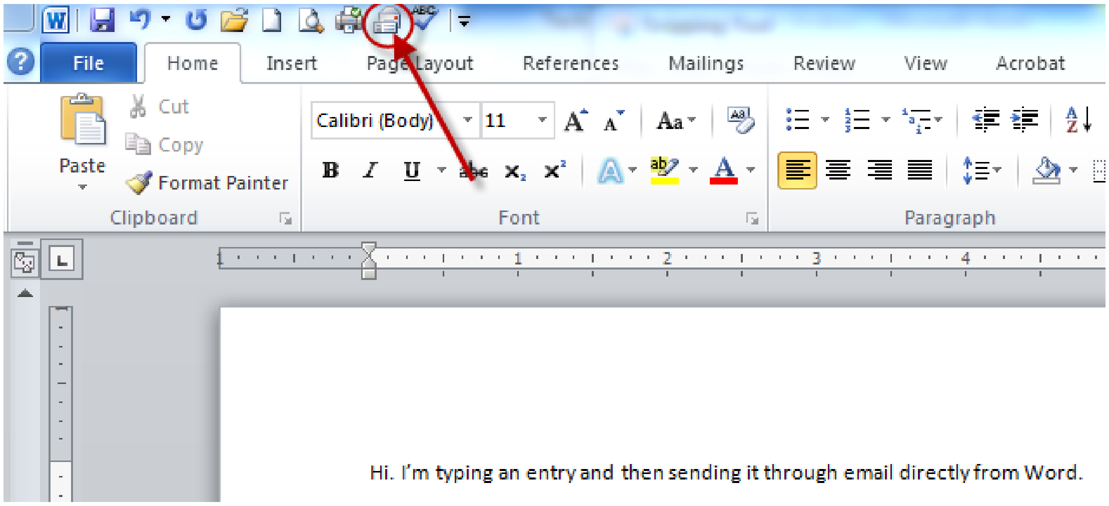
5. Scroll down in the list below the Choose commands from drop-down list and select the Send to Mail Recipient command from the list. Click Add to add it to the list of commands on the Quick Access Toolbar on the right.


Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Customize the Quick Access Toolbar.
Choose commands from:
Commands Not in the Ribbon
Custom
For all
Send Now
Send to Back
Send to Exchange Folder
Send to Mail Recipient
Send to Microsoft PowerPoint
Sent Left
Sent Left Extend
Sent Right
Sent Right Extend
Set AutoShape Defaults
Setup and configure all account t...
Show All Comments
Show All Headings
Show Document Update Pane
Show Field Shading
Add >>
<< Remove
Sa
Ur
Re
O
Ne
Pr
Q
Se
Sp

