



MS Office

Outlook with Screen Reader

Email: Save Attachment

An attachment is a computer file sent along with an email message.

People can attach a document, photo, video, or sound file to an email and send it to you. You can save the attachment on your computer. **Give it a try!**

1. Navigate to your inbox and find a message with an attachment in it. The screen reader says “Has attachment” before you hear anything else about the message.
2. Open the email.
3. To get to the list of attachments in the email, press Shift + Tab.
4. The screen reader announces the name of the attachment and how many attachments there are in the email.

5. Use your right arrow key to move forward through the list of attachments if there is more than one.
6. Press Alt and the down arrow key to open the Options menu.
7. When the Options menu opens, use the down arrow to hear your choices regarding the attachment, such as:
 - Press P to preview
 - Press O to open
 - Press R to print it
 - Press S to save it
8. Type S and then press Enter to select Save As.
9. You land in an edit field. Press Insert and the up arrow key to hear what it's being saving as.
10. By default, Outlook saves attachments in your Documents folder. Press Enter to save it there.
11. Press Tab to move back to the email message.
12. Press Escape to close the message.

**You can save attachments people send you,
whether they are documents, photos, videos, or
sound files. Try it out!**

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