# Test

Bliss, William - 2024-10-29 - Office Online

This article is under construction currently.

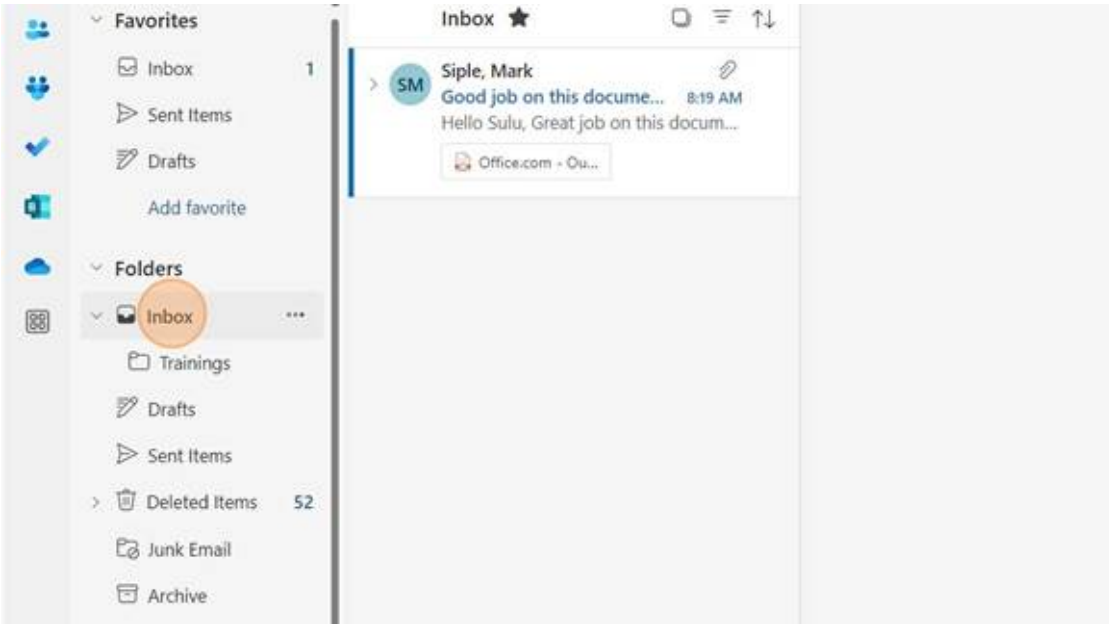
010-000-000
**Status:** ☐ Working Draft ☐ Approved ☐ Adopted
**Document Owner:** Technology Services Center
**Last Review Date:** 00/00/2024

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

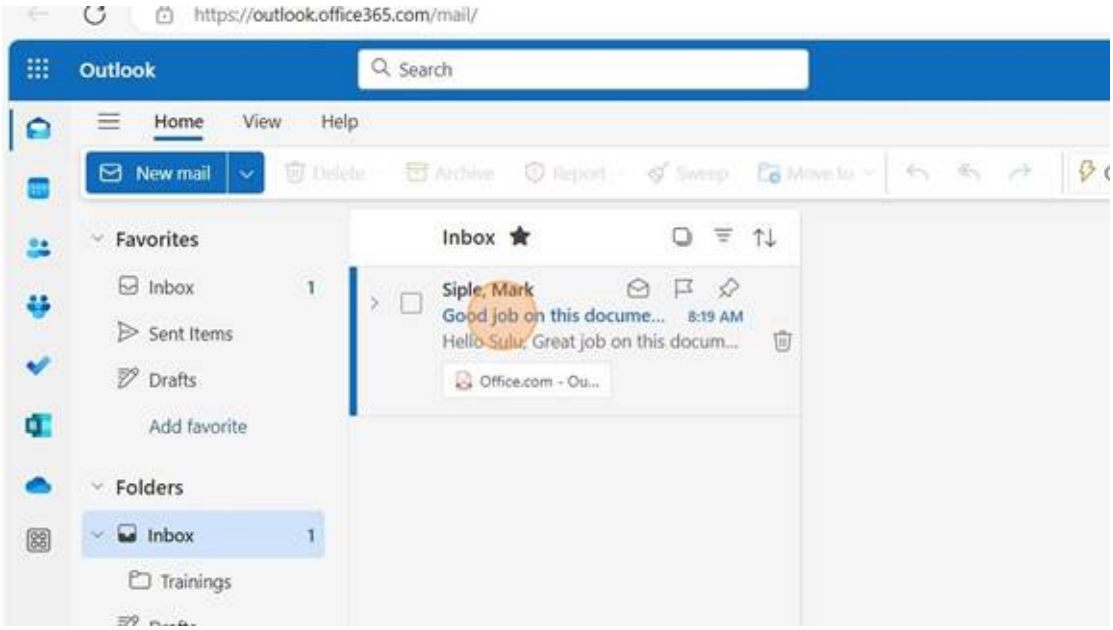
1. Purpose
    1. Documentation of Microsoft Office Online - Attachments
2. Scope
    1. Knowledgebase documentation to show how to download attachments and the view the downloaded attachment
3. Individual Sections
    1. n/a