6. Click OK to accept your change and close the dialog box.

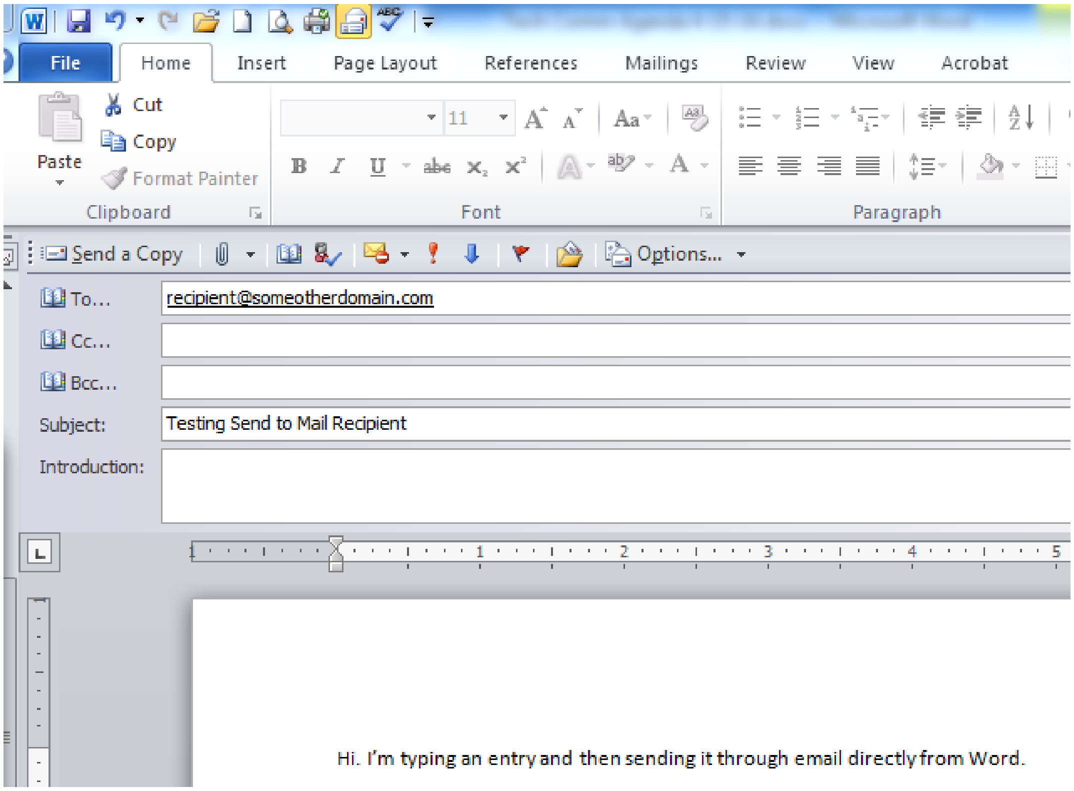

Single Web Page (*.mht)
Size All
Size and Properties...
Show Quick Access Toolbar below the Ribbon
Modify...
Customizations:
Reset
Import/Export
OK
Cancel

7. The Send to Mail Recipient button is added to the Quick Access Toolbar. Click the button to create an email from the current document.


File
Home
Insert
Page Layout
References
Mailings
Review
View
Acrobat
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph

Hi. I'm typing an entry and then sending it through email directly from Word.

8. A panel opens with a To field, a Cc field, a Bcc field, a Subject field, and an Introduction field. Enter the email address for the recipient of the email in the To field and a subject for the email in the Subject field. Enter a Cc address and an Introduction, if desired.


File
Home
Insert
Page Layout
References
Mailings
Review
View
Acrobat
Paste
Cut
Copy
Format Painter
Clipboard
11
Font
Paragraph
Send a Copy
Options...

To... recipient@someotherdomain.com

Cc...

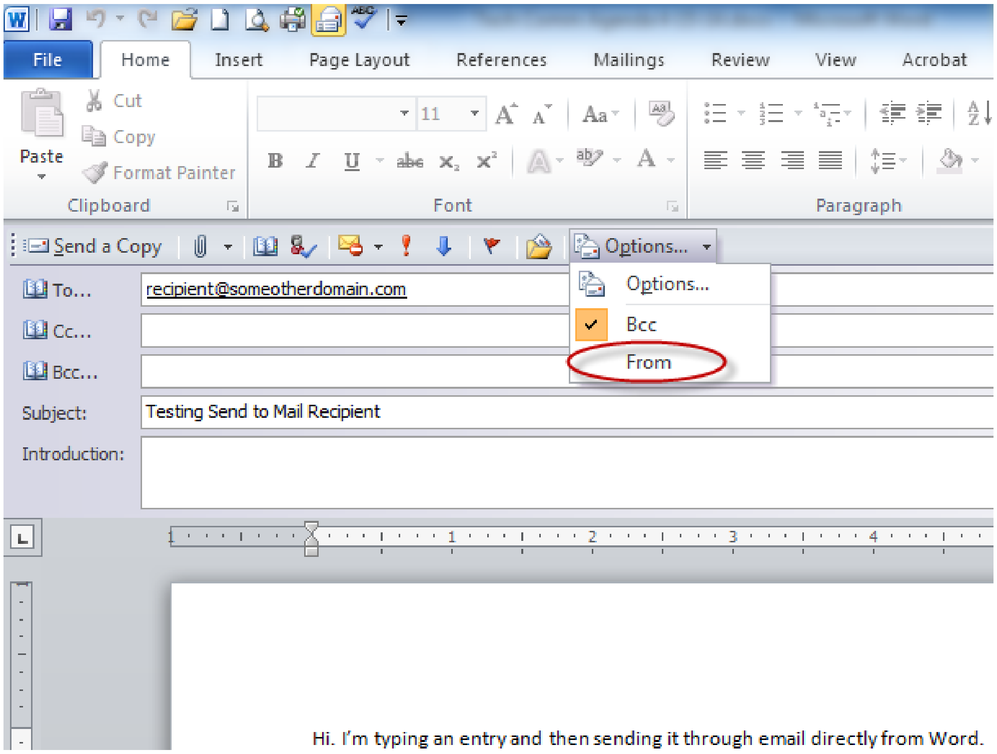
Bcc...

