



Microsoft Office Online Outlook - Attachments

Mark S - 2024-10-24 - Office Online

This portion is under construction currently.



010-000-000

Status: ☒ Working Draft ☐ Approved ☐ Adopted

Document Owner: Technology Services Center

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Document Name: Microsoft Office Online Outlook - Attachments

1. Purpose

Documentation of Microsoft Office Online - Attachments

2. Scope

Knowledgebase documentation to show someone how download attachments, and then view the newly downloaded attachment.

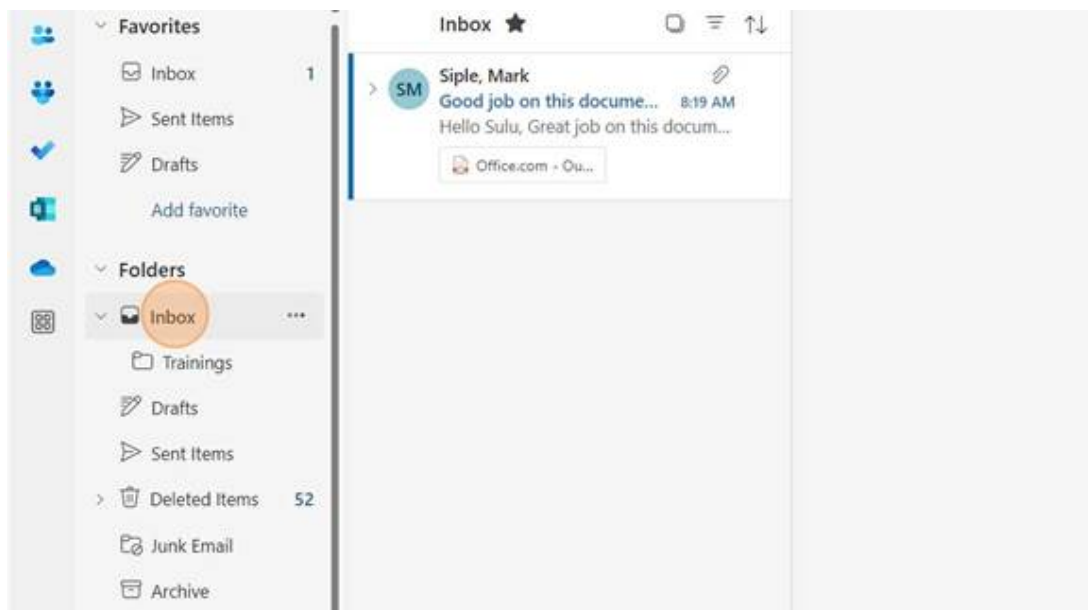
3. Individual Sections

N/A

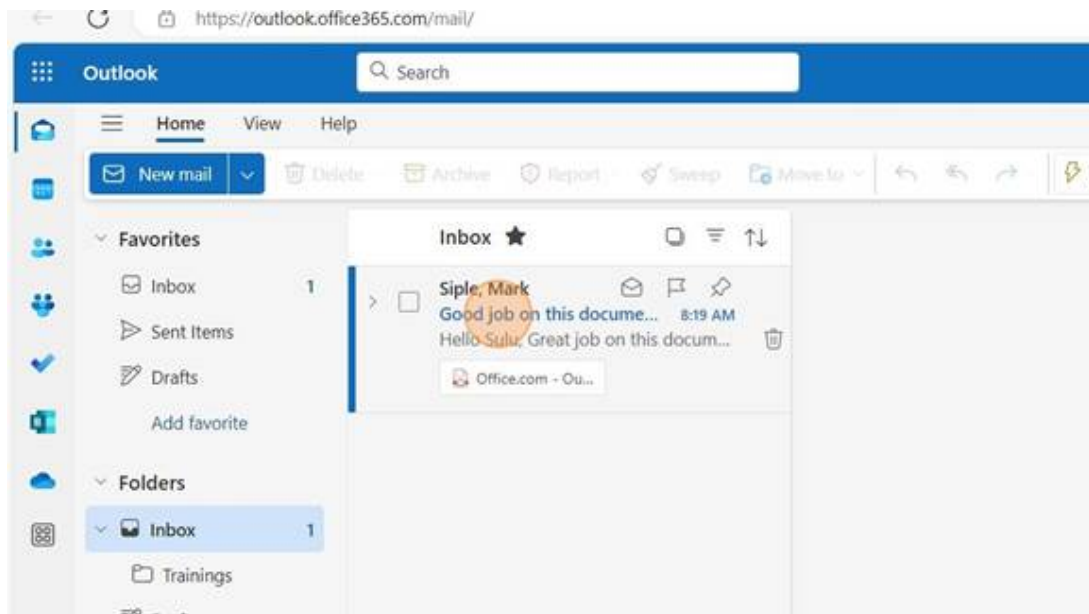
Revision History

Office.com - Outlook attachments

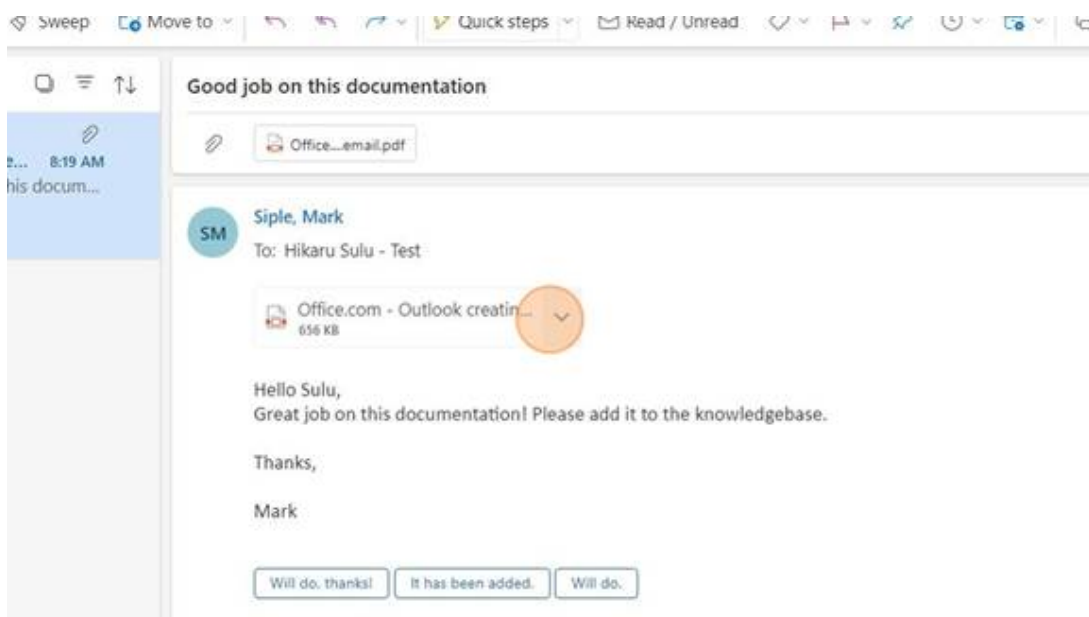
1. With [Office.com](https://office.com) open. click "Outlook", then Click "Inbox"



