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**.
- 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.

Word Options		? <mark>X</mark>
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:① All Commands Customize Quick Access Toolbar. For all documents (default) Customize Quick Access Toolbar. For all documents (default) Add a Table Add a Table Save Undo Customize Quick Access Toolbar. For all documents (default) Add a Table Save Undo Customize Quick Access Toolbar. For all documents (default) Add a Table Save Undo Customize Quick Access Toolbar. For all documents (default) Add a Table Save Undo Customize Quick Access Toolbar. For all documents (default) Add a Table Save Undo Customize Quick Access Toolbar. For all documents (default) Add -> Customize Quick Access Toolbar. For all documents (default) Add -> Save Sundo Customize Quick Access Toolbar. For all documents (default) Add -> Save Sundo Customize Quick Access Toolbar. For all documents (default) Add -> Save Sundo Customize Quick Access Toolbar. For all documents (default) Add -> Save Sundo Customize Quick Access Toolbar. For all documents (default) Add -> Save Sundo Customize Quick Access Toolbar. For all documents (default) Add -> Save Sundo Customize Quick Access Toolbar. For all documents (default) Add -> Save Sundo Customize Quick Access Toolbar. For all documents (default) Add -> Save Sundo Customize Quick Access Toolbar. For all documents (default) Customize Quick Access To	· · ·
	 3-D Color 3-D Effects 3-D Effects 3-D On/Off 3-D Picture Rotation 3-D Rotation Show Quick Access Toolbar below the Ribbon) Cancel

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

