

SAVE AN ATTACHMENT

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Click on the blue, underlined text to go to its linked reference.



An attachment is a file — a document, a graphic, or a program — sent *with* an email message. This is how to save an attachment.



- ❶ **NEVER** open attachments from someone you do not know.
- ❷ Be very careful before you open an attachment that ends in **exe**, **scr**, or **com** which are executable files. That means they activate automatically when you open them. If intended to install something, the program will try to do it.

1. RIGHT-click on the attachment's title (Figure 1, green arrow).

2. In the drop-down window, Left-click on "Save as..." (Figure 1, red arrow).

3. Click on the "Save" button (Figure 2)

- ☆ If it's a lesson, save it into "_ DARRY D LESSONS."
- ☆ If it's a document, save it into "My Documents."
- ☆ If it's a graphic, save it into "My Pictures."

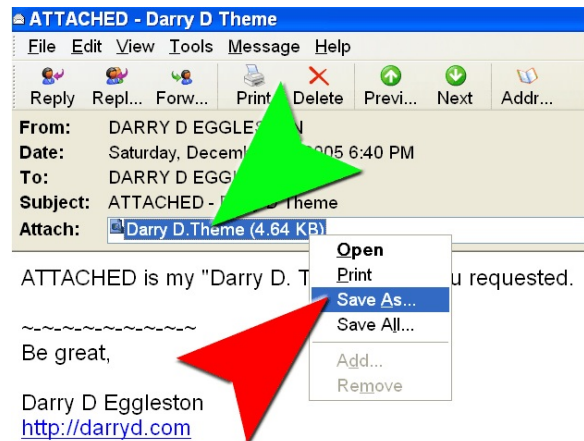


Figure 1

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4. To open a document saved through the process above, select Start > My Documents to go to the file and double-click to open it.

5. To open a photo, select Start > My Pictures.

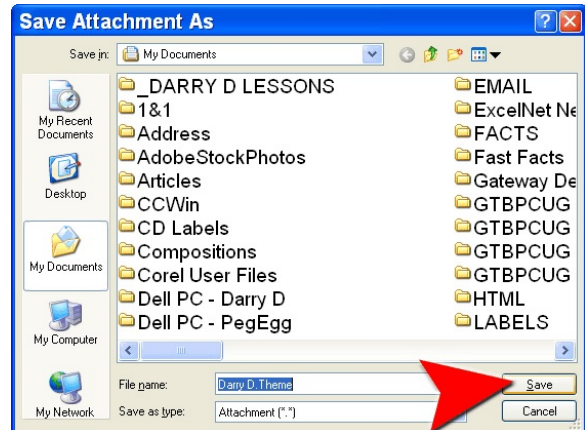


Figure 2