Subject: Testing Send to Mail Recipient

Introduction:

Hi. I'm typing an entry and then sending it through email directly from Word.

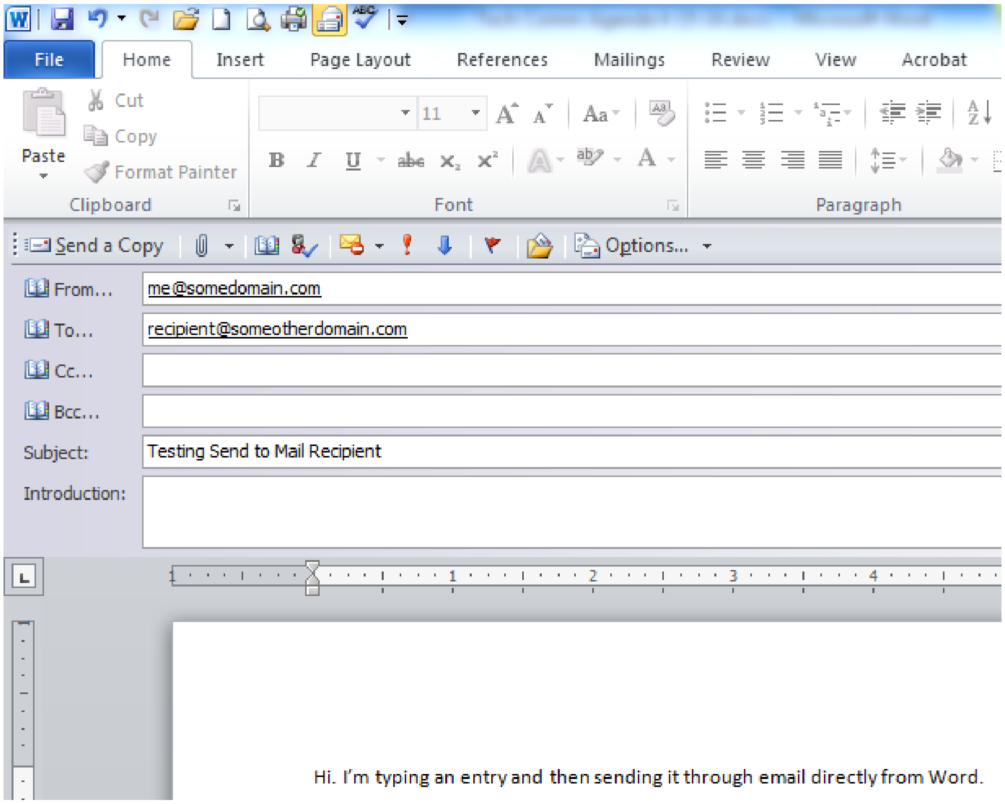
9. If you want your email address to be displayed when the recipient receives the email, click Options and select From from the drop-down menu.


