



## 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.

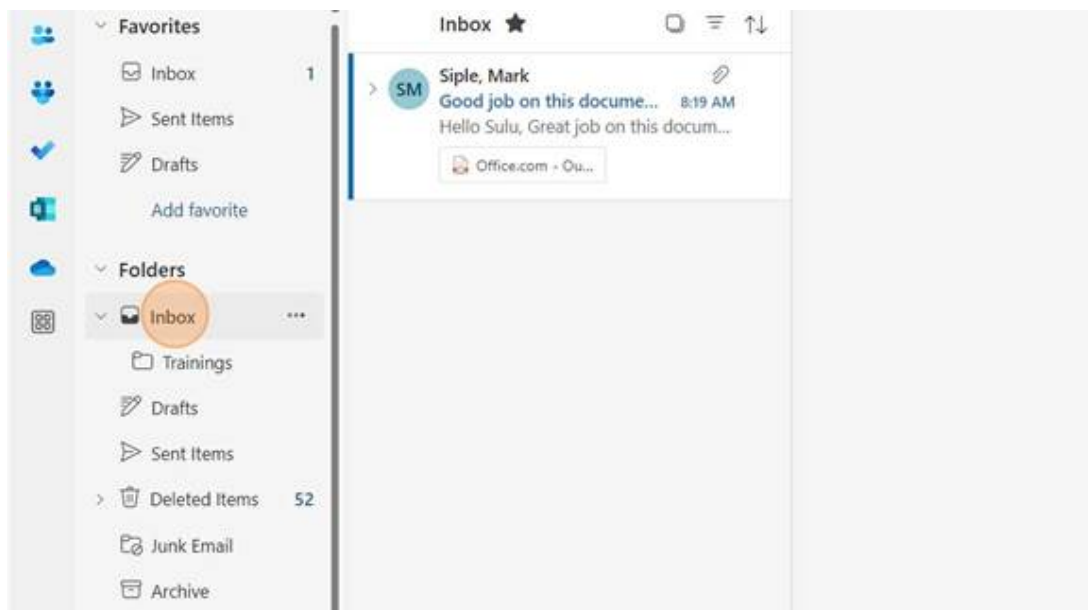
### 3. Individual Sections

N/A

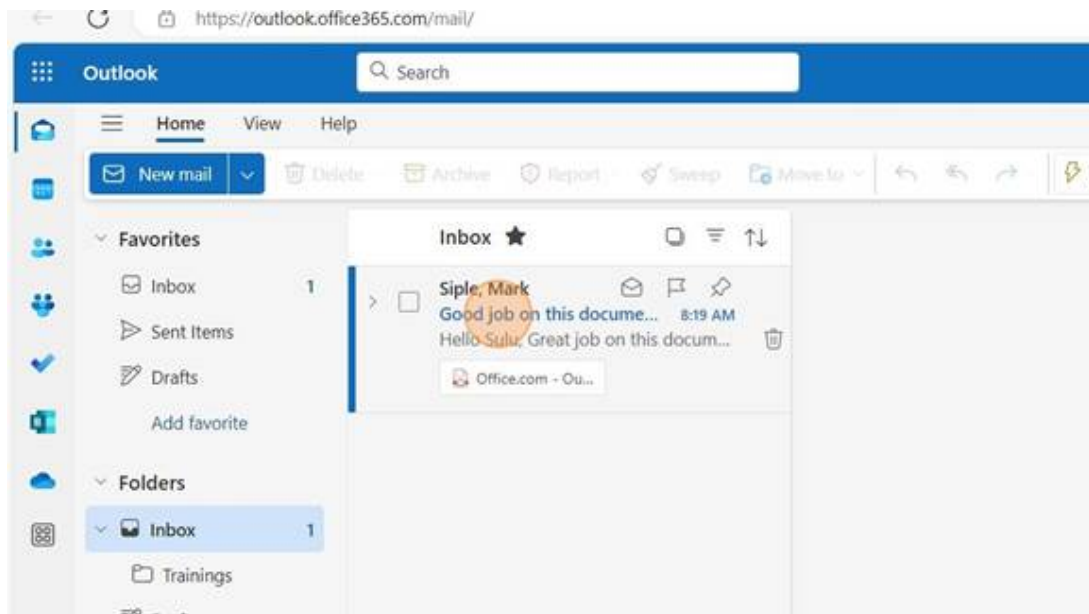
## Revision History

# Office.com - Outlook attachments

