Test

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

This article is under construction currently.

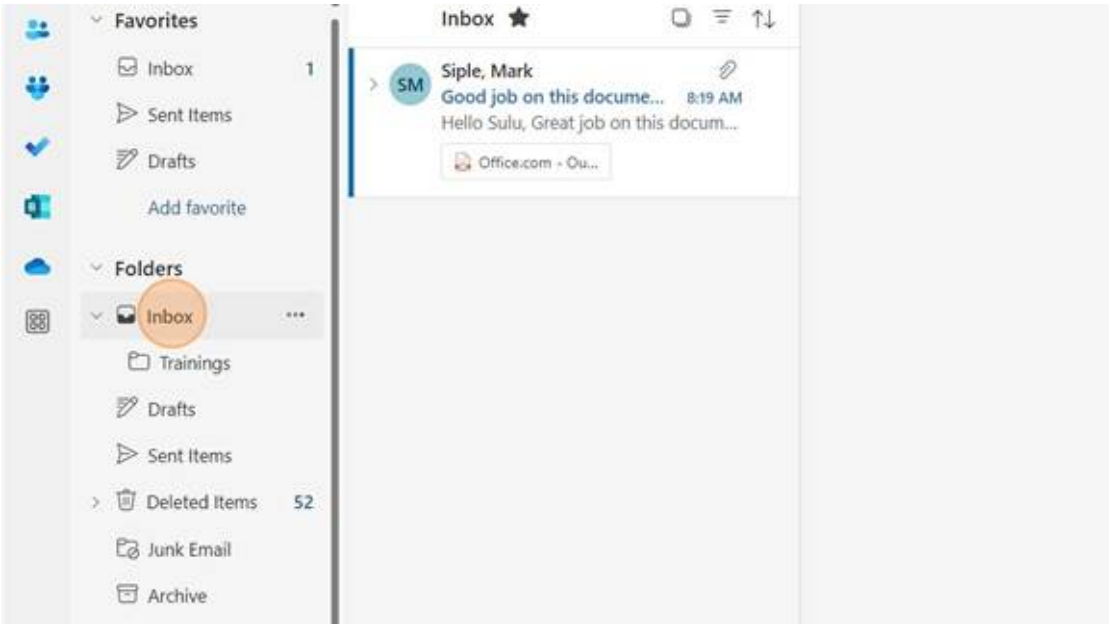
010-000-000
Status: ☐ Working Draft ☐ Approved ☐ Adopted
Document Owner: Technology Services Center
Last Review Date: 00/00/2024

Document Name: Downloading and Viewing Attachments from Microsoft Office Online

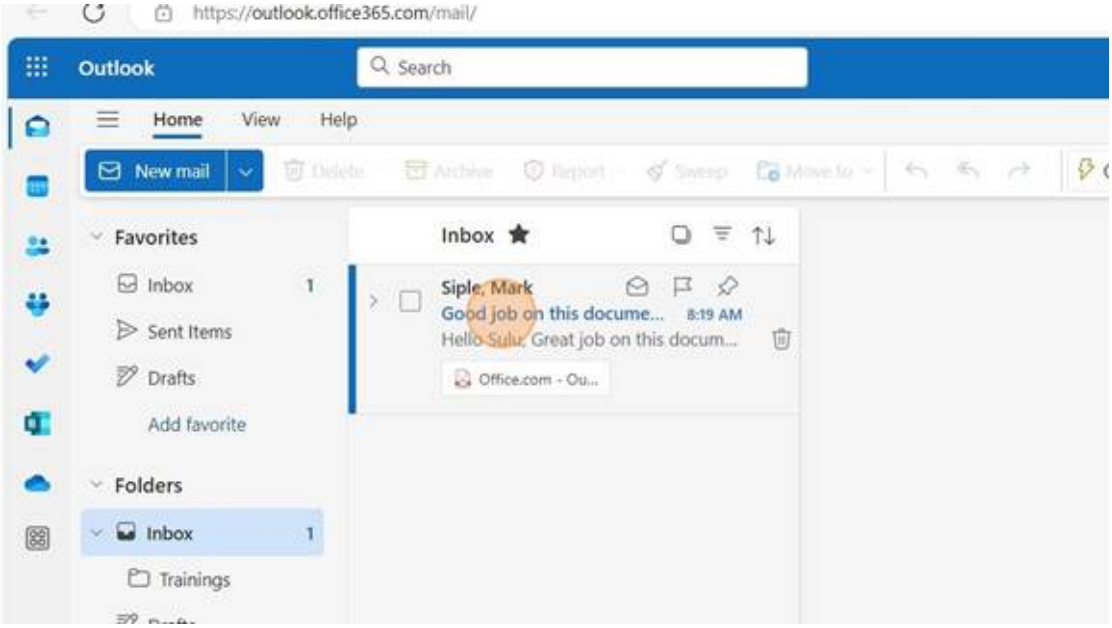
1. Purpose
    1. Documentation of Microsoft Office Online - Attachments
2. Scope
    1. Knowledgebase documentation to show how to download attachments and the view the downloaded attachment
3. Individual Sections
    1. n/a

