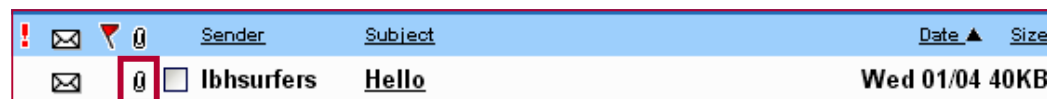


Beginners: Saving an email Attachment

When you receive an attachment you can save it to one of your storage devices. Please note that, in order to view it, you must have the software necessary to open that type of file.

1. Log into your email box and go to your **Inbox**. Messages that contain attachments are indicated by a paperclip.



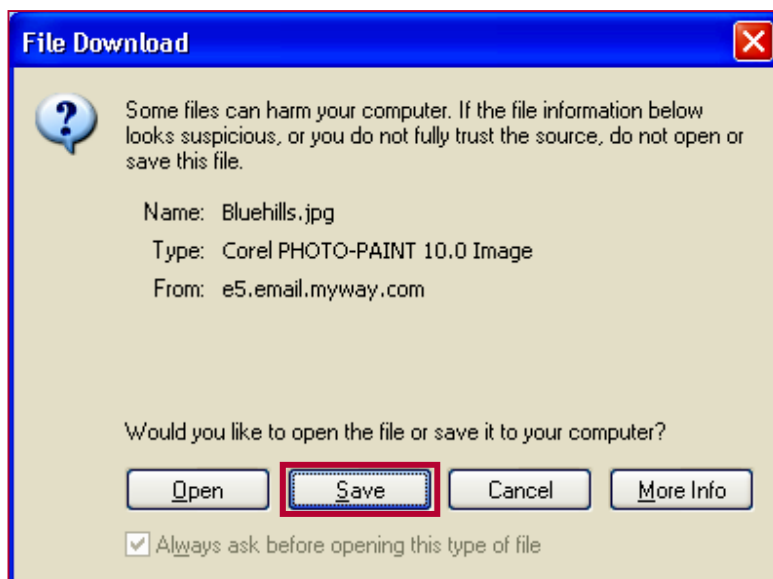
2. Open the message to read it. A link to the attachment will appear just below the body of the message.

Attachment: [Blue hills.jpg \(38 KB\)](#) [[Download](#)]

If the attachment is a picture, it will be displayed below this.

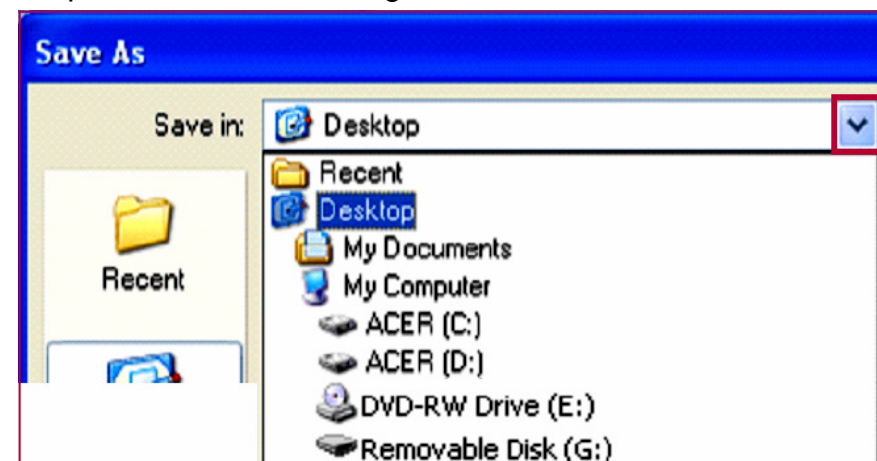
3. Click on the **Download** link (or right click on the file's name and choose the **Save Target As...** option).

This will open the **File Download** dialogue box.



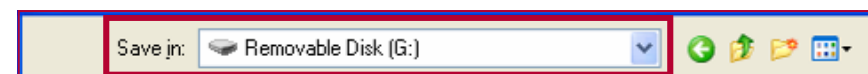
4. Click on the **Save** button.

This will open the **Save As** dialogue box



5. Click on the down arrow next to the **Save in:** box.
6. Select from the drop down list the storage device or folder that you want to save the file to. For example, to save the file to your USB Pen Drive, click on **Removable Disk (X:)** to select it.

Now the **Save in:** box should display **Removable Disk (X:)**



7. Click on the **Save** button.



You can now go to **My Computer** and check that the storage device or folder you saved the file attachment to does indeed contain it.

If you are using a USB Pen Drive or floppy disk, please don't forget to eject it from the drive when you have finished.