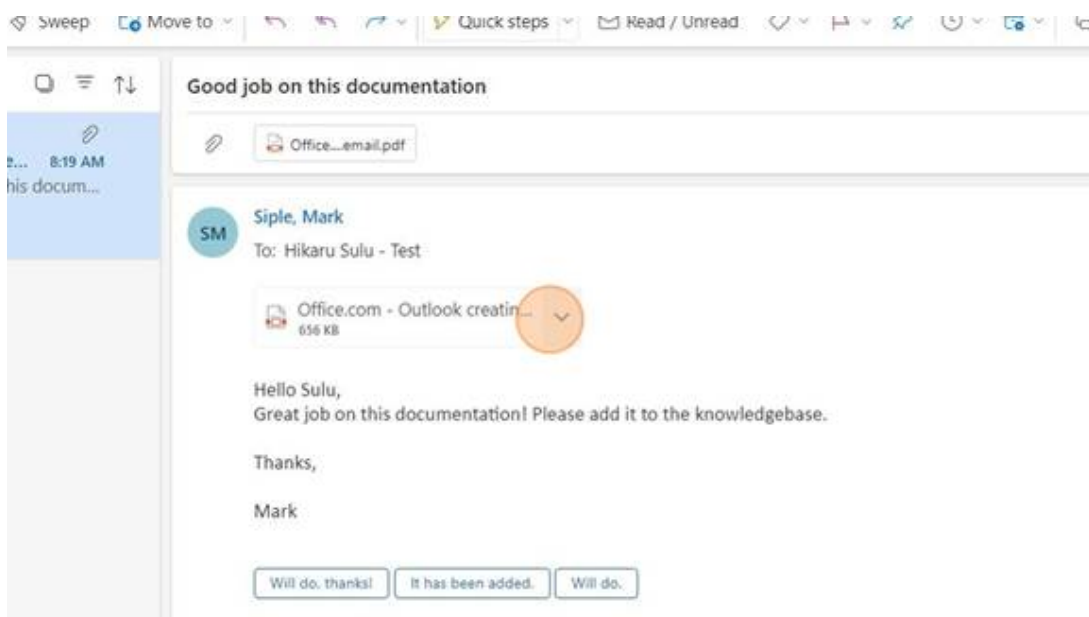
1. With [Office.com](https://office.com) open. click "Outlook", then Click "Inbox"



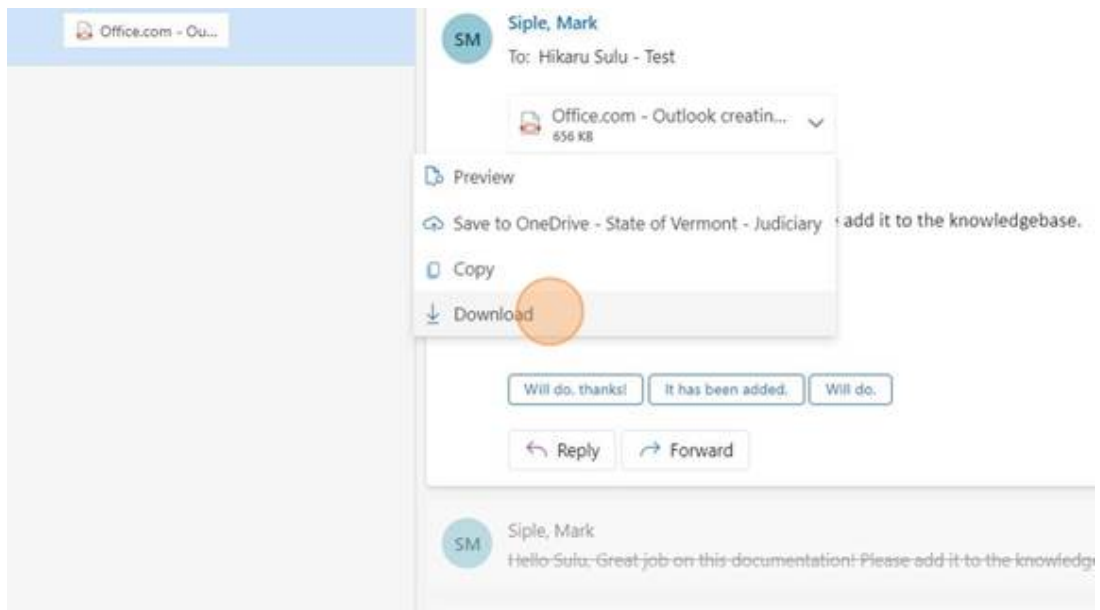
2. Click the email you want to open with the attachment.



