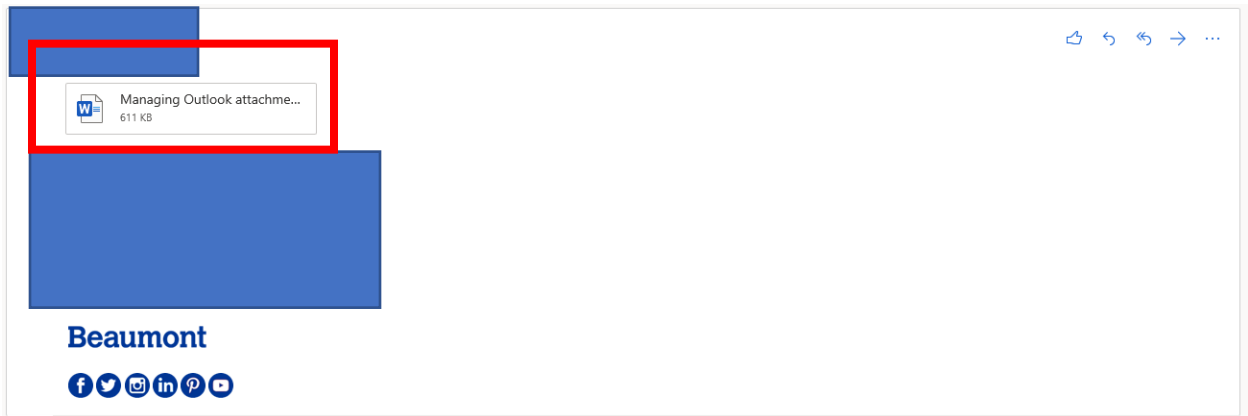
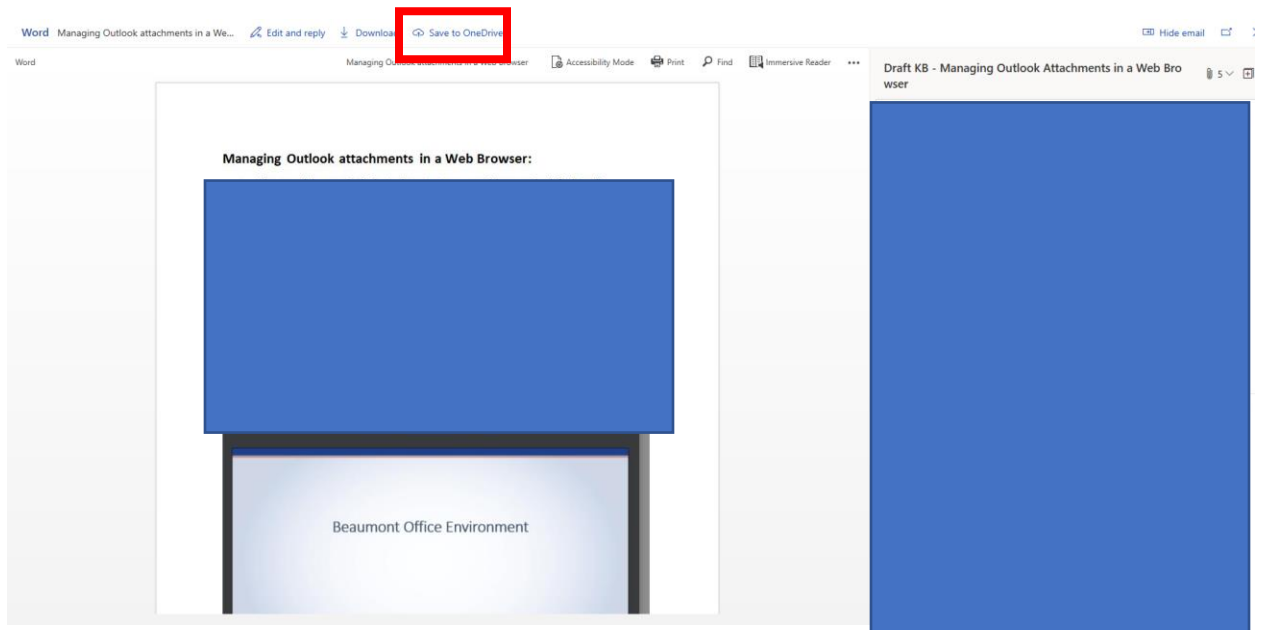


