

## Attaching high risk files in Outlook Email

**Problem:** MS Outlook implementations that have proper security updates applied restrict the sending and receiving of certain types of high risk files. There are no user configurable settings available to change this restriction which is intended to stop the flow of potentially harmful files that could contain virus or other malicious code.

The high risk files that are removed by Outlook include those with the following extensions:

File extension	File type
.ade	Microsoft Access project extension
.adp	Microsoft Access project
.bas	Microsoft Visual Basic class module
.bat	Batch file
.chm	Compiled HTML Help file
.cmd	Microsoft Windows NT Command Script
.com	Microsoft MS-DOS program
.cpl	Control Panel extension
.crt	Security certificate
.exe	Program
.hlp	Help file
.hta	HTML program
.inf	Setup Information
.ins	Internet Naming Service
.isp	Internet Communication settings
.js	JScript file
.jse	Jscript Encoded Script file
.lnk	Shortcut
.mda	Microsoft Access add-in program
.mdb	Microsoft Access program
.mde	Microsoft Access MDE database
.mdz	Microsoft Access wizard program
.msc	Microsoft Common Console Document
.msi	Microsoft Windows Installer package
.msp	Windows Installer patch
.mst	Visual Test source files
.pcd	Photo CD image or Microsoft Visual Test compiled script
.pif	Shortcut to MS-DOS program
.reg	Registration entries
.scr	Screen saver
.sct	Windows Script Component
.shs	Shell Scrap Object
.url	Internet shortcut
.vb	VBScript file
.vbe	VBScript Encoded Script file
.vbs	VBScript file
.wsc	Windows Script Component
.wsf	Windows Script file
.wsh	Windows Script Host Settings file

**Solution:** This tip provides a method to attach these high risk files to an Outlook email message by compressing the target file into a compressed file folder, then attaching the compressed folder to the email message.

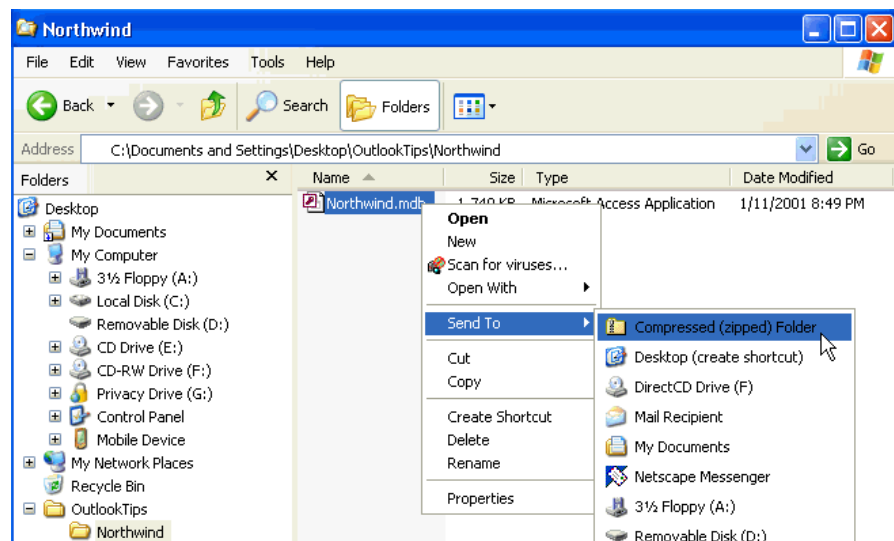
**Caution should be exercised when using this technique since a sender could unintentionally distribute malicious code by circumventing the Outlook security restriction.**

The following example uses the MS-Access Northwind.mdb file as the target file to attach to an email message. It is best to prepare your own target file outside of Outlook prior to creating your email message. Then attach the compressed folder to your message in the same way you would normally attach a file.

