

How to Email Videos on Microsoft Outlook

Reduce the size of your video. You can shrink the size of a video file to send by email with the help of online video converter (see links below). The more manageable video format is the MP4 format, as it combines the high quality of videos and a small file size. This option, however, will only work with the files up to of 1GB or so. Keep in mind, though, that compressing the video file will also reduce its quality. The video format of MOV is also easy to manage when emailing videos. Once your video is below the maximum permitted size of 25 MB, you can attach it to your email.

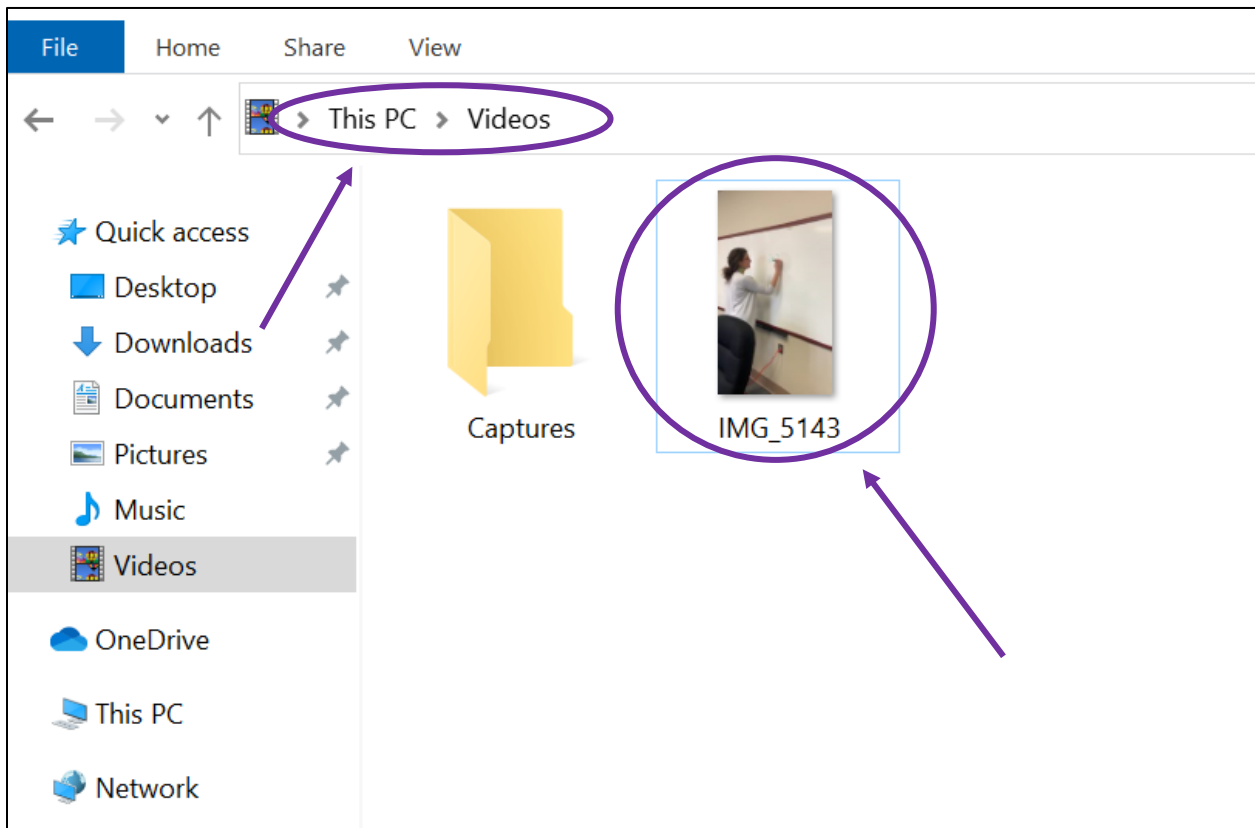
If you want to send large video files that exceed 2GB in size the better option is to upload it to a website like YouTube and then simply add the link to your email so you don't have to downsize the file.

