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
Last Review Date: 00/00/2024

Document Name: Microsoft Office Online Outlook - Attachments

1. **Purpose**

   Documentation of Microsoft Office Online - Attachments

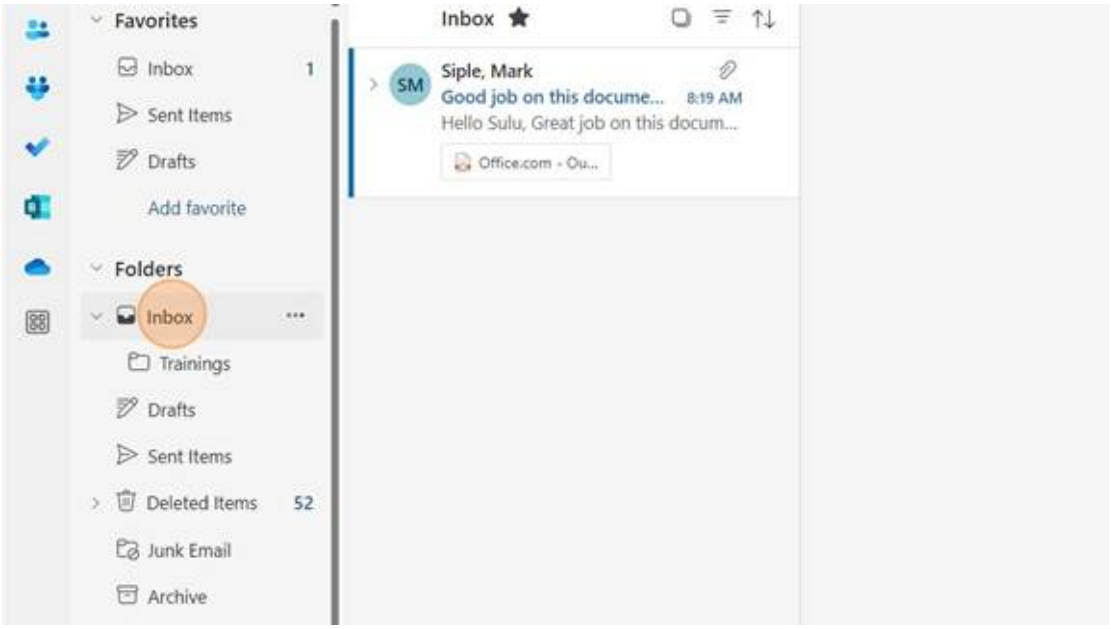
2. **Scope**
   Knowledgebase documentation to show someone how download attachments, and then view the newly downloaded attachment.

