Remove Attachments in Outlook

Outlook doesn't have an Attach or Attachments folder. Sometimes it is necessary to remove the attachment from the message in Outlook. This would be true if you want the message but no longer need the attachment. This How To explains how to do this.

How to Remove an Attachment from an email message

1. Open the message with the attachment that you no longer want/need
2. Right click on the Attachment and Choose Remove
3. Close the message
4. Click Yes to alert about changed message

In Outlook 2010 and Outlook 2013, it is also possible to select multiple attachments and delete them at once.

1. Right click on an attachment
2. Click Select All
3. You will be prompted asking if you are sure that you want to remove selected attachments, Click Remove Attachments