# **Email Project file as an Attachment**

Another way to communicate project information is to email a copy of a project file to someone. The person who receives the file must have MS Project 2010 or MS Project 2013 to open the file.

To attach the open project file to an email:

File  Share  Email  Send as Attachment

(insert screen shot email as attachment)

Tag line: Share options in the backstage

After clicking “Send as Attachment” Outlook will start, an email will be opened, the subject line will contain the name of the project and the file will be an attachment. Simply enter who the email should be sent to and add your comments. Click Send when you are ready to send the message.

(Insert Email in Outlook screen shot)

Tagline: Project file as an attachment in an email.