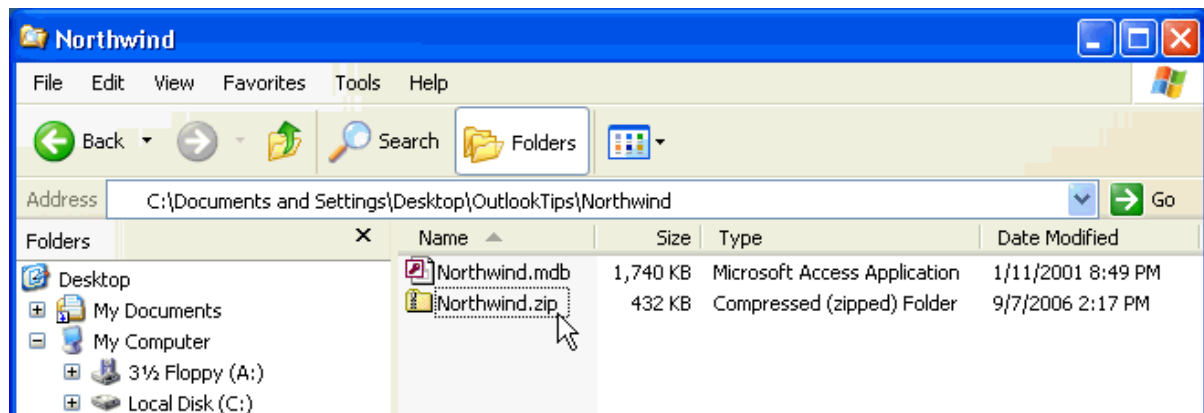
Use your own target file in place of the Northwind.mdb file in the following steps which are divided into the Sending and Receiving activities.

### Sending the Outgoing Email Message with Compressed Folder Attached

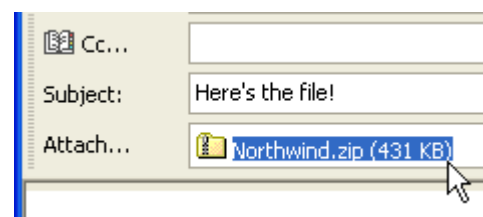
1. Use Windows Explorer to find your target file, *right click* on the filename to open the popup menu, *highlight Send To* and *left click* on **Compressed (zipped) Folder** as shown in the figure.



2. In a few seconds, a new compressed folder with the same name as the target filename and a 'zip' extension will be created in the same folder where the target file resides. This is the file (folder) that you want to attach to your outgoing email message.



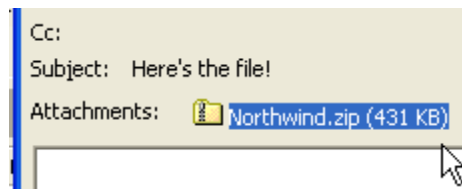
3. Create your outgoing email message in Outlook and attach the new compressed folder. Then send the message as you normally would.



## Receiving an Incoming Email Message with Compressed Folder Attached

**CAUTION** – Be very careful when opening compressed files and folders; they may contain harmful code. Always verify the validity of the message and the attachment before opening the file/folder.

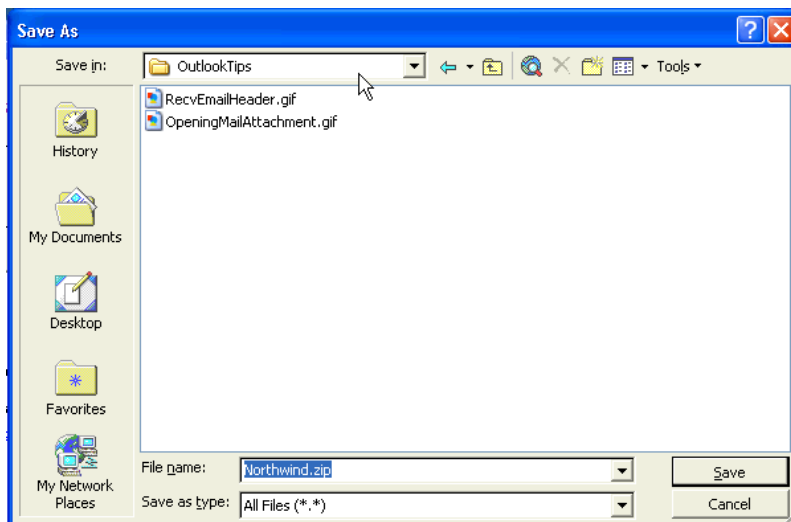
1. Start by double left clicking the attached compressed folder which will open the familiar dialog asking whether to Save or Open the file.



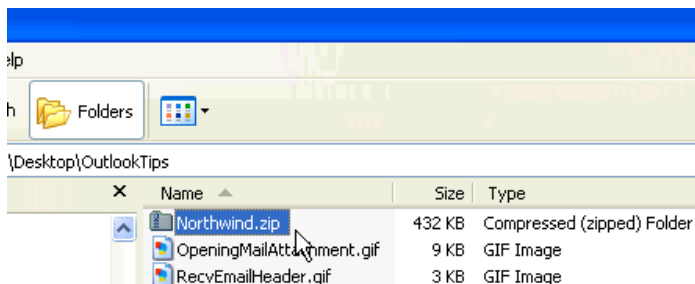
2. Whenever opening an email attachment, it is always safer to save it to disk first. Then you can choose whether or not you want to open the file. So, in this step, select 'Save it to disk' and click *OK*.

