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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:

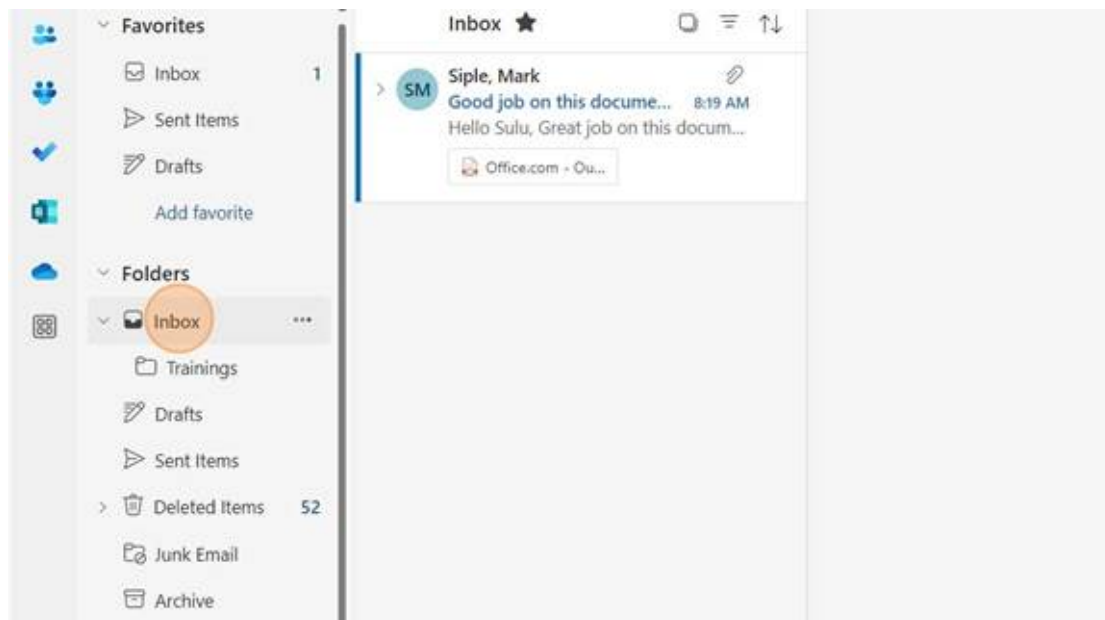
00/00/2024

Document Name: Downloading and Viewing Attachments from Microsoft Office Online

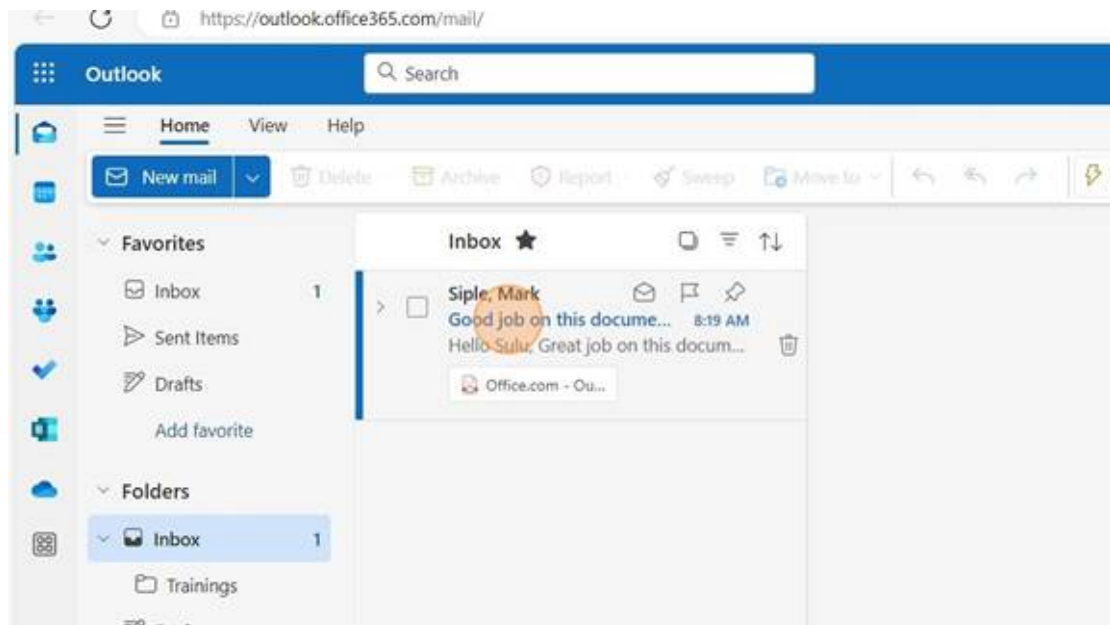
1. Purpose
 1. Documentation of Microsoft Office Online - Attachments
2. Scope
 1. Knowledgebase documentation to show how to download attachments and the view the downloaded attachment
3. Individual Sections
 1. n/a

