HSC Link
Communicate Collaborate Connect

Saving Attachments

Email attachments may be saved to your computer as needed. Multiple attachments may be saved together or a single attachment may be selected and saved.

1. **Open** the **message** that contains the attached files **and select** the **attachment(s)** to be saved.

   💡 *Tip: Hold the <Ctrl> key while clicking to select multiple attachments.*

2. **Click** the **Save As** icon to save all selected attachments.

   The Save Selected Attachments window opens.

3. **Select** the **location** (drive and folder path) where the attachments shall be saved.

4. **Click** the **OK** button.

   The file(s) are saved in the selected location and may be accessed as needed.