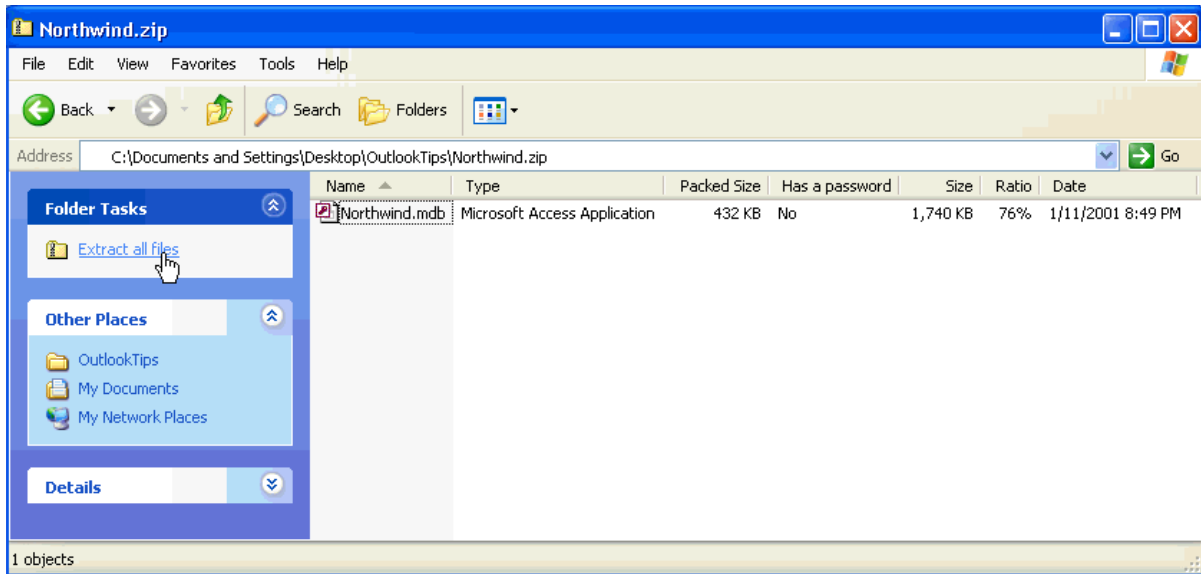


3. Choose the location on your disk where you want to save the compressed folder and click on *Save*.

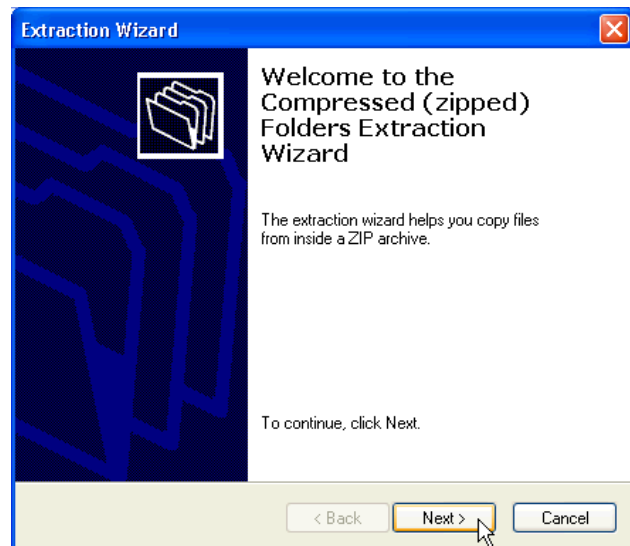


4. Use Windows Explorer to find the new compressed folder. Here you have 2 choices. Either (1) right-click on the filename and choose "*Extract All*" or, (2) double-left-click on the new folder name to open the window shown below, then click on "*Extract all files*".