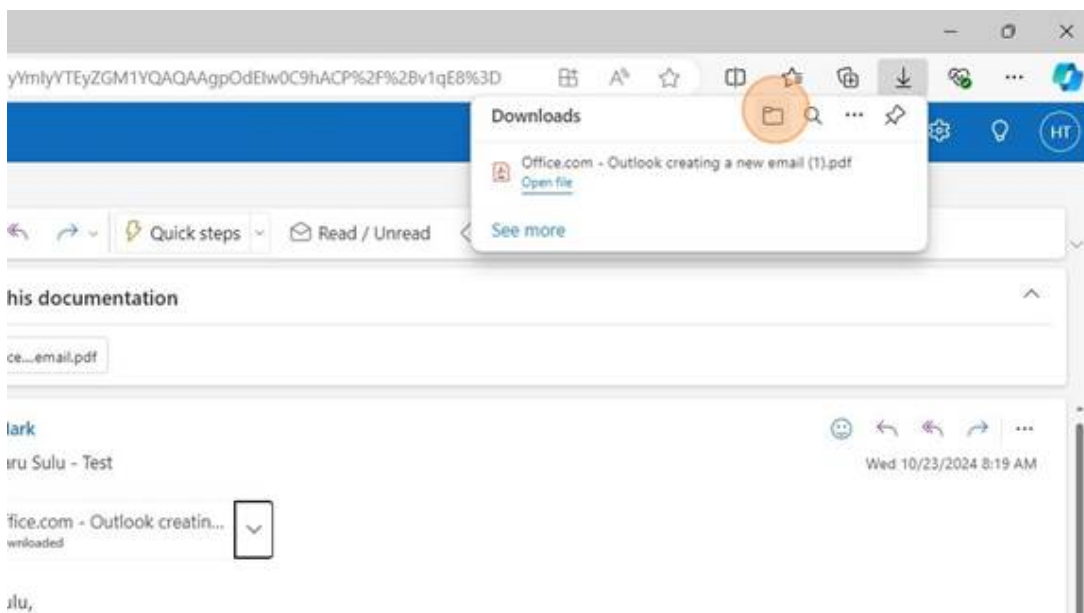
3. Click "More actions"