# Office.com - Outlook attachments

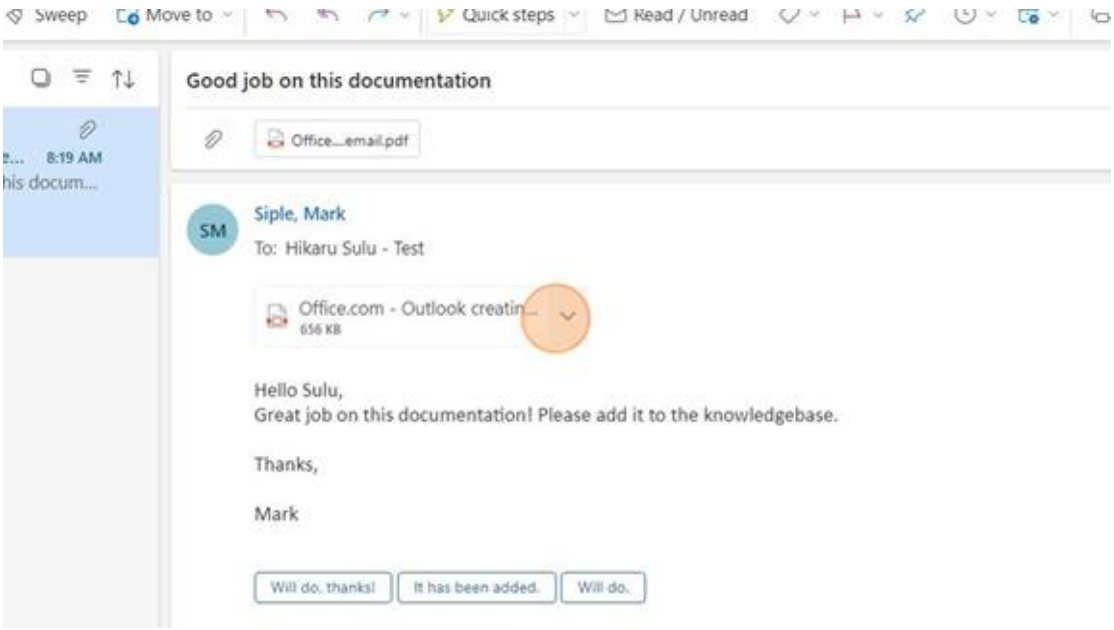
1. With Office.com open. click "Outlook", then Click "Inbox"



