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.

_

New

New

Inbox

Drafts

Last changed: Wednesday, August 20, 2014

Preview file

Rikki Selbee No Items

🔁 Automatic Replies.pdf (527 KB)

The Sandbox.pdf (833 KB)

You should only preview files from a trustworthy s

Always warn before previewing this type of file.

Previewing the file might not show the full content of the

🖂 Message

A

Mail Cale

EMS: 10

- **Open** the **message** that 1. contains the attached files and select the attachment(s) to be saved.
 - \bigcirc *Tip:* Hold the <Ctrl> key while clicking to select multiple attachments.
- Click the Save As icon to 2. save all selected attachments. The Save Selected Attachments window opens.
- Select the location (drive 3. and folder path) where the attachments shall be saved.
- Click the OK button. 4.

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





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? 🕅 -

TLifeImage_Uploading and Sharing Exams.pdf (647 KB)

K TipSheet Pro...
 Outlook - Saving Attachments

Name

Images

InDesign Files

Folder name: Outlook - Saving Attachments

Save Selected Attachments

New folder

Organize 🔻

📄 Libraries

🞝 Music

Pictures

Videos

💻 Computer 🚢 Local Disk (C:)

👝 Data (D:) DVD RW Drive (E: 👝 Removable Disk 😡 Installs (\\Uh-ada 🖵 rselbee (\\home2 🖵 Instructors (\\uh 🖵 ITShare (\\Uh-ad

Documents

3

✓ Search Outlook - Saving Attac.

8/20/2014 11:43 AM File folder

8/19/2014 4:25 PM File folder

OK

Date modified

Tools

4

....

Cancel

Type

×

Outlook 2013

Page 1 of 1