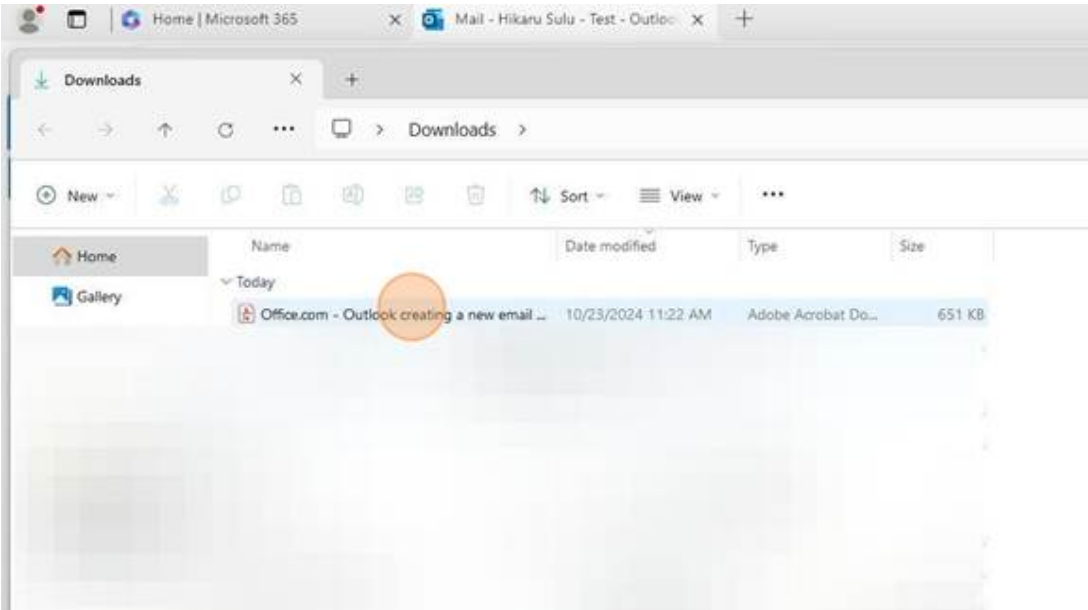
4. Click "Download"



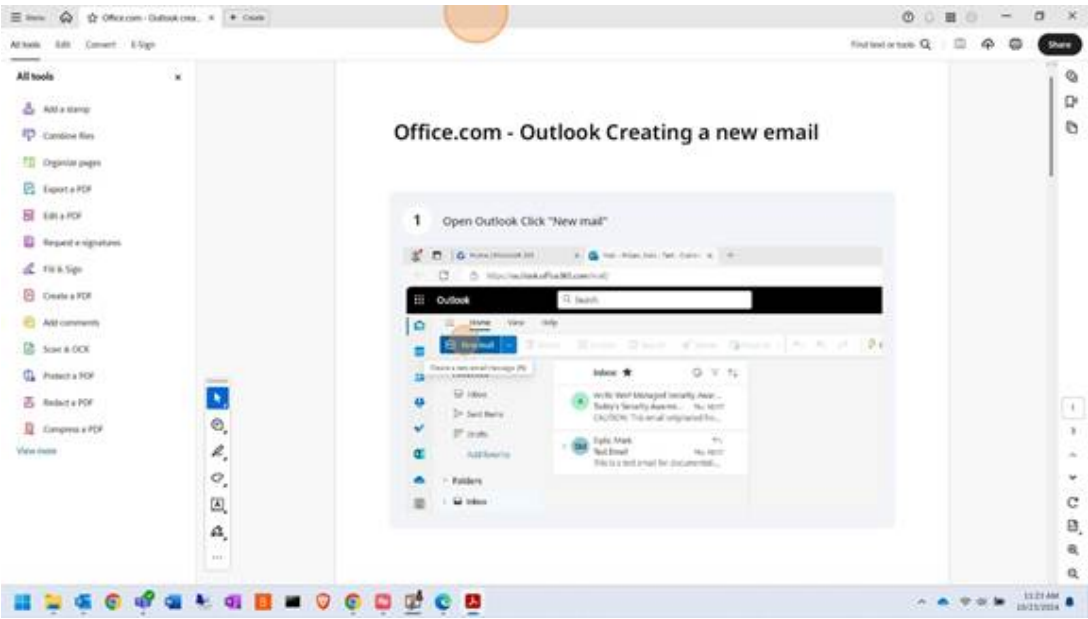
5. Click "Downloads"



6. Click "The file you downloaded"



7. The file opens



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|-----------------------|---------------|
| 10/23/2024 - M. Siple | Initial Draft |
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## Attachments

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