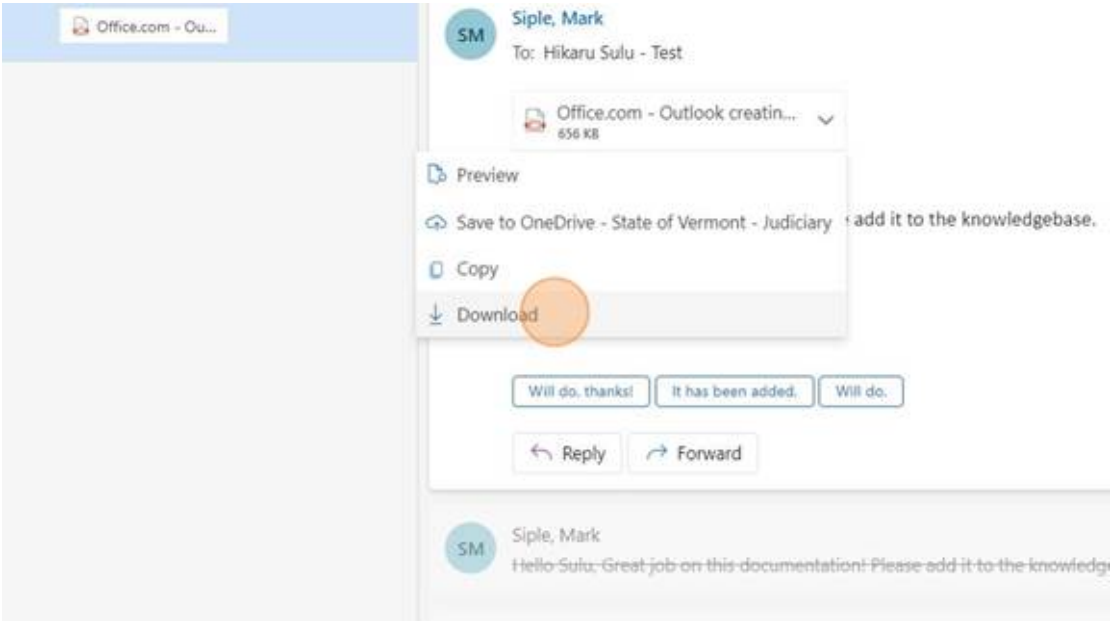

2. Click the email you want to open with the attachment.



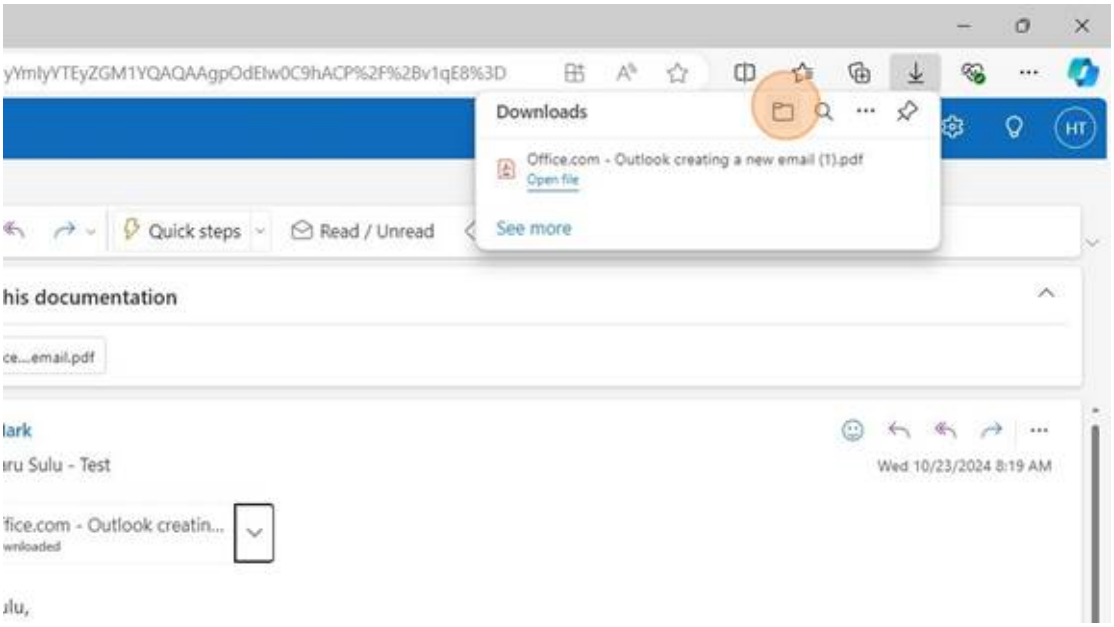

3. Click "More actions"



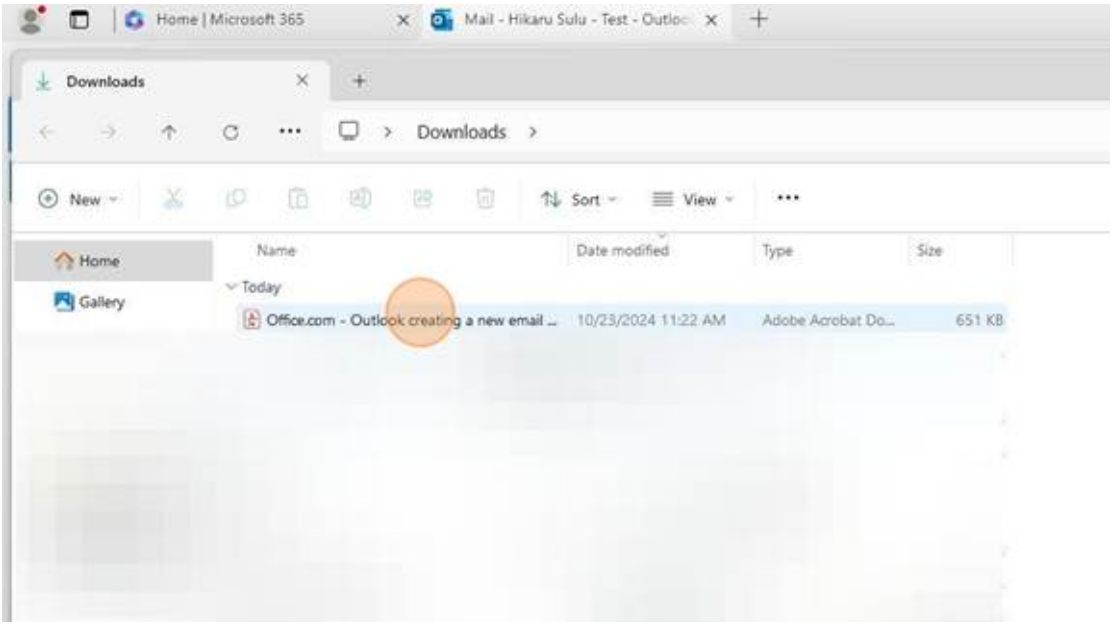

4. Click "Download"



