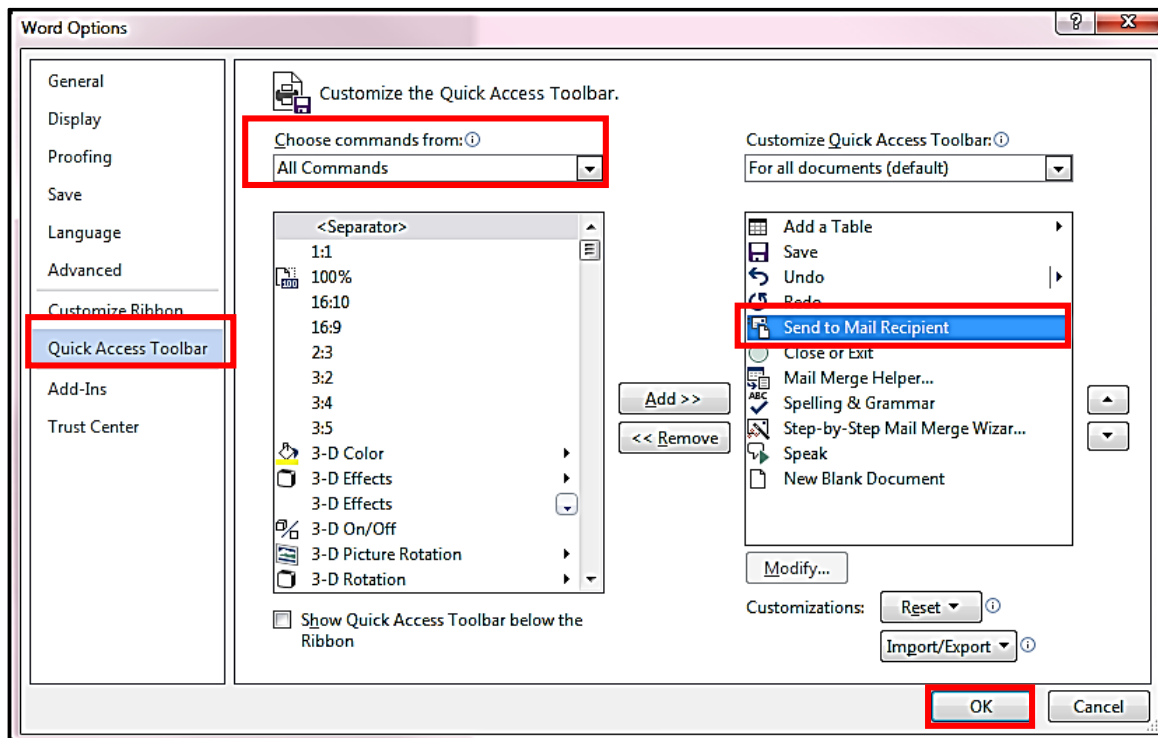


Microsoft 2013: Send Word Document as Email Body

Don't like sending attachments to folks but want them get your document as it looks when you created it in word? This can be done by adding this function to Word, then add that button into the Quick Access Toolbar.

1. Under the **File** tab, choose **Options**.
2. On the left, select the **Quick Access Toolbar**. Set the **Choose command from** drop down list to **All Commands**. Select **Send to Mail Recipient** and click the button **Add>>**. The **Send to Mail Recipient** will appear as shown below on the right side.



3. Press **OK** to close the dialog.
4. Now on your **Quick Access Toolbar**, you will find the icon for **Send to Mail Recipient**.

