Sending Multiple Files via Email Attachment

- 1. First, you'll want to organize all of the files you want to send into a folder.
 - a. Open File Explorer (the little folder icon on your taskbar) and locate the files where they are saved.
 - b. Create a New Folder (right-click with your mouse, go to New Folder) and drag and drop all of the files you want to include into this folder.
- Right-click on the Folder you created for this purpose and go to Send To Compressed Folder.

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- 3. The compressed zipped folder will appear in the same location you are in currently.
- 4. You can attach the zipped folder to your Outlook email like you would any attachment.
 - New Email Attach File should be under recent, or you can go to Browse and navigate to it.