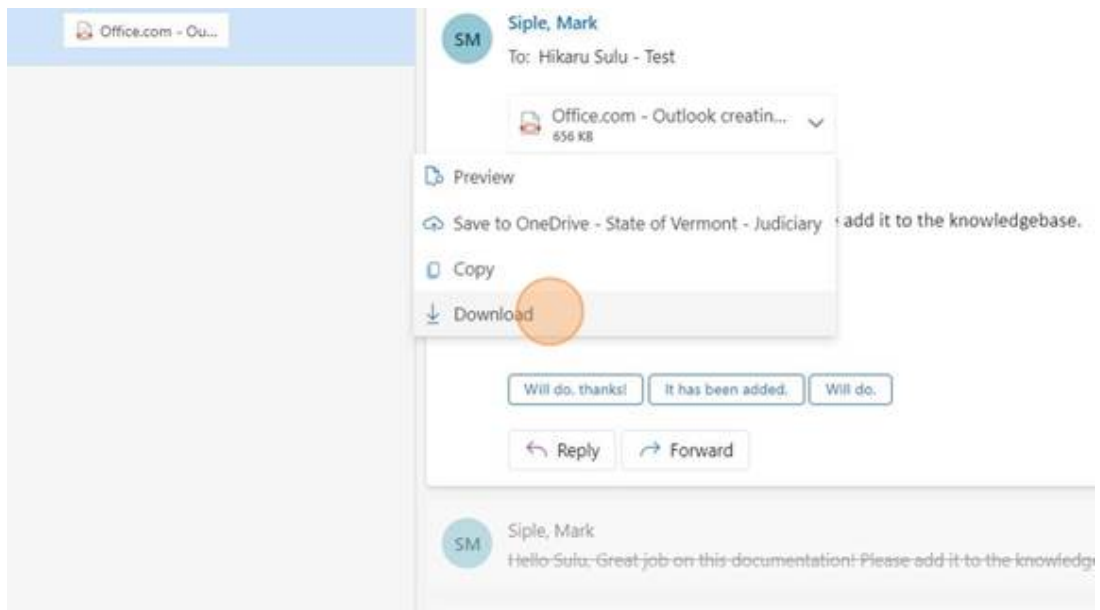
2. Click the email you want to open with the attachment.



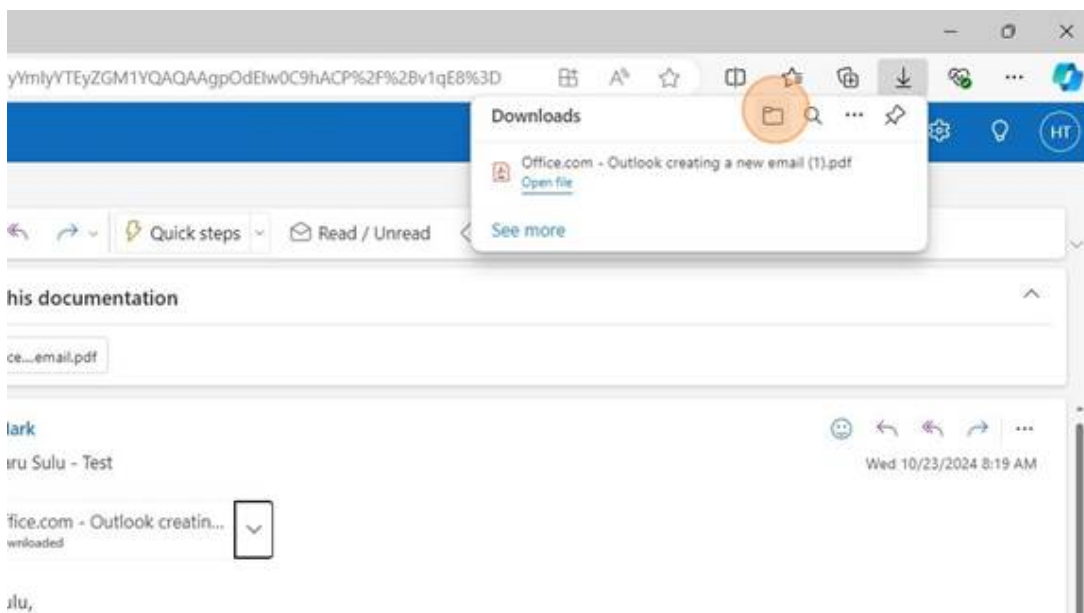
3. Click "More actions"