Office.com - Outlook attachments

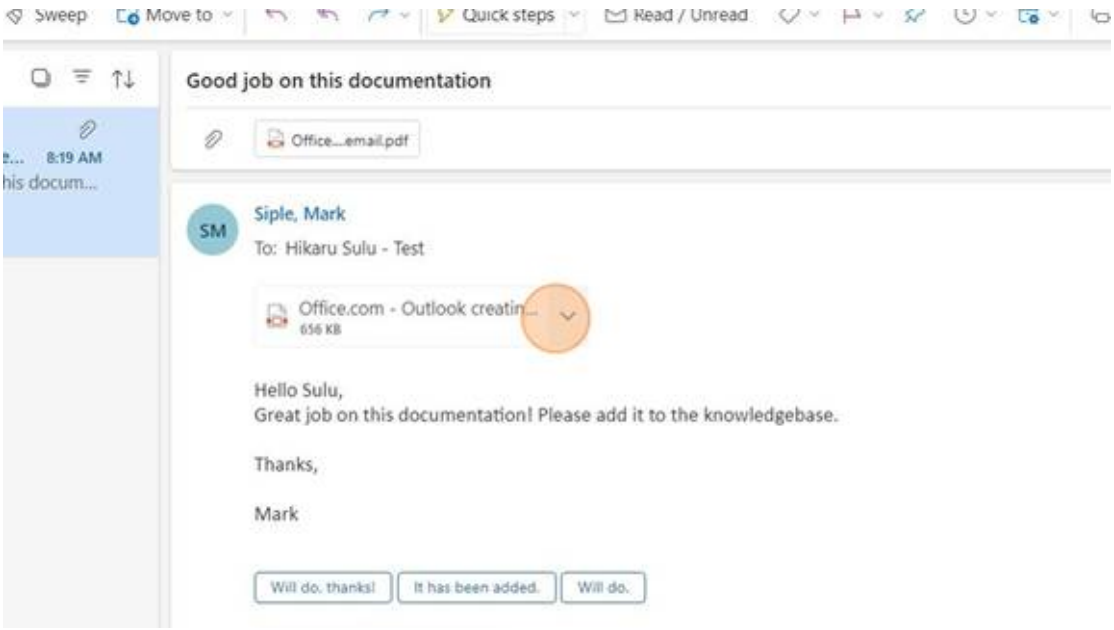
1. With Office.com open. click "Outlook", then Click "Inbox"