3. **Individual Sections**
   N/A

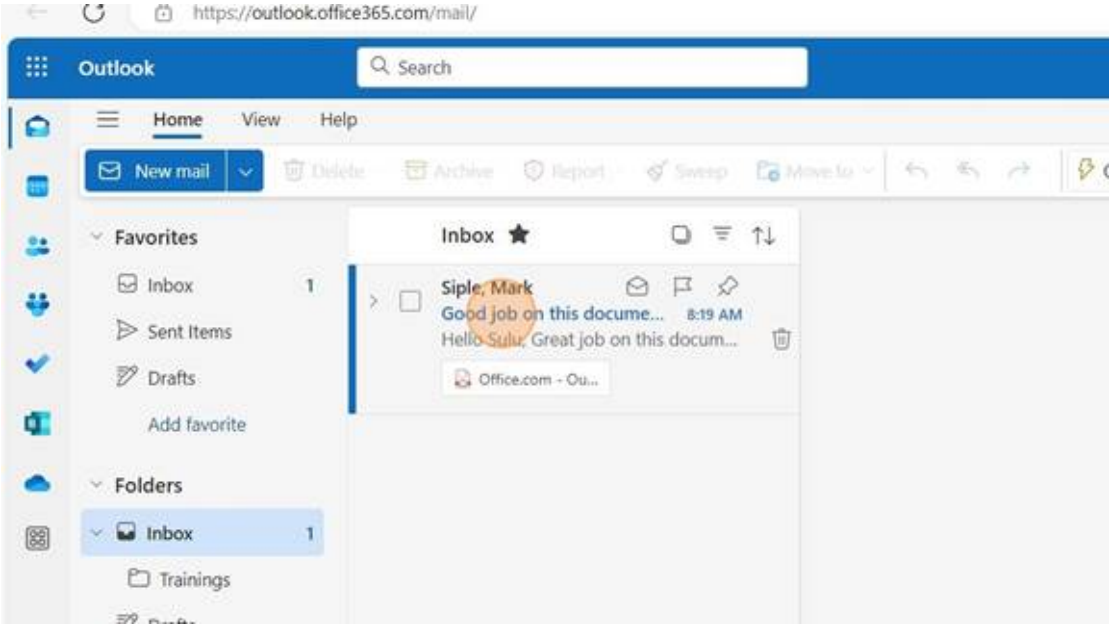
Revision History

Office.com - Outlook attachments

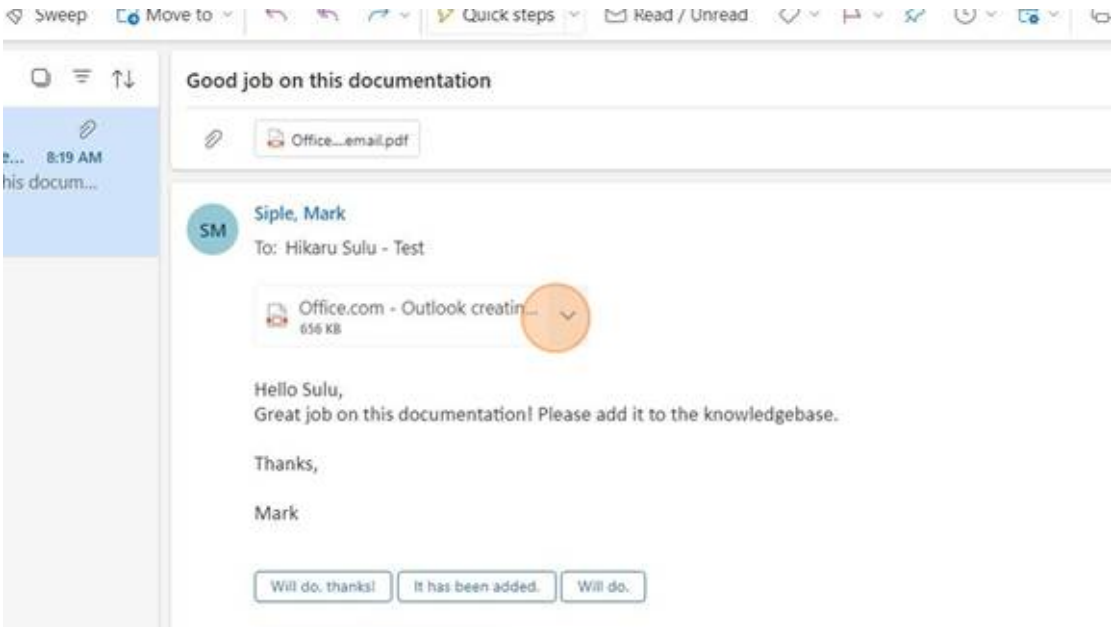
1. With Office.com open. click "Outlook", then Click "Inbox"