Office.com - Outlook attachments

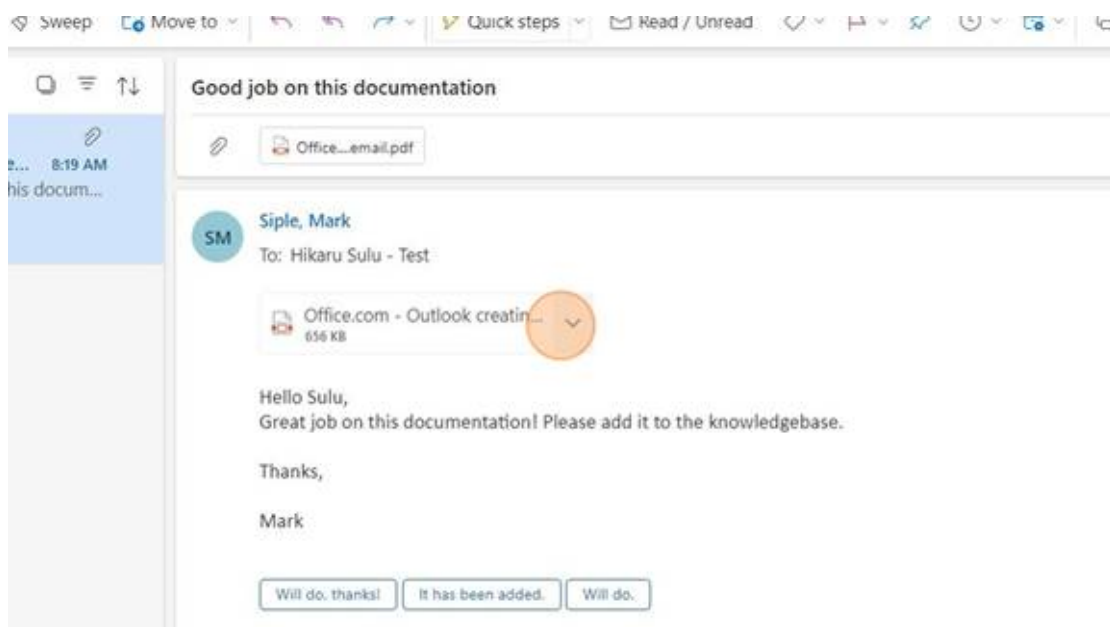
1. With [Office.com](#) open. click "Outlook", then Click "Inbox"



