

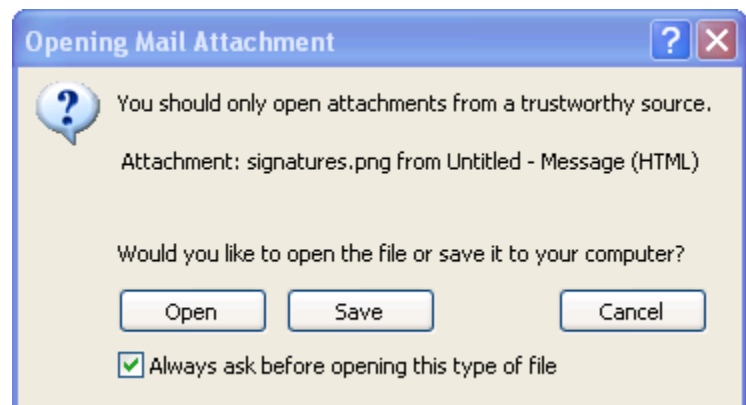
# Microsoft Outlook – Opening an Attachment



## Opening an Attachment.

When you receive an attempt to open it you may be prompted with a dialog box prompting for which action you wish to perform.

In this case you are able to open the file directly, save the file to your hard drive or cancel.



### **TIP:**

1. Delete messages from unknown e-mail senders with suspect attachments.
2. Save attachments to your hard drive and scan them with an anti-virus program before opening the attachment.