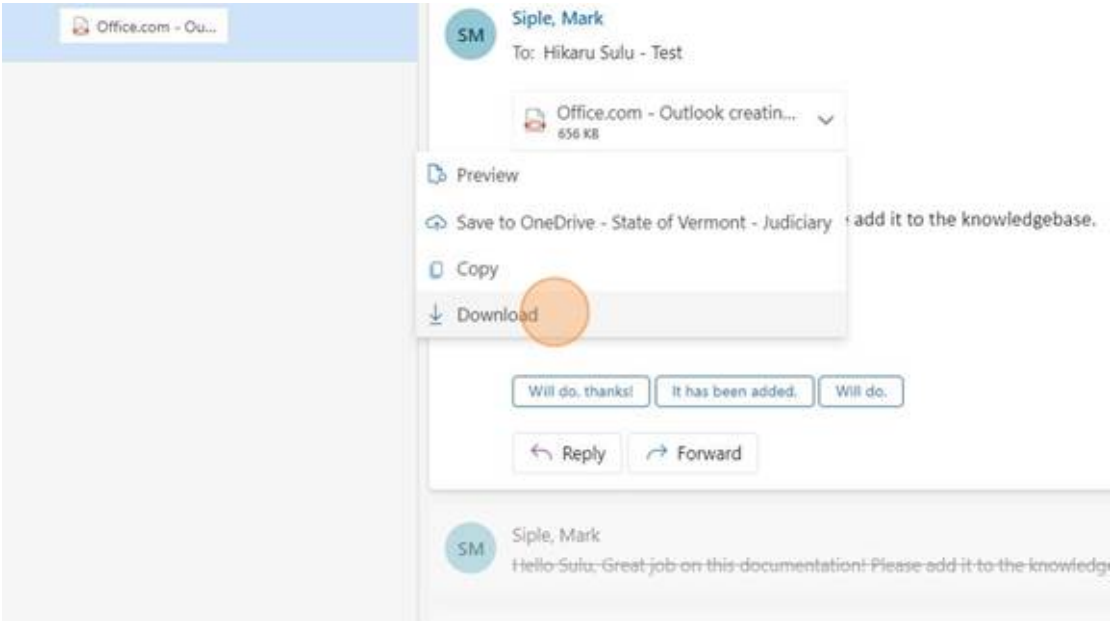
2. Click the email you want to open with the attachment.



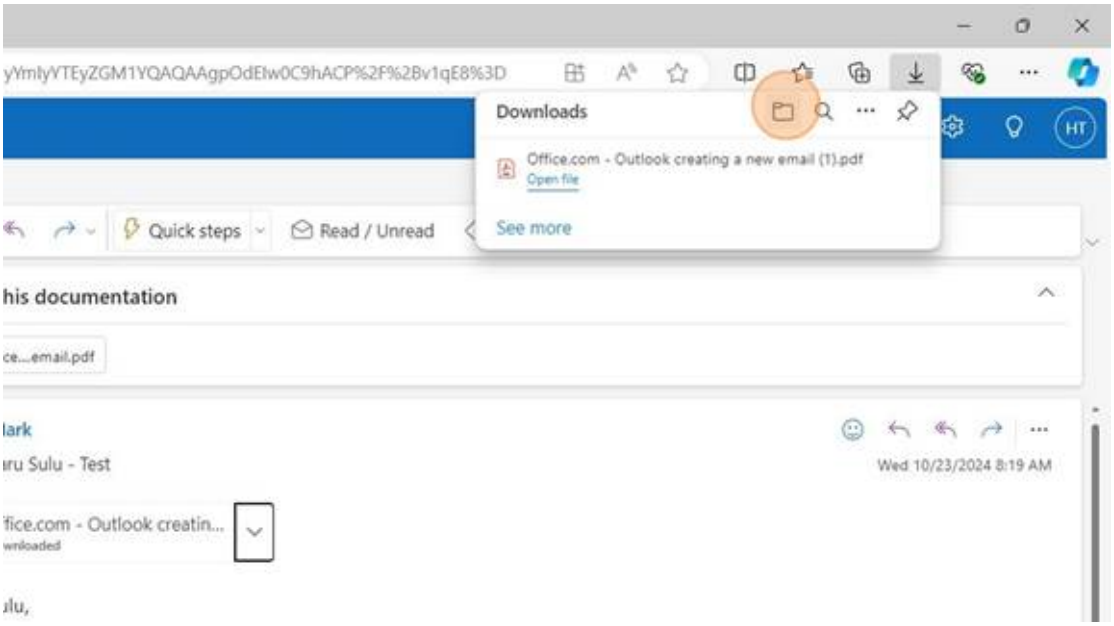
3. Click "More actions"



