Sending Outlook File Attachments

Last Modified on 07/08/2025 9:59 am EDT

Applies To: ■ **PoliteMail Desktop**   ■ **PoliteMail Online**   ■ **PoliteMail M365**

Version: ■ **4.9**   ■ **5.0**   ■ **5.1+**

You can send regular file attachments with PoliteMail—just use Outlook's standard **Attach File** command.

You can save file attachments within templates as well. For example, if you have standard follow-up material you send as email attachments in response to a product inquiry, you can save that entire message with attachments as a template.

- These regular file attachments are **NOT** measured by PoliteMail.
- For some recipients, certain types of file attachments (e.g. exe files) and attachments with a file size over 2MB or 5MB will be blocked by the recipients mail server. In some cases this means the recipient gets the email message, but the file attachment is not there, or it could mean the entire message is blocked at the server level and not delivered.

To improve measuring and deliverability of file attachments, try the PoliteMail Smart Attachment feature. This will upload your file attachment, server it from the PoliteMail Server, and include it in the email as a link. This keeps your email size small and fast, and enables you to measure when your recipient opens the file.