

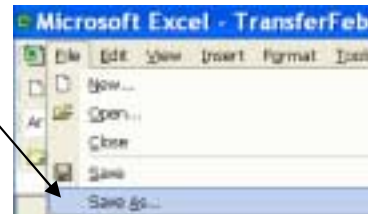
Opening & Saving E-mail Attachments

1. From the e-mail message, **double-click** on the attachment
2. This window should appear:



3. Click on **Open it**
4. Click **OK**

5. The document should open for you to view.
6. If you want to save it, click on **Save as**



7. Select either the 3 1/2" floppy A drive or the "My Documents" folder in the C drive.



8. Type a name for the file

9. Click **Save**

9. Your file will now be saved to the location you chose (Step 7). It will have the name you gave it (Step 8).