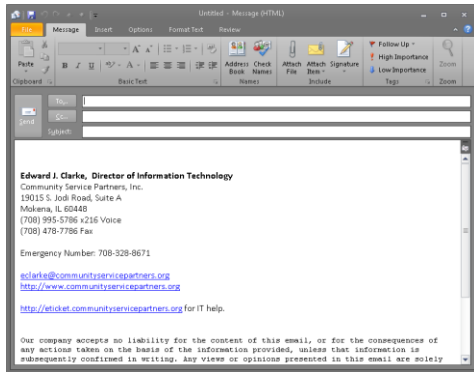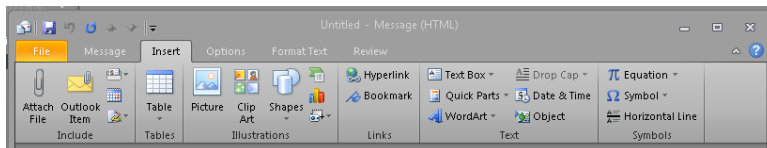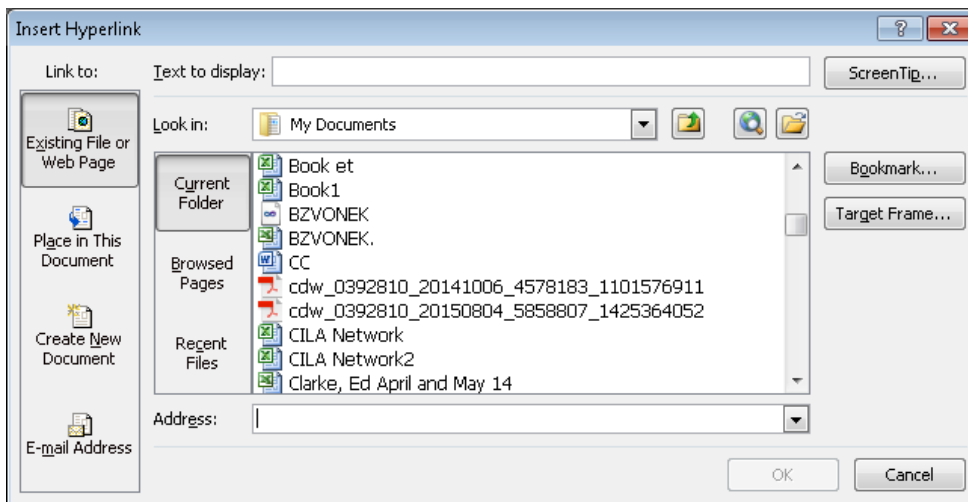Open Microsoft Outlook and start a new message.

Click in the body of the message and then click on the Insert tab on the Office Ribbon.

Under Links, select Hyperlink and a dialog box will appear.

Navigate to where the file is located and select it and press ok. Please make sure you are selecting a file that is on the network drive and not on your local drive. Any files you add as a hyperlink must be accessible by your email recipients. If they do not have access to your local drive, then the hyperlink will not work.
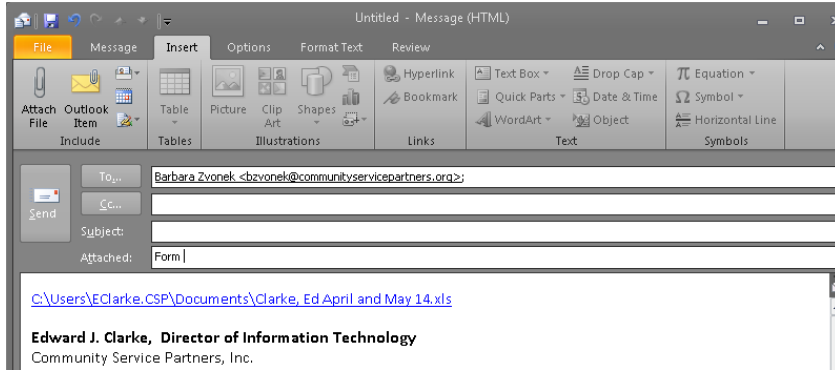
The above picture is what your email will look like once you have inserted a hyperlink into your email. The recipient will simply click on the link to open the file.

If you need to edit the link, right click on the link and select Edit Hyperlink from the popup menu.
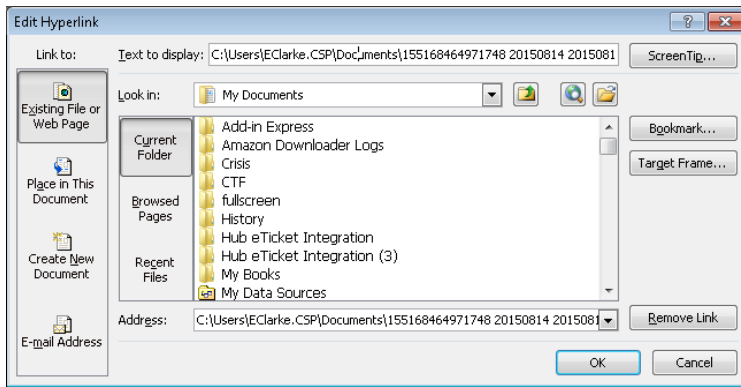
You can change the Address or the text to display. On this example I will leave the link the same but put Budget Report as my text to display in the email.
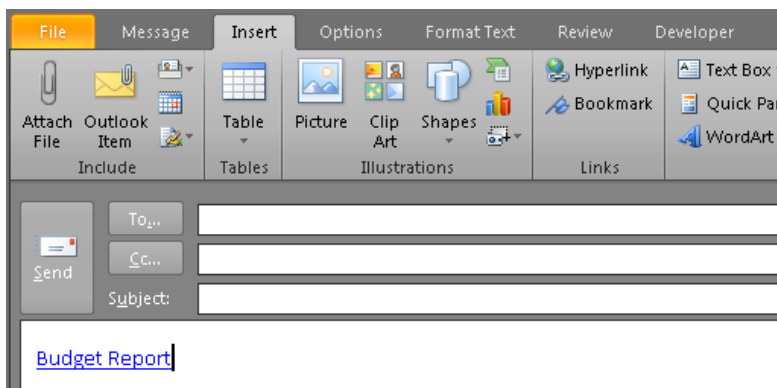
My email now contains the hyperlink for Budget Report and looks friendly.