File
Home
Insert
Page Layout
References
Mailings
Review
View
Acrobat
Cut
Copy
Paste
Format Painter
Clipboard
Font
Paragraph
Send a Copy
Options...
Options...
Bcc
From

To... recipient@someotherdomain.com
Cc...
Bcc...
Subject: Testing Send to Mail Recipient
Introduction:

Hi. I'm typing an entry and then sending it through email directly from Word.

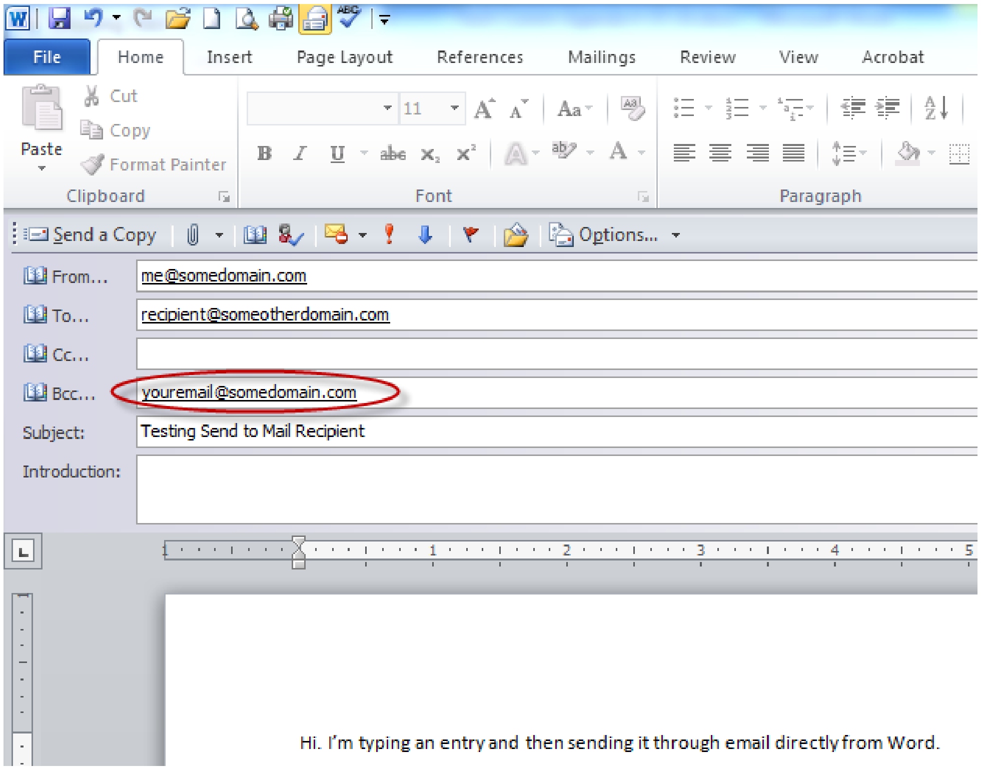
10. Enter your email address in the From field that displays.


File
Home
Insert
Page Layout
References
Mailings
Review
View
Acrobat
Cut
Copy
Paste
Format Painter
Clipboard
Font
Paragraph
Send a Copy
Options...

From... me@somedomain.com
To... recipient@someotherdomain.com
Cc...
Bcc...
Subject: Testing Send to Mail Recipient
Introduction:

Hi. I'm typing an entry and then sending it through email directly from Word.

