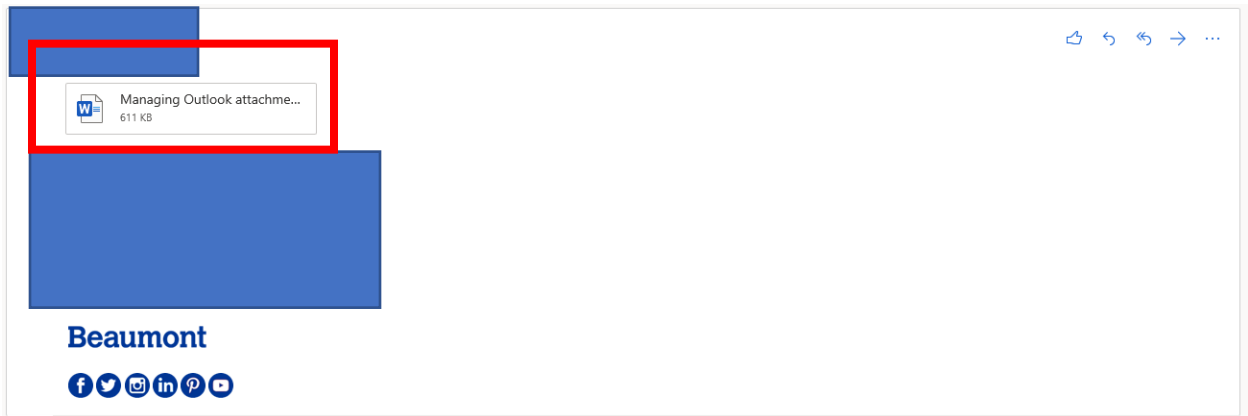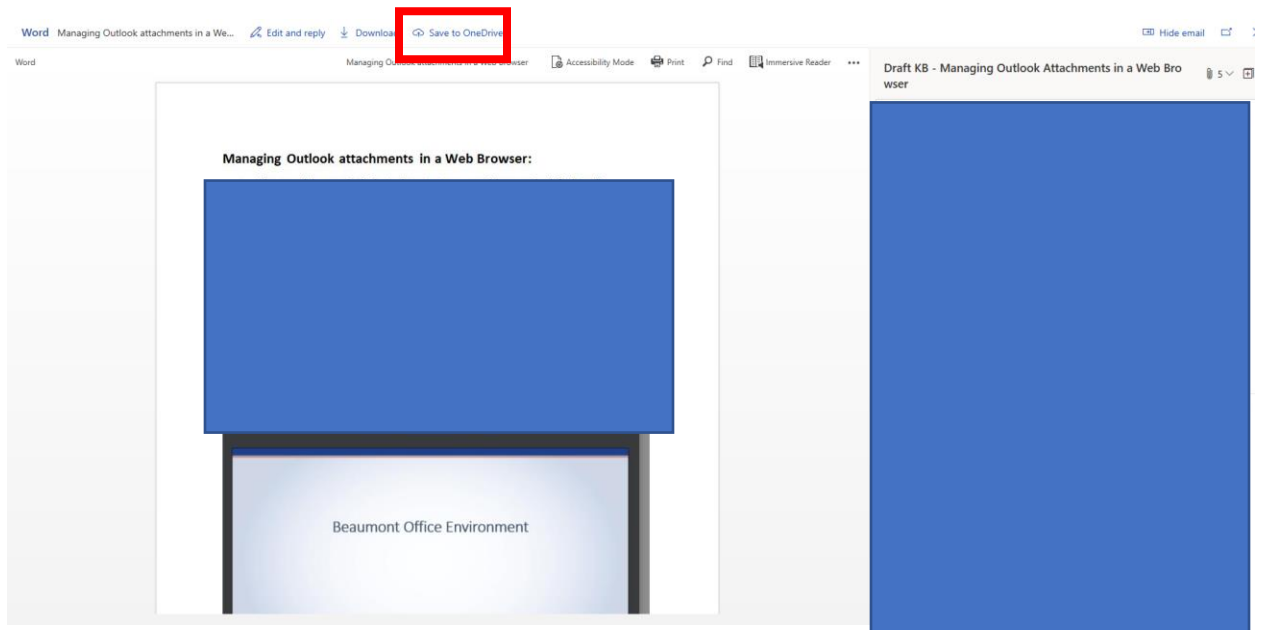# Saving Attachments to OneDrive from Web Outlook
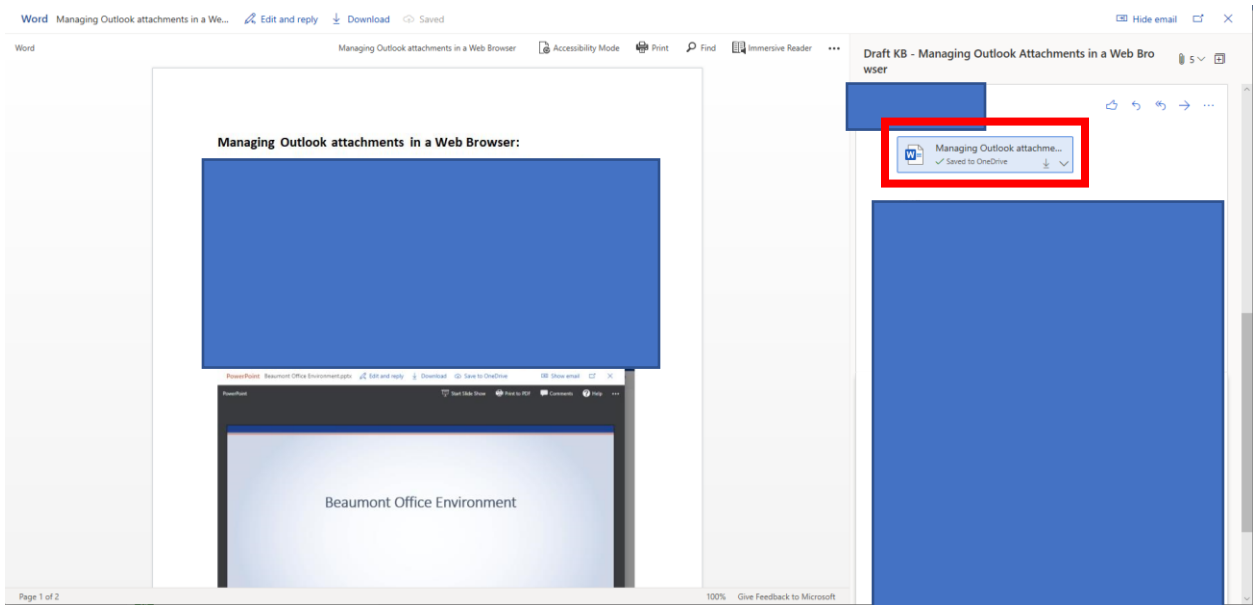
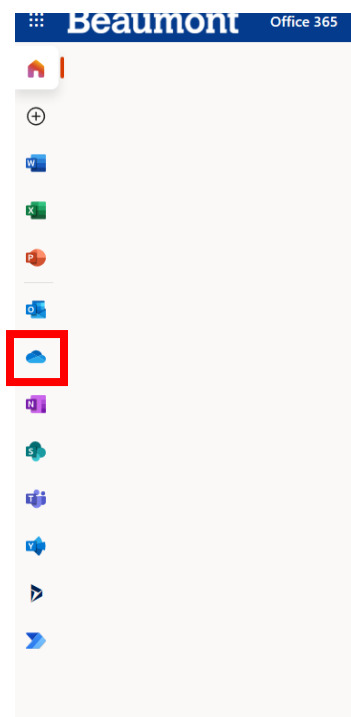1. Select the email that contains the attachment and click on the attachment.

2. Select "Save to OneDrive"

3. Underneath the attachment now you will see "Saved to OneDrive"

4. Open your web browser and go to portal.office.com and sign in using your Beaumont email address.

5. Select the OneDrive icon.

6. Select Attachments.

7. Under Attachments, you will find the document you downloaded.