# eMailing Documents from SharePoint

From your Outlook email client, you can email documents from you PC, OneDrive, and SharePoint. In the example below, I am creating an email to send an attachment with.

1. Click on Attach File
2. There are several ways to locate the document you wish to attach:
   a. Click on either "OneDrive", "Sites", or "Group Files" to indicate which set of cloud-based files you want to access.
3. If you have performed the "Sync" function, just click on "Browse this PC" and then you will get the standard windows file manager window as shown with both the OneDrive and SharePoint accounts highlighted:
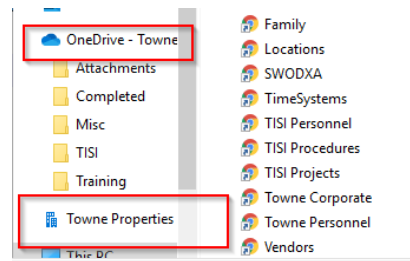
4. You can then click on the file of interest, complete the email and then click "Send"