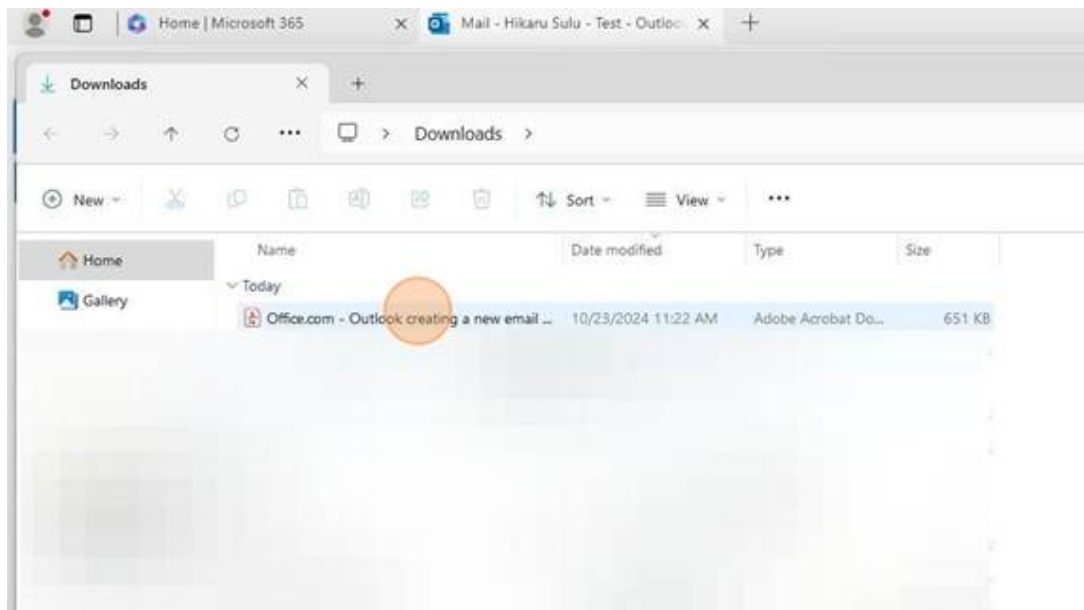
4. Click "Download"



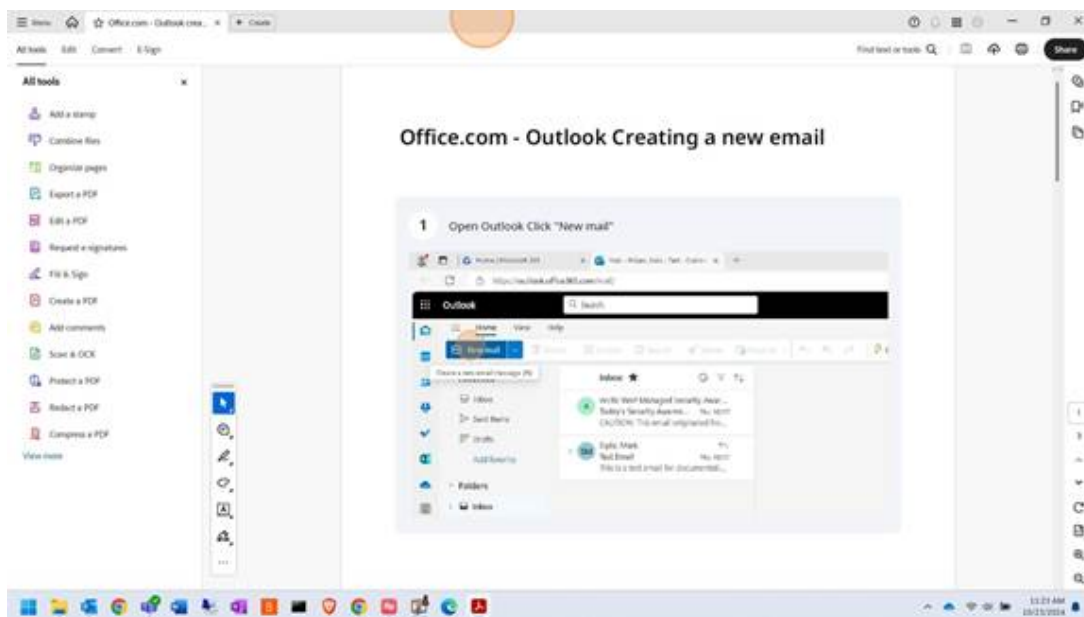
5. Click "Downloads"



6. Click "The file you downloaded"



7. The file opens



10/23/2024 - M. Siple	Initial Draft

Attachments

- [Office.com - Outlook attachments.pdf \(561.27 KB\)](#)