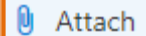


## Attachments-Web Access

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.

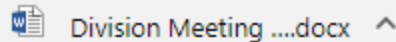
- ✦ In a **Message, Calendar Item, or Contact**, click the **Attach File** button on the toolbar.
- ✦ The **Open** window will display.
- ✦ Select the **File** that is to be attached.
- ✦ Click **Open** to add the **Attachment**.
- ✦ The **Attachment** will appear in the **Message**.

A rectangular button with a blue border, containing a paperclip icon and the text "Attach".

### Open or Edit 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.

- ✦ Click the attachment file name located in the message heading information.
- ✦ The **Save As** dialog box will display.
- ✦ Click the **Save** button.
- ✦ A link to the document will appear in the bottom left corner of the window as shown in the illustration below.

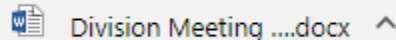
A rectangular box with a light gray background and a blue border. It contains a document icon, the text "Division Meeting ....docx", and a small upward-pointing arrow.

- ✦ To **Open** the attachment, click the arrow on the right side of the box and click **Open**.
- ✦ To **Save** the attachment on the computer, click the link to the document.

### Edit Attachment

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

- ✦ Click the attachment file name located in the message heading information.
- ✦ The **Save As** dialog box will display.
- ✦ Click the **Save** button.
- ✦ A link to the document will appear in the bottom left corner of the window as shown in the illustration below.

A rectangular box with a light gray background and a blue border. It contains a document icon, the text "Division Meeting ....docx", and a small upward-pointing arrow.

- ✦ To **Save** the attachment on the computer, click the link to the document.
- ✦ 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** icon on the **Toolbar**.
  - ✧ In the **Open** window, locate the file that is to be attached.

A rectangular button with a blue border, containing a paperclip icon and the text "Attach".

- ✧ 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** button at the bottom of the message. Follow the instructions in the previous sections to save the attachments.

