

Attachments-Web Access

Any kind of file that can be accessed from your computer or through your network can be attached to any item created in the Inbox, Calendar, or Contact in Outlook Web Access.

- ✦ In a **Message**, **Calendar Item**, or **Contact**, click the **Attach File** icon on the toolbar.



- ✦ The **Open** window will display.
- ✦ Select the **File** that is to be attached.
- ✦ Click **Open** to add it to the attachments list.
- ✦ The **File** will appear in the **Attached** area.

Remove Attachment

- ✦ Open the item from which the attachment is to be removed.
- ✦ Click the **Attachment** that is to be removed.
- ✦ Press the **Delete** key on the keyboard.

Open Attachment

When the item is opened or previewed, the name of the attached file appears in the item information. Some attachments, such as .txt files and .gif files, are opened directly by the Web browser.

- ✦ Double-click the attachment file name located in the message heading information.
- ✦ The **File Download** dialog box will display.
 - ✧ Click the **Save** button to save the **Attachment** to a folder on the computer.
 - ✧ Click the **Open** button to open the file in the program where it was created.
- ✦ Click the **Open as Web Page** link to the right of the **Attachment** to open the attachment using a Web browser.

Edit Attachment

For an attachment to be edited, it must be downloaded to your computer first.

- ✦ Open the item that has the original attachment.
- ✦ Do one of the following:
 - ✧ Click the attachment, and then click **Save** on the **File Download** dialog box.
 - ✧ Right-click the attachment and then click **Save Target As** on the menu.
- ✦ Select the area where the **Attachment** is to be stored and then click the **Save** button.

or
- ✦ Click **Open** in the **File Download** dialog box and then **Save** the document to a folder on your computer.
- ✦ Open the saved copy of the attachment on your computer.
- ✦ Make the necessary changes to the **Attachment**.
- ✦ Save the changes by clicking the **Save** button.
- ✦ Close the document.
- ✦ The modified attachment is now saved on your computer.
- ✦ To resend the document to the sender:
 - ✧ **Reply to** or **Forward** the message.
 - ✧ In the **Message** window, click the **Attach File** icon on the **Toolbar**.

- ✧ In the **Open** window, locate the file that is to be attached.
- ✧ Click **Open** to add it to the attachments list.
- ✧ The **File** will appear in the **Attached** area.

Download Multiple Attachments

If a message is received that contains multiple attachments, it is now possible to download all the attachments as a compressed (zipped) file. This can be done by clicking the **Download all attachments** button at the top of the message.