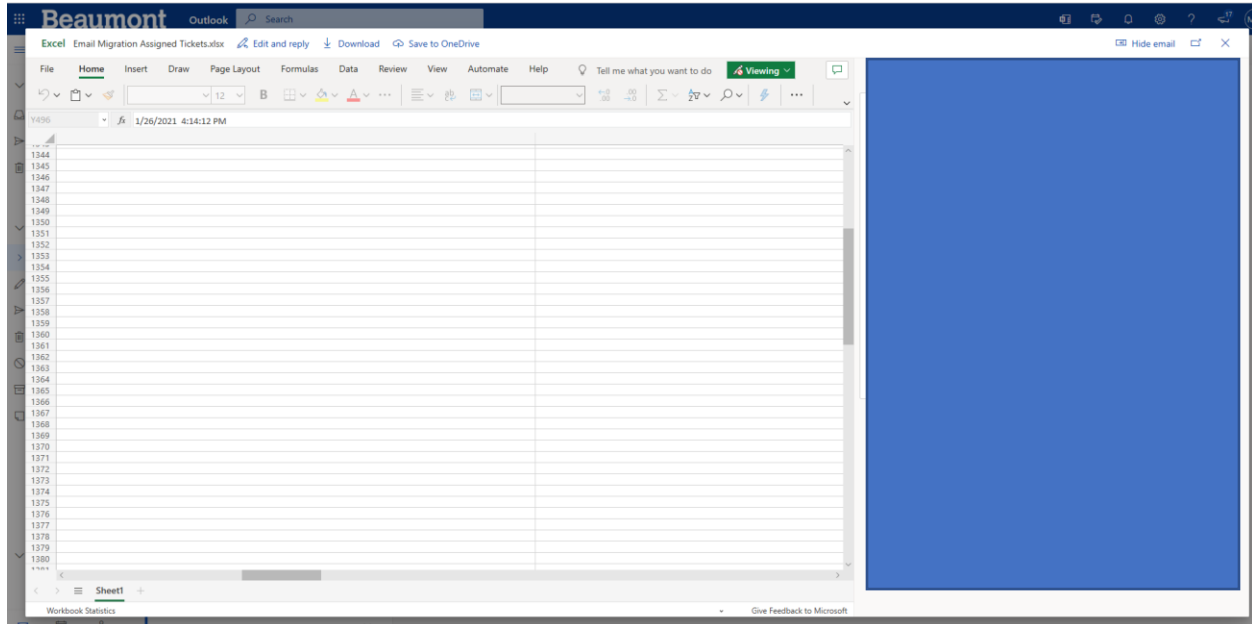


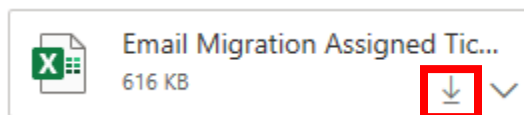
Managing Outlook attachments in a Web Browser:

Note: When you click on an Outlook attachment using your web browser, by default it will automatically open using the web browser version of Word, Excel or PowerPoint. Follow the steps below to open in the Microsoft Office Desktop version. This requires Microsoft Office to previously be installed on your computer.

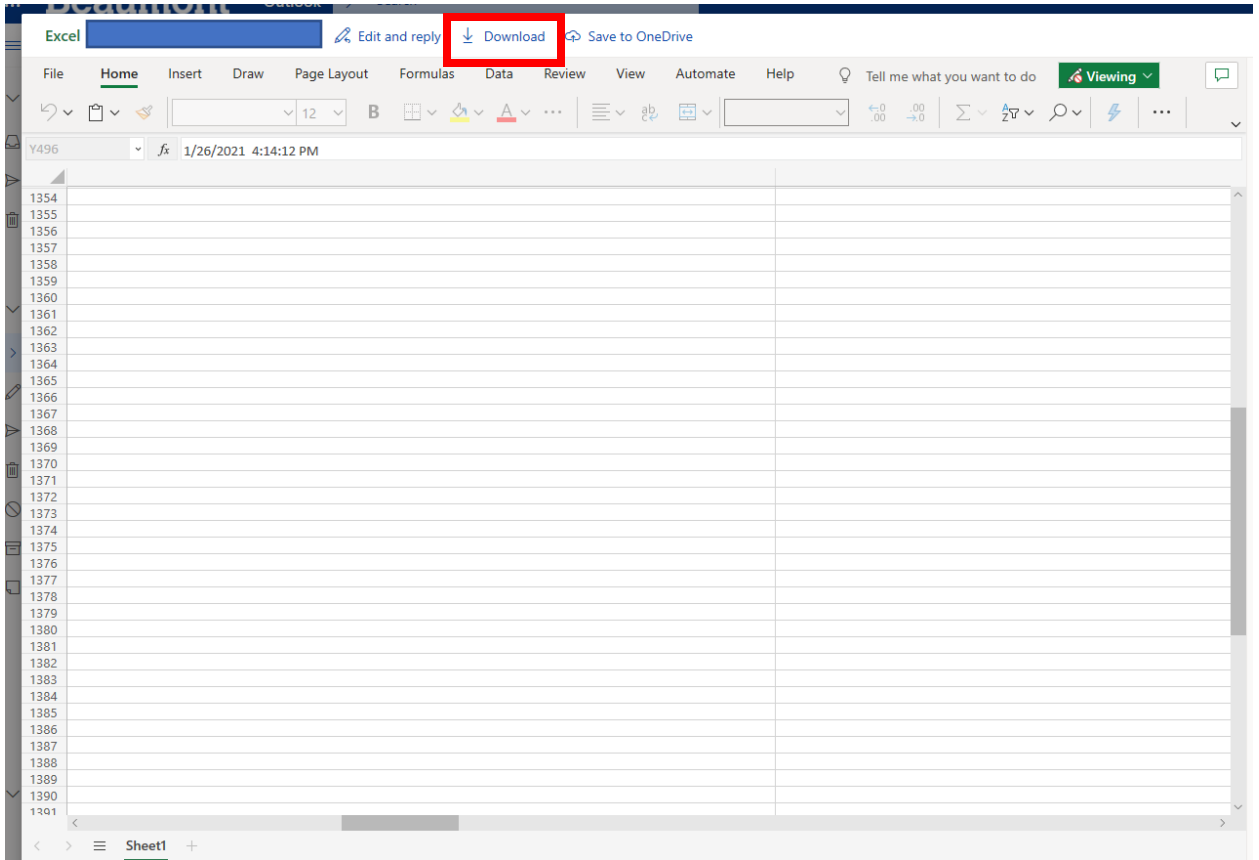
Example: By default, this will be what it looks like in the web version:



1. To open in the Desktop version, first select the email that contains the attachment.
2. Select the attachment or select the arrow pointing downwards.



3. Select Download.



4. At the bottom of the screen select Open and your attachment will Open in in your traditional full version of Microsoft Office

Excel Edit and reply Download Save to OneDrive

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Tell me what you want to do Viewing

1/26/2021 4:14:12 PM

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Sheet1

Workbook Statistics

Todaro, Mike

What do you want to do with Email Migration Assigned Tickets.xlsx?
From: attachments.office.net

Open Save ^ Cancel X

