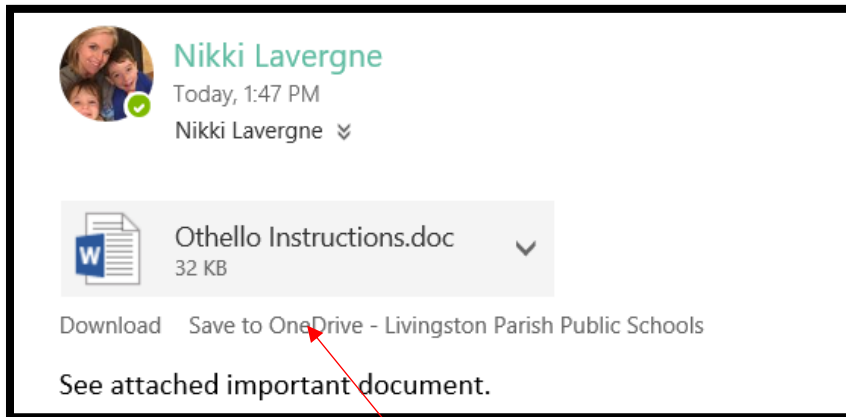
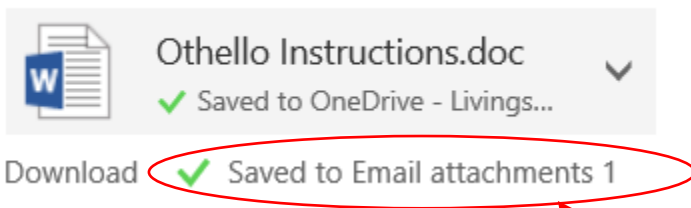


# Got an attachment in an e-mail? Now what?



Click on the "Save to OneDrive" option.

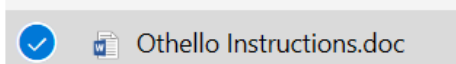


After it saves, it will tell you the location of your file.

To locate or move this file, open your OneDrive, where you will see a folder with the same name:

📁 Email attachments 1

Open the folder, then select the document:



Once selected, you should have the following options on your screen:

Open	Share	Copy link	Download	Delete	Move to	Copy to	Rename	Version history
Opens the file	Allows you to share the file with colleagues	Copy the link to allow access	Download the file to your computer	Delete the file	Move the entire file to another folder or your SharePoint	Send a copy of this file to your sharepoint (must follow your site first)	Change the name of the file	See how many times the document has been changed and who changed it.