

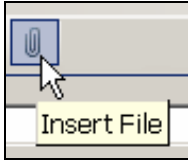
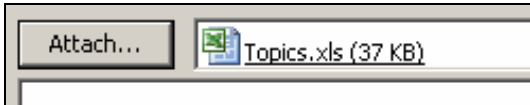
E-mail: Attachments

Topic This document covers e-mail attachments.

Topic
How to Attach a file
Blocked Attachment types
- Level 1
- Level 2
- How to receive attachments on the Level 2 Blocked list

Applicable usage Outlook 2003 Client
Outlook 2003 Web

Attaching a file *How to attach a file to an e-mail when the Outlook editor is being used as the e-mail message editor and the format is set to either HTML or plain text. If the format is set to Rich Text, the attachment will appear in the body of the message.*

Step	Action
1	Open the e-mail.
2	Click Insert File icon in the e-mail toolbar.  <i>Result:</i> Windows Explorer box appears.
3	Find and select attachment using Windows Explorer box. <i>Result:</i> File name appears in Attach... box. 
4	If you want to attach additional files, repeat steps 2 – 3.

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Blocked Attachment types

There are two levels of attachment security:

- Level 1: Set by default by Outlook.
 - Access to Level 1 files is blocked and can't be changed.

- Level 2: Set by the system administrators.
 - When you receive an attachment with a Level 2 file type, you will be prompted to save the file to your hard disk.
 - If you use Microsoft Exchange Server, your system administrator can add and remove file types for both levels of e-mail security.

Note: If a file type is added to both levels, it will be treated as a Level 1 file type.

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Level 1 Blocked Attachments Set by default by Outlook. Access to Level 1 files is blocked and can't be changed.

Extension	File type	Extension	File type
.ade	Microsoft Access project extension	.prf	Outlook profile information (msrating.dll)
.adp	Microsoft Access project	.prg	FoxPro program source file
.app	FoxPro generated application	.reg	Registration entries
.bas	Microsoft Visual Basic class module	.scf	Microsoft Windows Explorer command
.bat	Batch file	.scr	Screen saver
.chm	Compiled HTML Help file	.sct	Windows Script Component
.cmd	Microsoft Windows NT Command Script	.shb	Shortcut into a document
.com	Microsoft MS-DOS program	.shs	Shell Scrap Object
.cpl	Control Panel extension	.url	Internet shortcut
.crt	Security certificate	.vb	VBScript file
.csh	Unix shell script	.vbe	VBScript Encoded Script file
.exe	Program	.vbs	VBScript file
.fxp	FoxPro file	.wsc	Windows Script Component
.hlp	Help file	.wsf	Windows Script file
.hta	HTML program	.wsh	Windows Script Host Settings file
.inf	Setup Information	.xsl	XML file that can contain script
.ins	Internet Naming Service	.ops	FoxPro file
.isp	Internet Communication settings	.pcd	Photo CD image or Microsoft Visual Test compiled script
.js	JScript file	.pif	Shortcut to MS-DOS program
.jse	Jscript Encoded Script file	.prf	Outlook profile information (msrating.dll)
.ksh	Unix shell script	.prg	FoxPro program source file
.lnk	Shortcut	.reg	Registration entries
.mda	Microsoft Access add-in program	.scf	Microsoft Windows Explorer command
.mdb	Microsoft Access database	.scr	Screen saver
.mde	Microsoft Access MDE database	.sct	Windows Script Component
.mdt	Microsoft Access add-in data	.shb	Shortcut into a document
.mdw	Microsoft Access workgroup information	.shs	Shell Scrap Object
.mdz	Microsoft Access wizard program	.url	Internet shortcut
.msc	Microsoft Common Console Document	.vb	VBScript file
.msi	Microsoft Windows Installer package	.vbe	VBScript Encoded Script file
.msp	Windows Installer patch	.vbs	VBScript file
.mst	Visual Test source files	.wsc	Windows Script Component
.ops	FoxPro file	.wsf	Windows Script file
.pcd	Photo CD image or Microsoft Visual Test compiled script	.wsh	Windows Script Host Settings file
.pif	Shortcut to MS-DOS program	.xsl	XML file that can contain script

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Level 2 Blocked Attachments

There are no Level 2 files by default.

If you use Microsoft Exchange Server, your system administrator may add and remove Level 2 file types, or allow you to reduce a Level 1 file to Level 2.

Below is the list of attachments blocked by Groupshield on Exchange. This is a policy that is applied to all mail that is sent or received within the Exchange environment.

Filtered (blocked attachments):

*.ade	*.cpl	*.isp	*.pif	*.wmf
*.ads	*.dll	*.js	*.pl	*.wmv
*.bas	*.eml	*.jse	*.reg	*.wsc
*.bat	*.exe	*.lnk	*.scr	*.wsf
*.cgi	*.hlp	*.msi	*.shs	*.wsh
*.chm	*.hta	*.msp	*.vb	
*.cmd	*.inf	*.mst	*.vbe	
*.com	*.ins	*.pcd	*.vbs	

Link: <https://confluence.syr.edu/pages/viewpage.action?pageId=1559>

How to receive attachments on the Level 2 Blocked list

To avoid having the above attachments blocked, consider either "zipping" them up before sending them in an email, or renaming the files to an extension that will not be blocked.

One method that Microsoft uses for emailing *.exe files is renaming them to *.ex_. Then the recipient can save the attachment and rename it accordingly.

If this does not work, please contact your DSP.