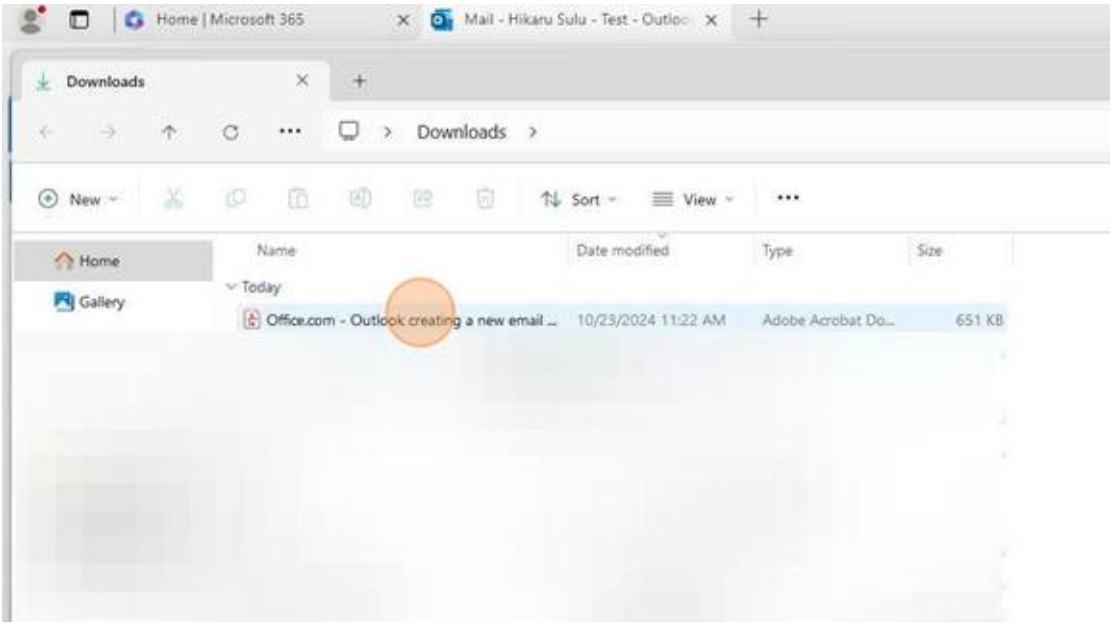
4. Click "Download"



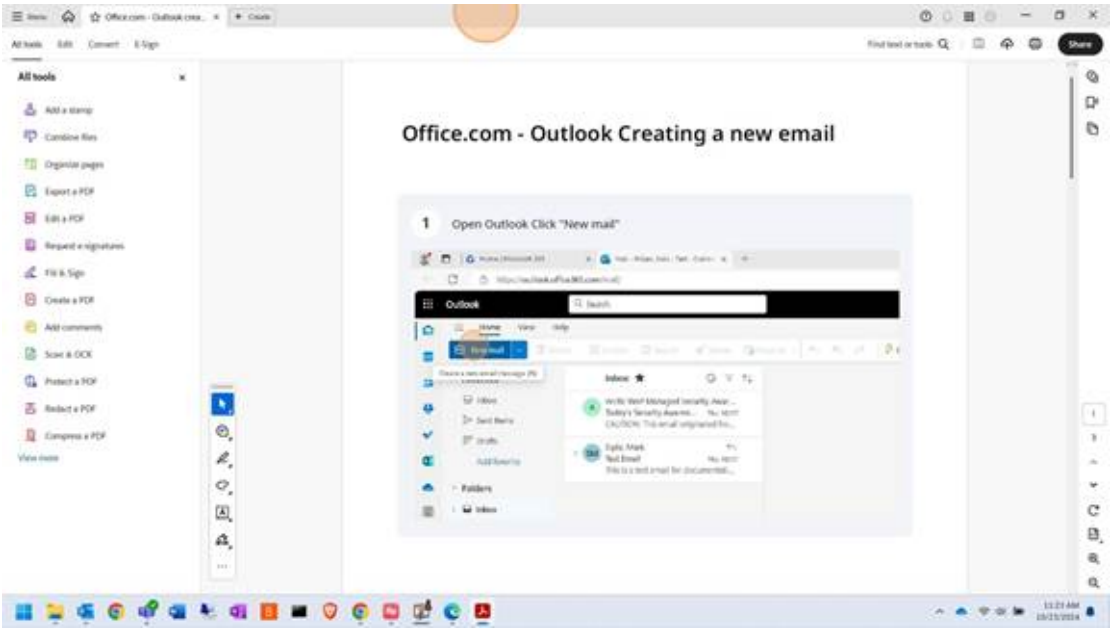
5. Click "Downloads"



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)