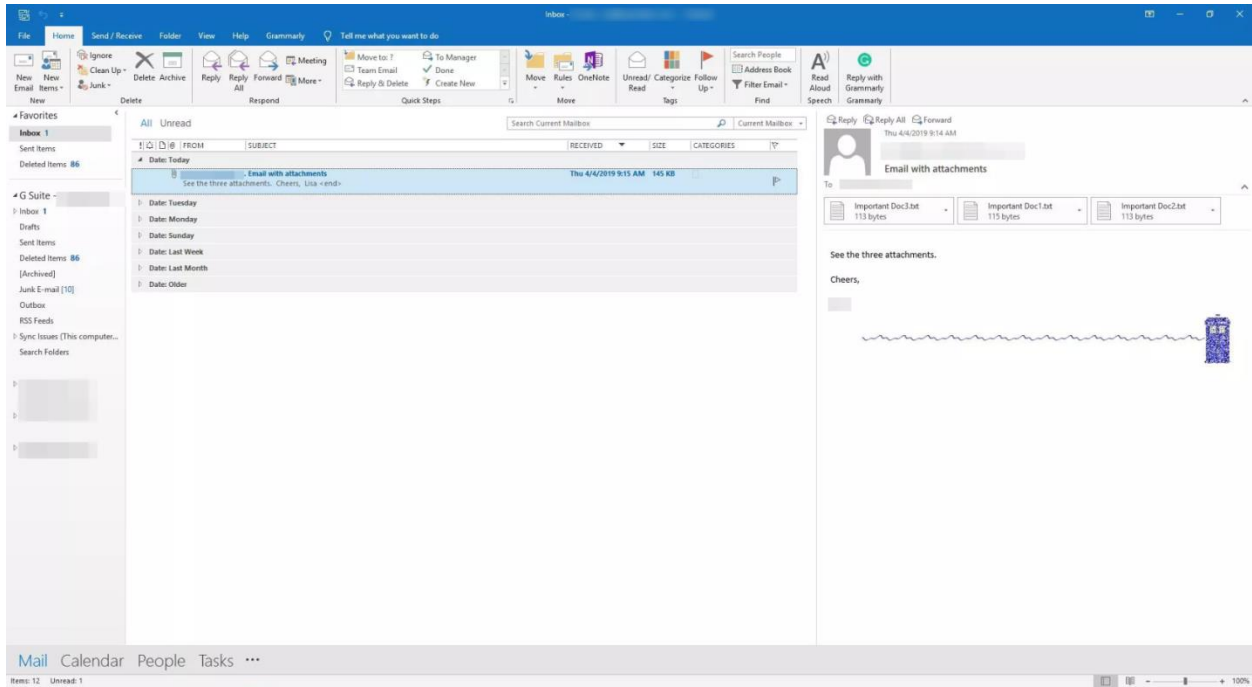
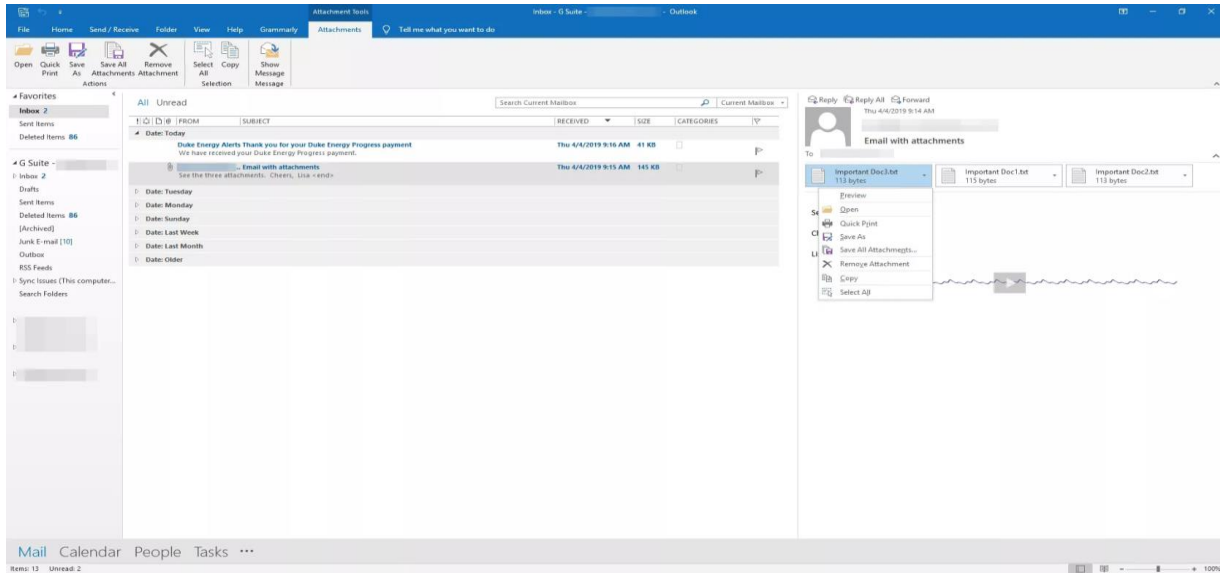