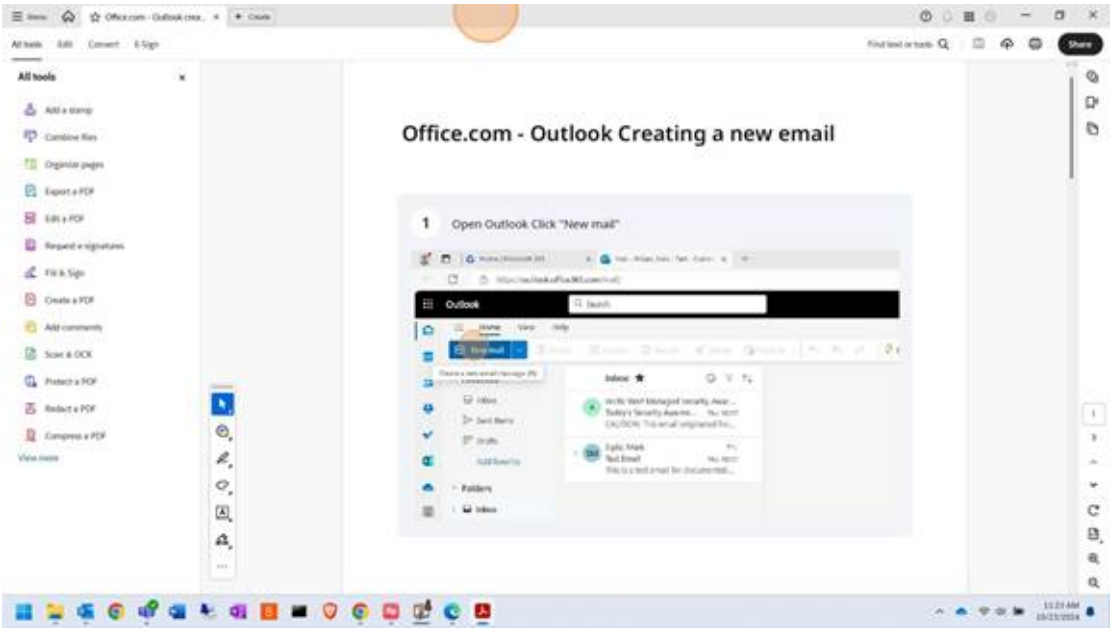

5. Click "Downloads"




6. Click "The file you downloaded"




7. The file opens




**Revision History**

| | |
|---|---|
| **10/23/2024 - M. Siple** | **Initial Draft** |
| | |