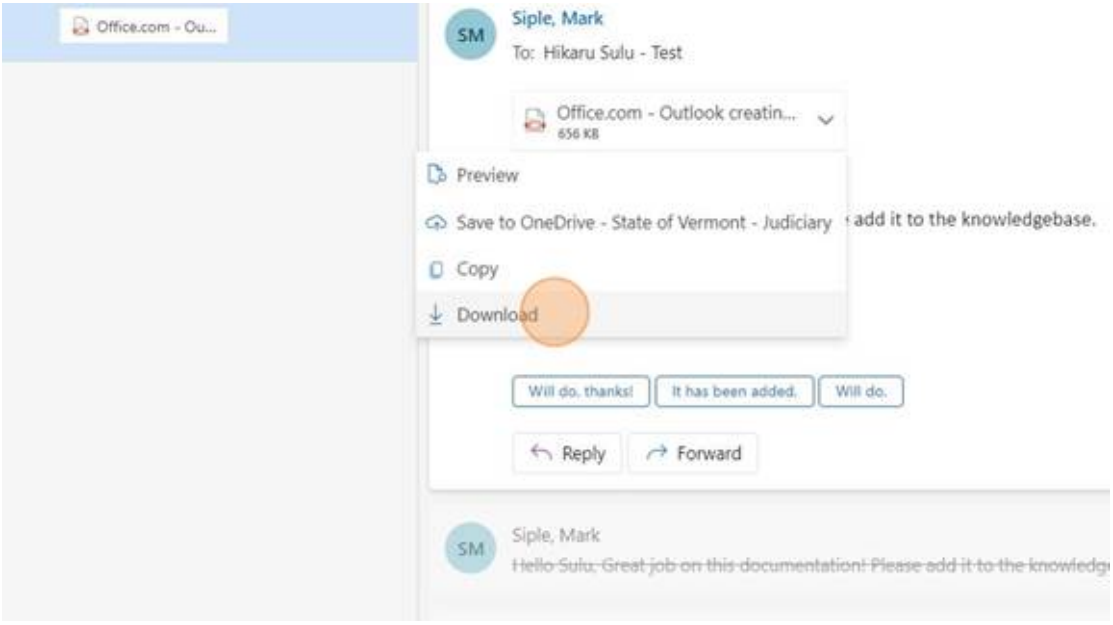
2. Click the email you want to open with the attachment.



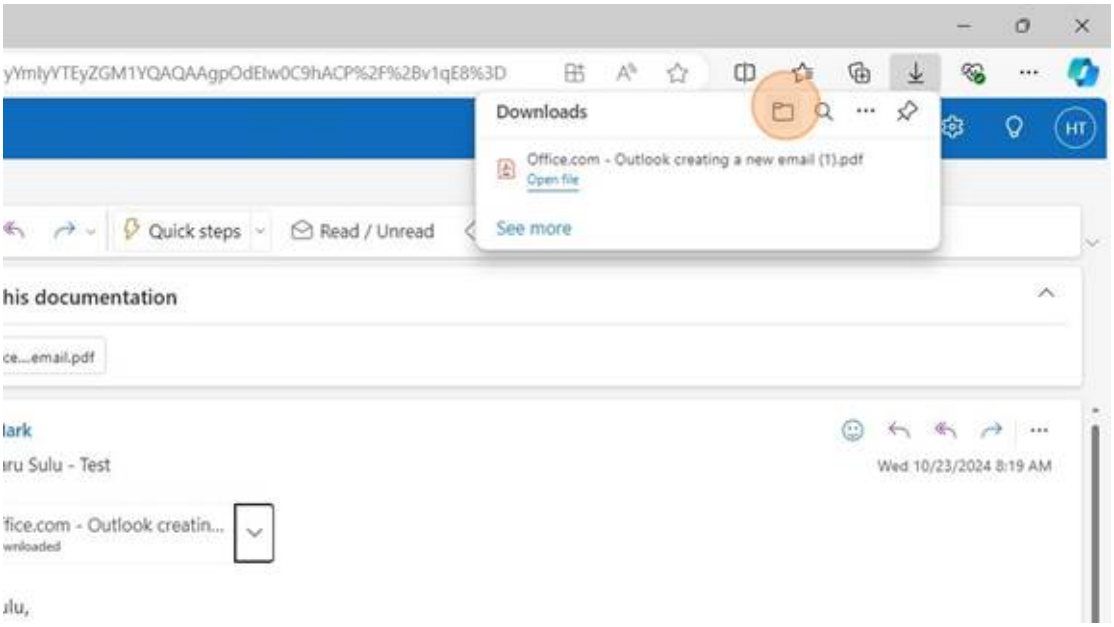
3. Click "More actions"



