

Knowledgebase > Office Online > Test

## **Test**

Bill Bliss - 2024-10-29 - Office Online

This article is under construction currently.



010-000-000

Status:

Document Owner:

☐ Working Draft ☐ Approved

Technology Services Center
00/00/2024

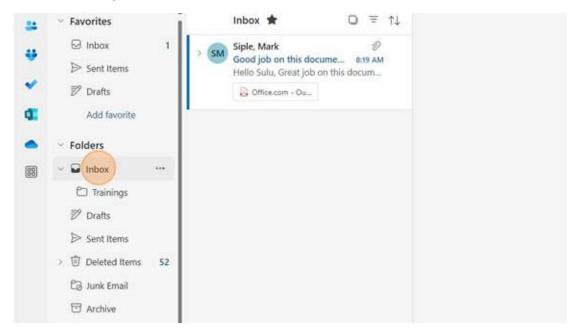
 $\square$  Adopted

# **Document Name: Downloading and Viewing Attachments from Microsoft Office Online**

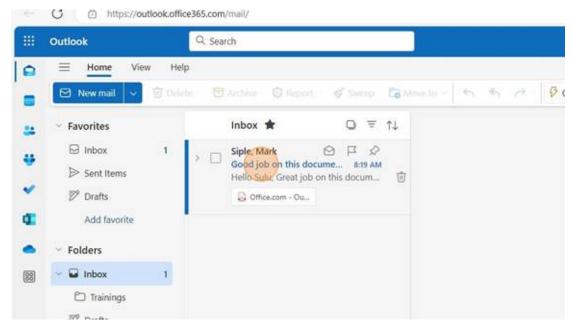
- 1. Purpose
  - 1. Documentation of Microsoft Office Online Attachments
- 2. Scope
  - 1. Knowledgebase documentation to show how to download attachments and the view the downloaded attachment
- 3. Individual Sections
  - 1. n/a

# Office.com - Outlook attachments

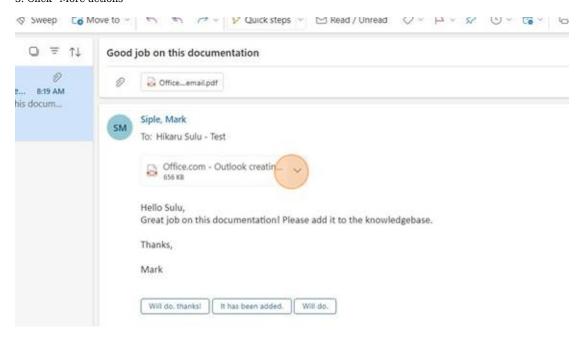
1. With  $\underline{\text{Office.com}}$  open. click "Outlook", then Click "Inbox"



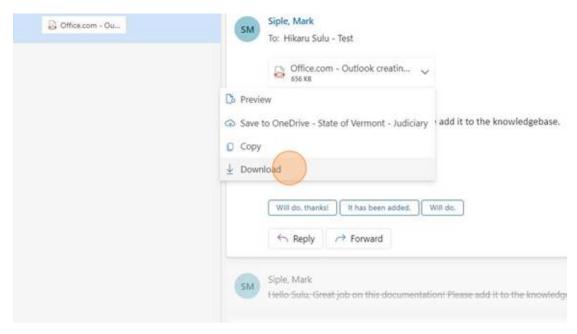
2. Click the email you want to open with the attachment.



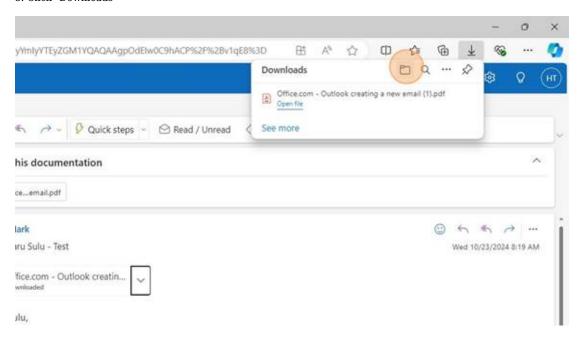
3. Click "More actions"



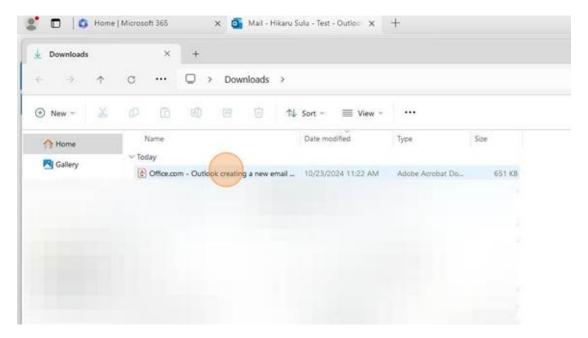
4. Click "Download"



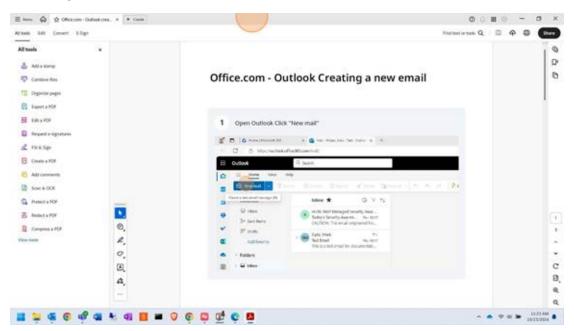
#### 5. Click "Downloads"



6. Click "The file you downloaded"



#### 7. The file opens



### **Revision History**

10/23/2024 - M. Siple	Initial Draft