Free Online Video Converters

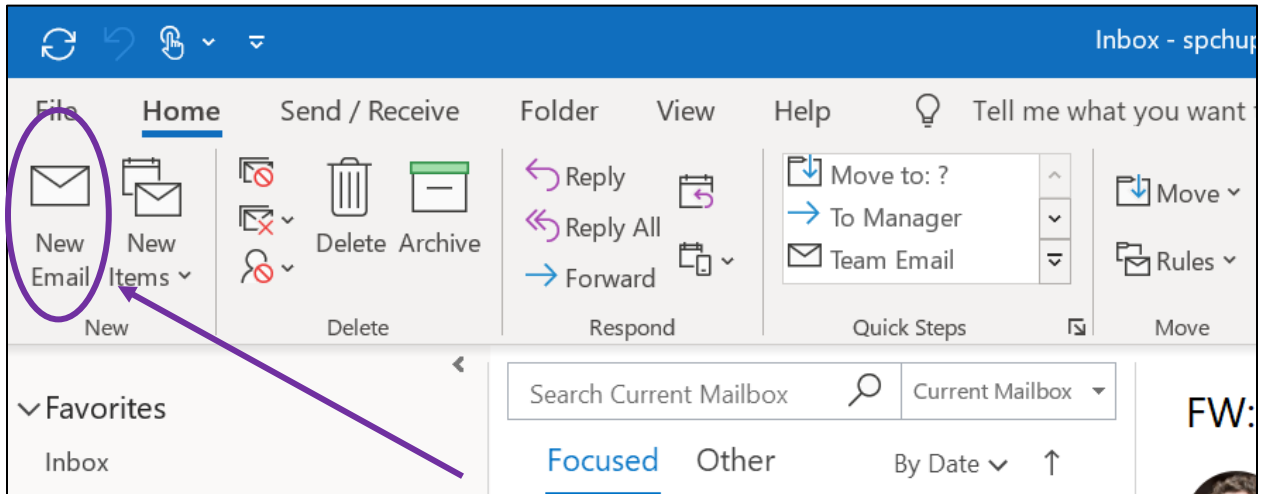
<https://www.onlinevideoconverter.com/>

https://www.freemake.com/free_video_converter/

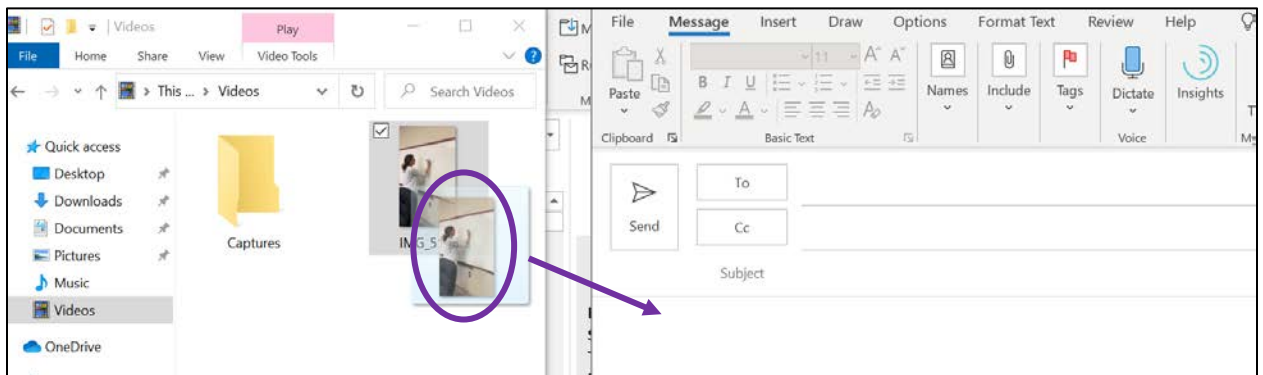
It may easiest to save the video in the format you prefer (MP4, MOV, etc.) is to save it to your computer files first. This is where you can save videos if you needed to convert the format on an additional website



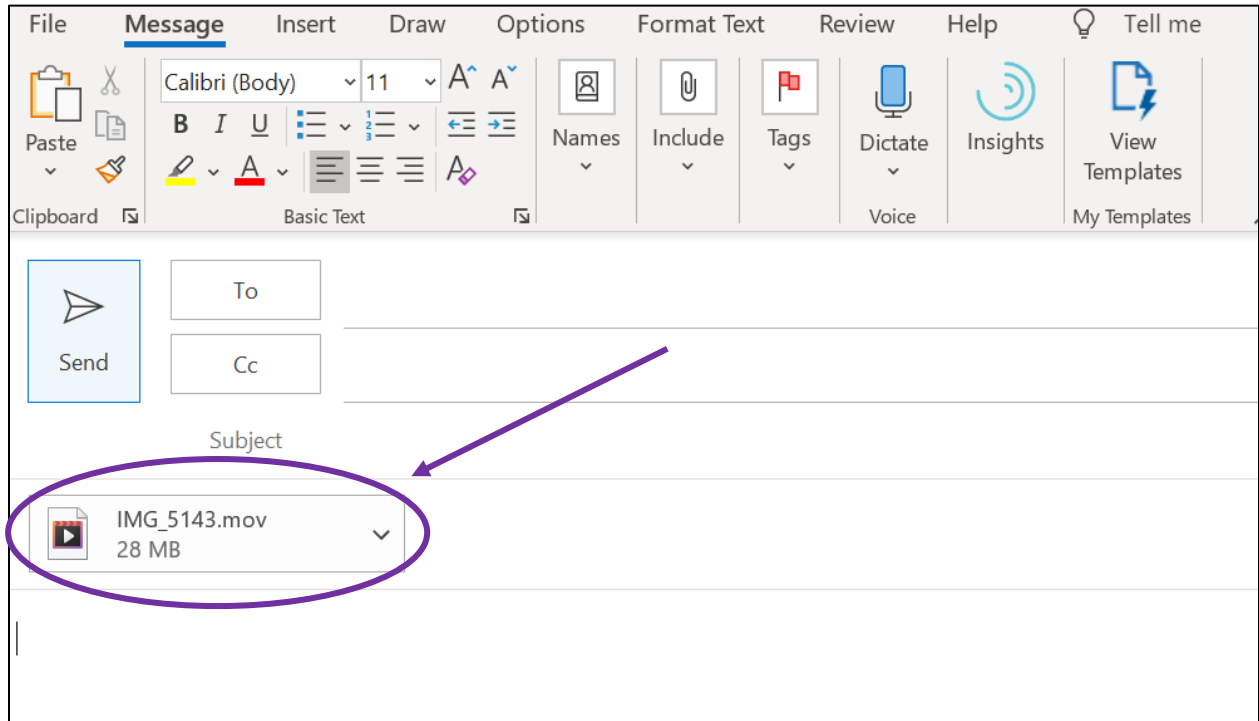
Next you open your Microsoft Outlook email and create a new email by clicking the “New Email” button in the upper left-hand corner.



After clicking “New Email” a new window will pop up where you can compose an email. You can then just click and drag the video you have saved to your computer onto the blank email.



You will see when your video successfully attaches to your email as a new attachment will appear in your blank email.



Then you just enter the individuals you wish to share the video with and click “Send”.

