



MS Office

Outlook

Email: Save Attachment

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

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

1. You can check two places to know if an email has an attachment.
 - In the items list, along with the person's name and the subject line is a **paperclip** icon. This tells you an email has at least one attachment.
 - In the reading pane to the right of the items list, beneath the header, you would see an icon, such as a rectangle with a Microsoft Word icon. This tells you the email has an attachment, such as a Word document.

Open an Attachment

2. To open the attachment from the reading pane, select the small arrow on the right side of the rectangle to see a drop-down menu. Select **Open** in the drop-down menu.
3. Alternatively, single click on the attachment itself in the reading pane. At the top of the window, select the Attachments tab. Then select the **Open** icon.

Save an Attachment

4. On the Attachments tool in the ribbon at the top of your screen, select the **Save As** tool.

Tip: Next to the Save As tool, you see Save All Attachments tool. This lets you save multiple attachments you may receive in a single email.

5. The **Save Attachment** dialog box opens, where you can choose the place you're going to save the attachment. By default, Outlooks places it in the most recently opened location.

6. You may have a specific folder you want to put it in. Use your pointer to select the scrollbar, and move down the list to the folder where you want to save the attachment.
7. Once you find the folder you want, select the **Open** button and edit the name of the attachment, if needed. Then select the **Save** button.
8. Alternatively, you can go to the drop-down menu to the right of the attachment icon and select the **Save As** option. This opens the **Save Attachment** dialog box where you can rename and save your document in a desired location.

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