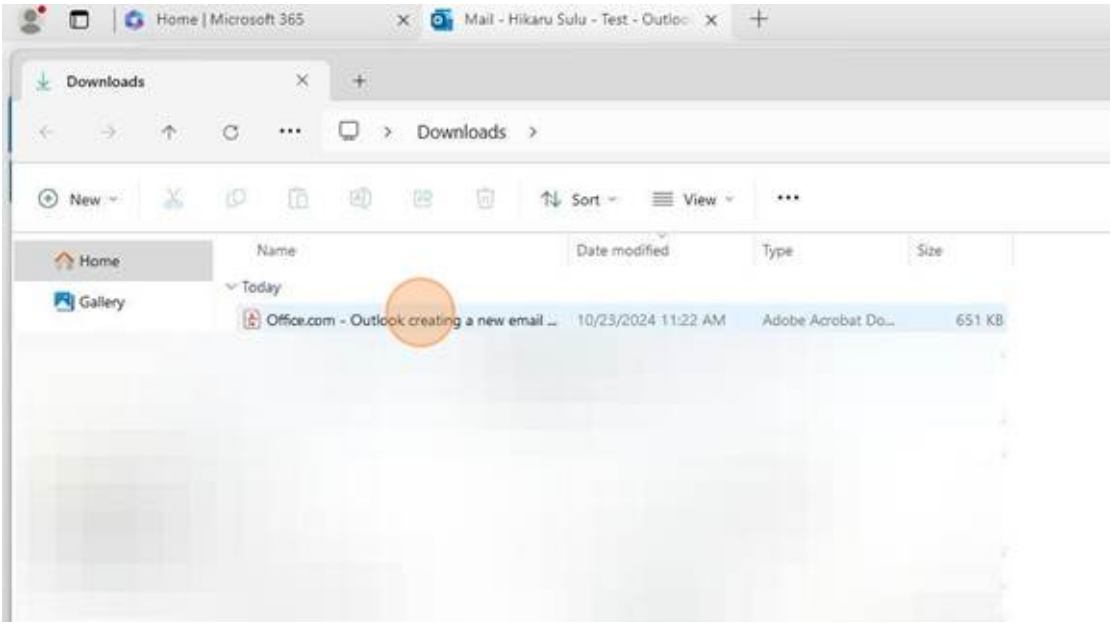
4. Click "Download"



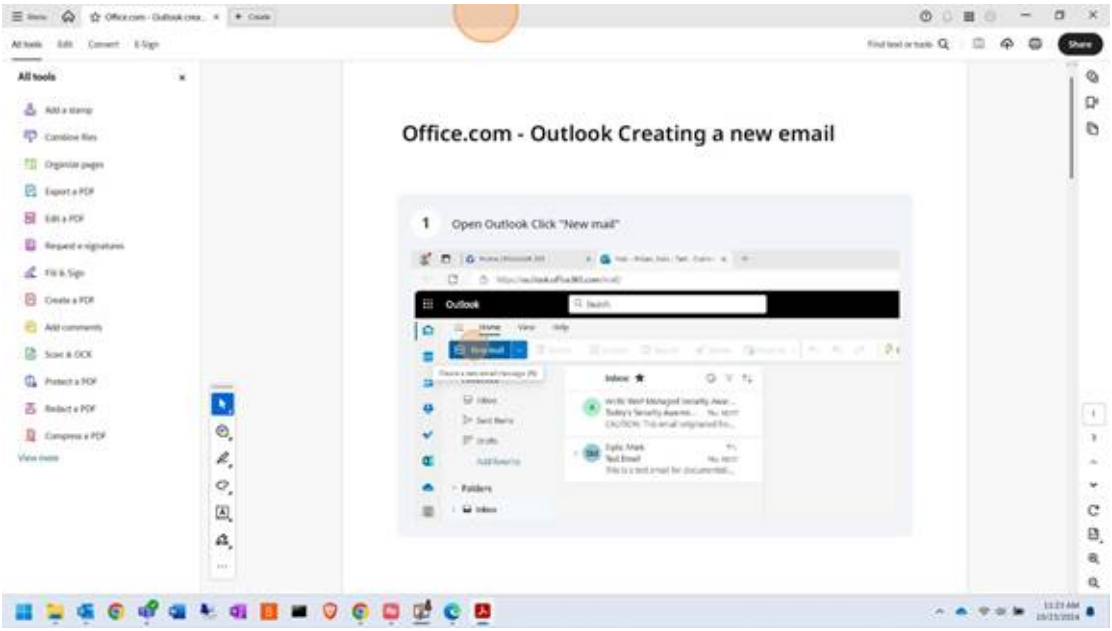
5. Click "Downloads"



6. Click "The file you downloaded"



7. The file opens



Revision History

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