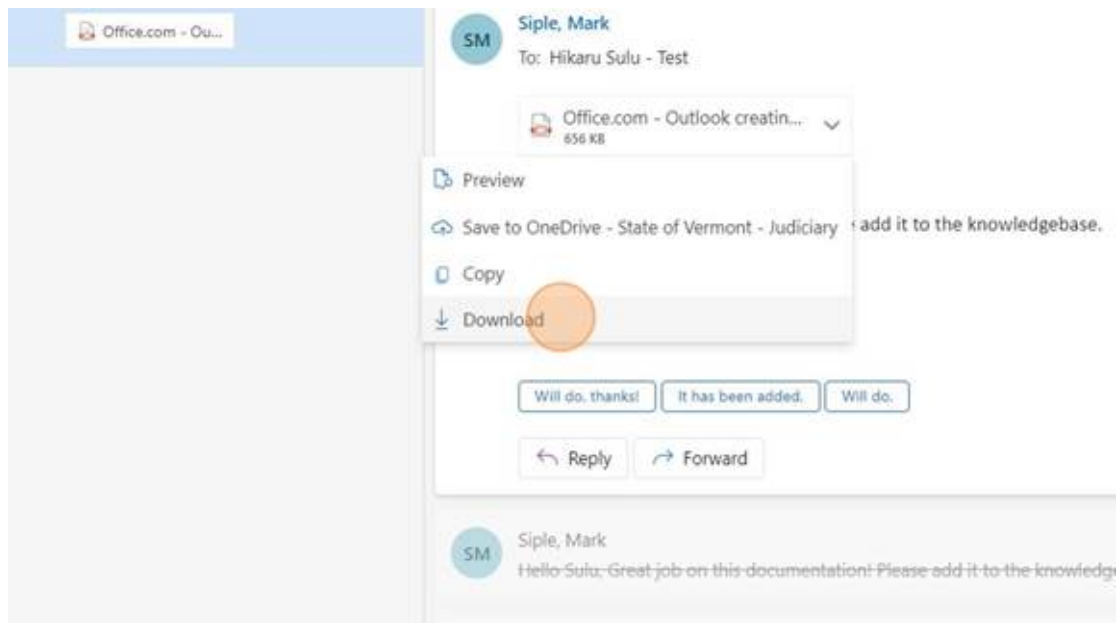
2. Click the email you want to open with the attachment.



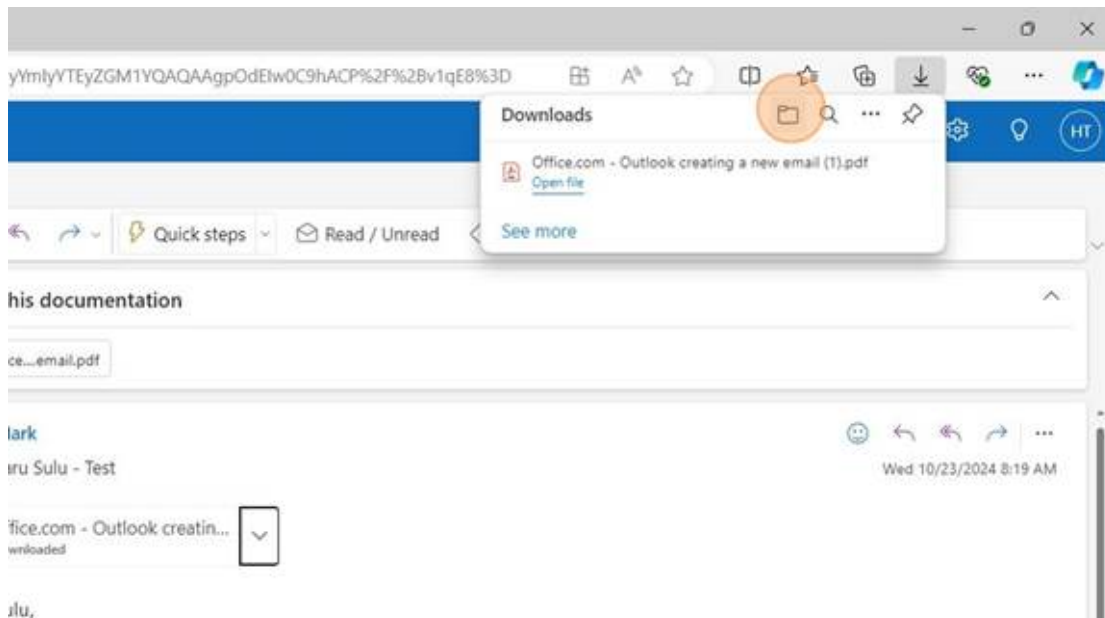
3. Click "More actions"