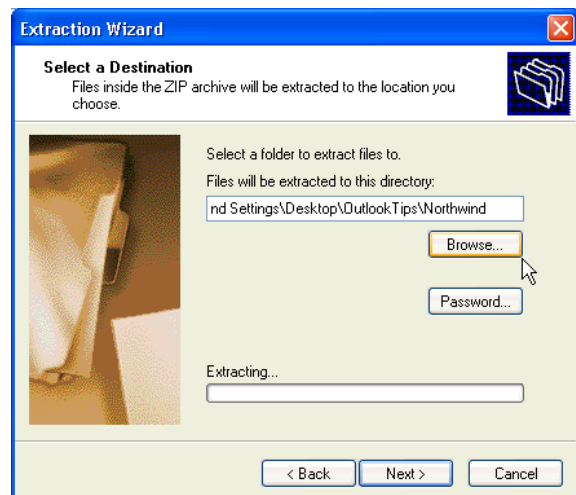




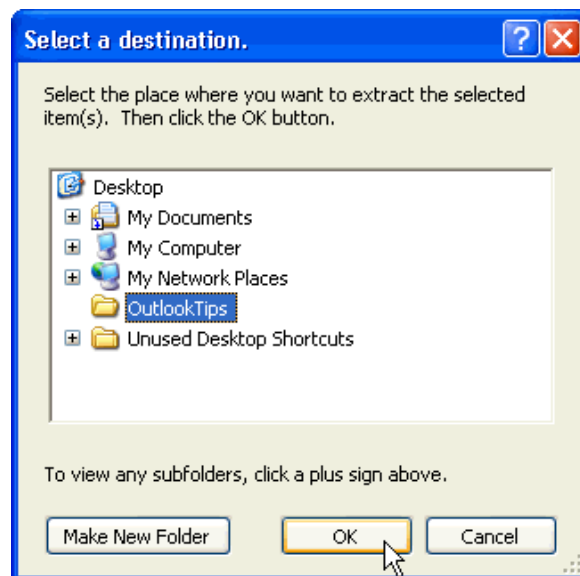
- Using either method above will launch the Folders Extraction Wizard. Click **Next**.



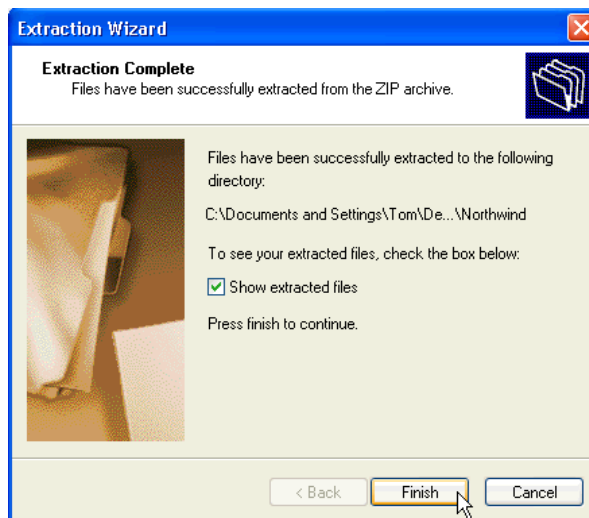
- Click **Next** to extract to the directory shown or,



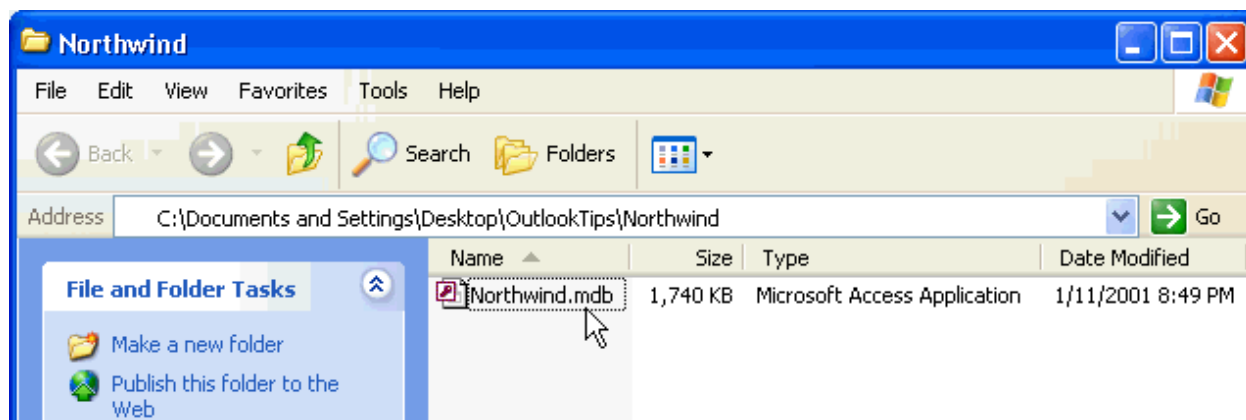
- If necessary, browse to the location where you want the extracted file(s) to be placed as shown in the following window. Then click *OK*.



- Check the box to "Show extracted files" and then click *Finish*.



- A new window like that shown below will open listing the original files that can now be opened, copied, moved, deleted, etc.



*The preceding information is provided for general use and is not warranted for any particular purpose.*