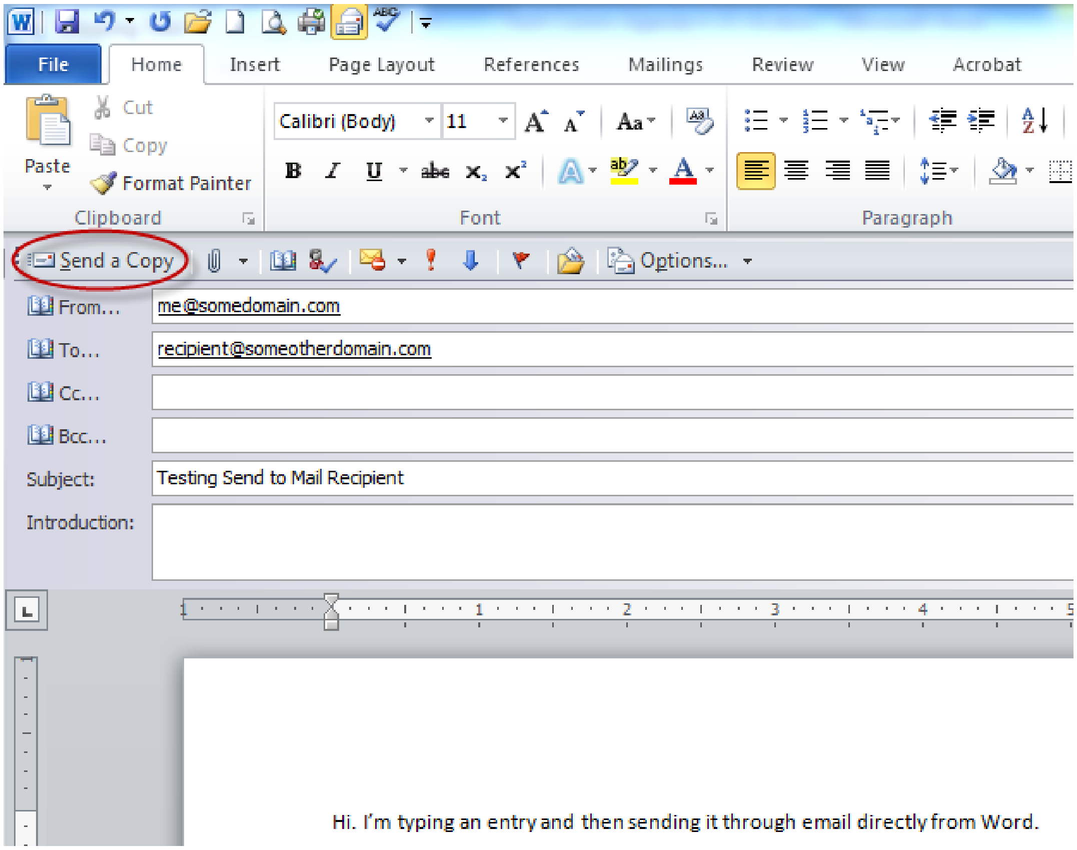
11. Note that there's no real record of your sent email except as a Word document. If you want to keep a copy of the message for yourself in Outlook, enter your email address in the Bcc field.


File
Home
Insert
Page Layout
References
Mailings
Review
View
Acrobat
Paste
Cut
Copy
Format Painter
Clipboard
Font
Paragraph
Send a Copy
Options...

From... me@somedomain.com
To... recipient@someotherdomain.com
Cc...
Bcc... youremail@somedomain.com
Subject: Testing Send to Mail Recipient
Introduction:

Hi. I'm typing an entry and then sending it through email directly from Word.

12. To send the email message click Send a Copy.


File
Home
Insert
Page Layout
References
Mailings
Review
View
Acrobat
Paste
Cut
Copy
Format Painter
Calibri (Body)
11
Clipboard
Font
Paragraph
Send a Copy
Options...

From... me@somedomain.com
To... recipient@someotherdomain.com
Cc...
Bcc...
Subject: Testing Send to Mail Recipient
Introduction:

Hi. I'm typing an entry and then sending it through email directly from Word.