# Save Email Attachments

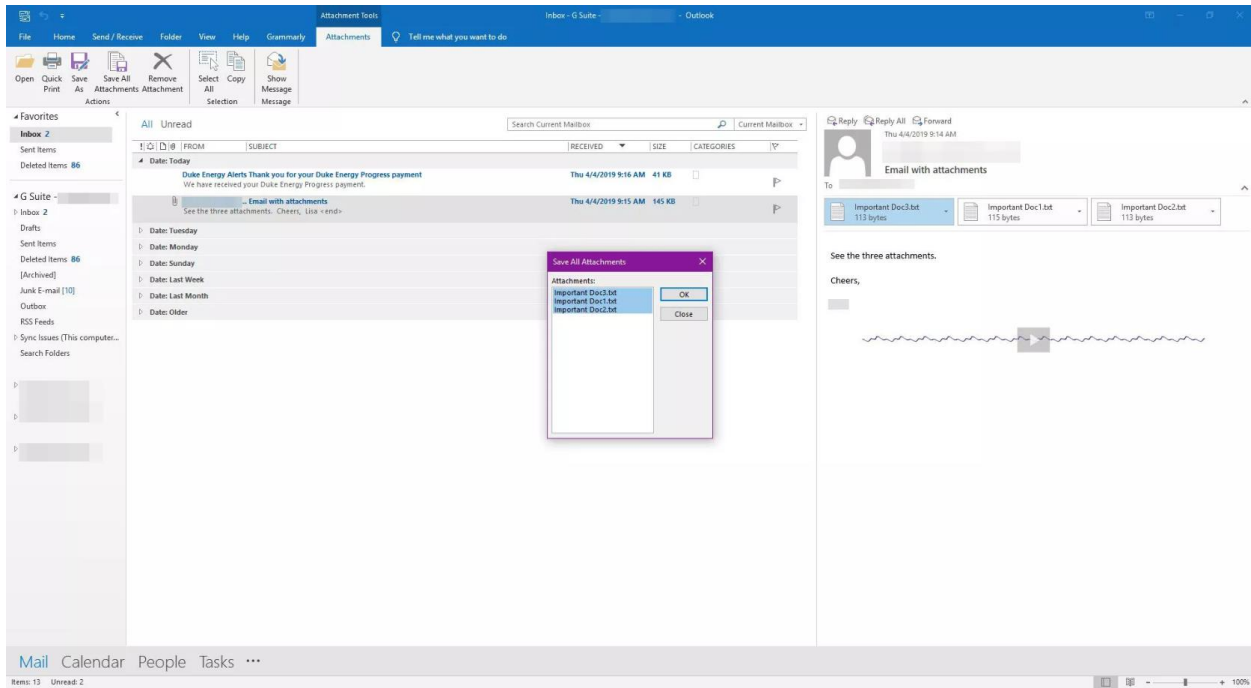
1. Open the [message in Outlook](#) either in a separate window or in the Outlook reading pane.



2. Right Click on the attachment and select “Save All Attachments” in the pop-up box that appears.

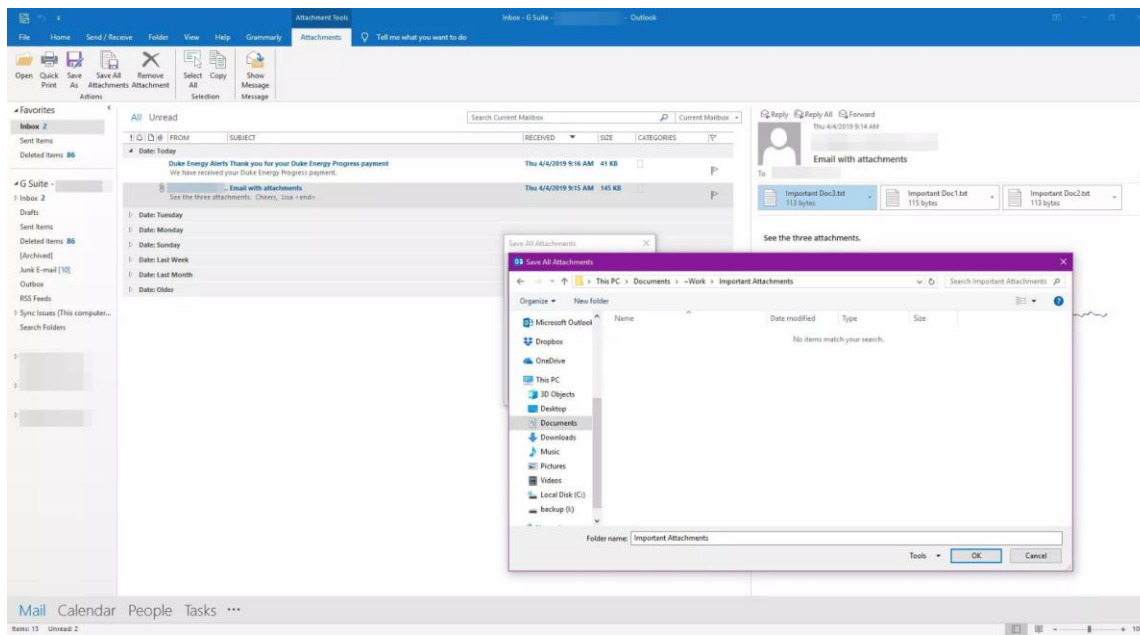


3. Next select the **Files** you need to save and click “OK”.
4. In the **Save All Attachments** dialog box, highlight the files you want to save.
  - Press and hold **Ctrl** to selectively add or remove files from the selection.
  - Press and hold **Shift** to select a range of attachments in the list.



5. Select **OK**.

6. Select the folder where you want to save the documents.



7. Select **OK**.