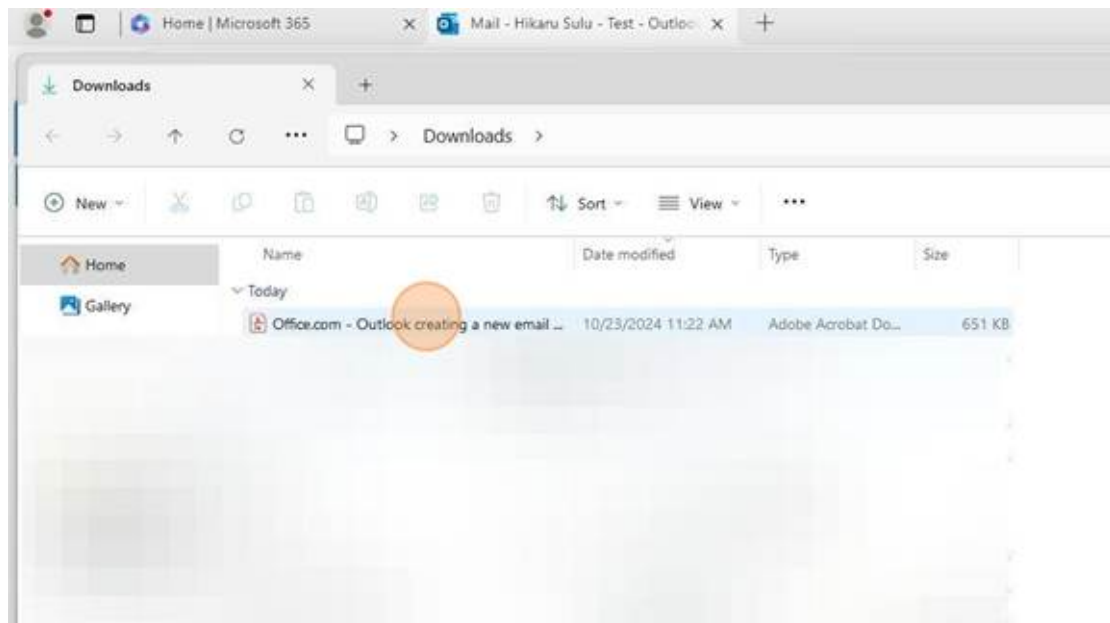
4. Click "Download"



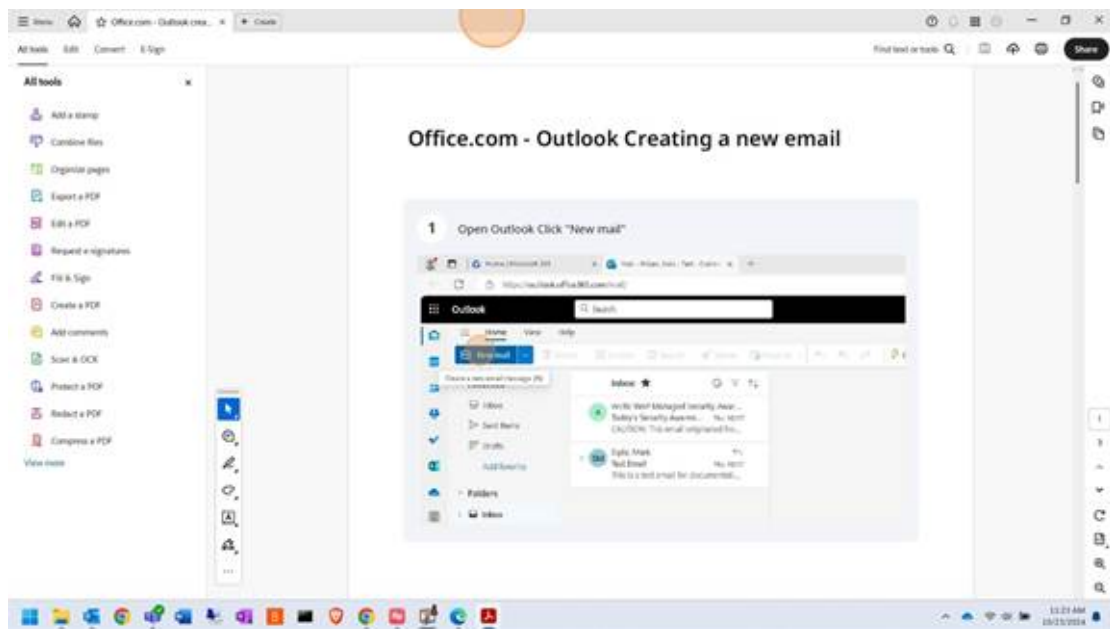
5. Click "Downloads"



6. Click "The file you downloaded"



7. The file opens



Revision History

10/23/2024 - M. Siple	Initial Draft