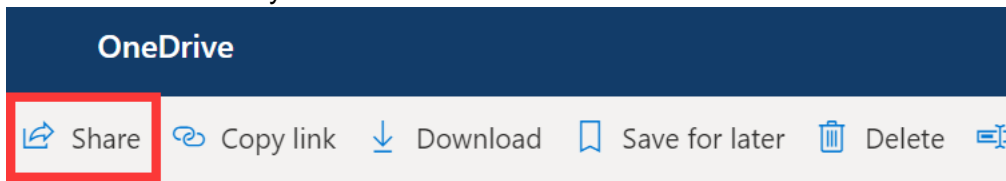




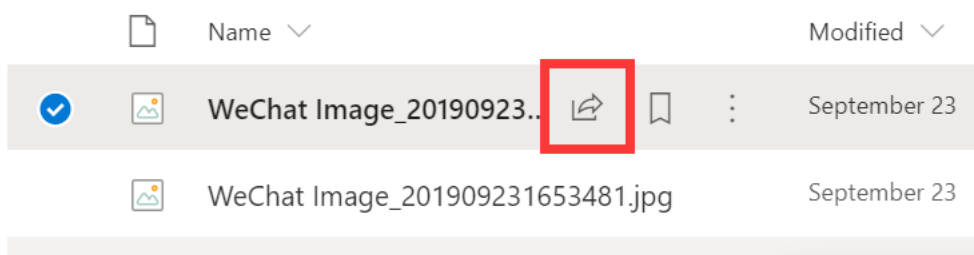
How send email with large attachment

In GTIIT Office 365 email system, the maximum of Outlook email attachment is **60M**, the maximum of webmail attachment is **25M**. If you need to send out much larger attachment, you may use OneDrive share feature.

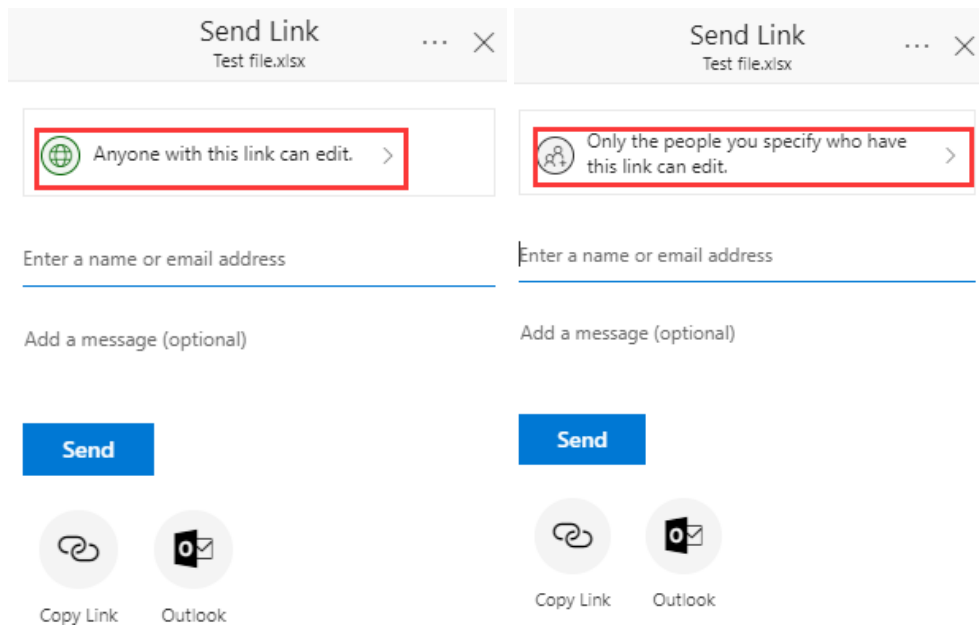
1. Upload files into OneDrive(<https://outlook.office365.com>).
2. Choose a file which you would like to share and click "share" button.



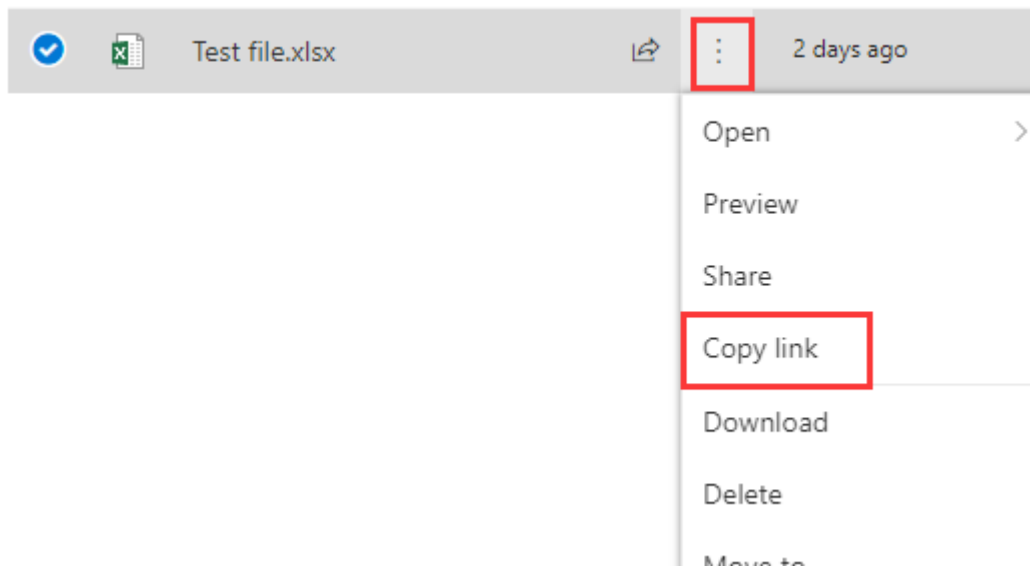
Files > New folder



3. Enter a name or Email address. Please note you can choose to share with all users or with specific people. Click **Send**, the system will automatically send out an email to the users.



4. Create a link that you can send via email, SMS, WeChat etc. to share with the users that have no Microsoft office account.



Thank you for your attention. Should you have any further questions? Please contact the IT Service Desk(<https://helpdesk.gtiiit.edu.cn>).