# Saving Attachments to OneDrive from Web Outlook

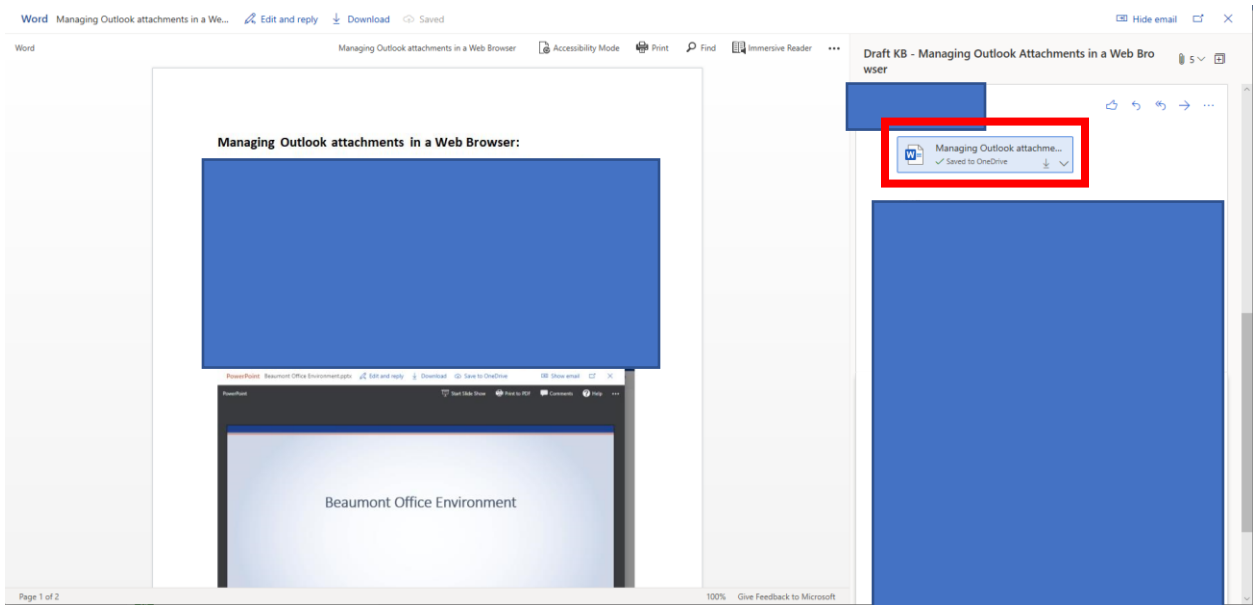
1. Select the email that contains the attachment and click on the attachment.



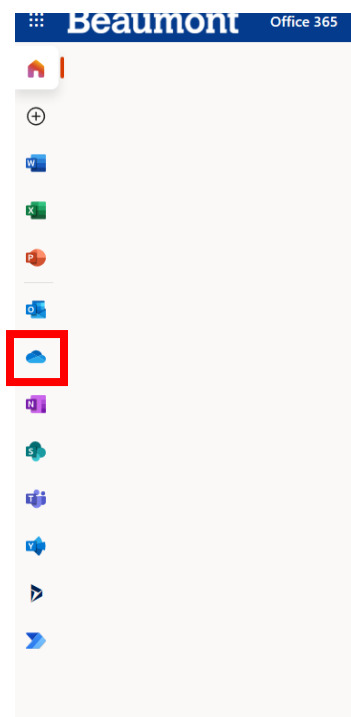
2. Select "Save to OneDrive"



- Underneath the attachment now you will see “Saved to OneDrive”



- Open your web browser and go to [portal.office.com](https://portal.office.com) and sign in using your Beaumont email address.
- Select the OneDrive icon.



## 6. Select Attachments.

The screenshot shows the 'My files' view in a SharePoint library. The top navigation bar includes '+ New', 'Upload', 'Sync', and 'Automate'. The left sidebar shows 'My files' and 'Shared libraries'. The main content area displays a table of files:

Name	Modified	Modified By	File size	Sharing
Attachments	About an hour ago	[Redacted]	2 items	Private
CTIs(Excel).xlsx	August 7, 2020	[Redacted]	17.0 KB	Shared
Document.docx	September 3, 2020	[Redacted]	10.8 KB	Private
Document1.docx	December 29, 2020	[Redacted]	10.8 KB	Private
test.docx	July 23, 2020	[Redacted]	11.6 KB	Private

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

The screenshot shows the 'My files' view in a SharePoint library, specifically the 'Attachments' folder. The top navigation bar includes '+ New', 'Upload', 'Share', 'Copy link', 'Sync', 'Download', and 'Automate'. The left sidebar shows 'My files' and 'Shared libraries'. The main content area displays a table of files:

Name	Modified	Modified By	File size	Sharing
IT Job Aid- Identify Assignment Creator.pdf	About an hour ago	[Redacted]	967 KB	Private
Managing Outlook attachments in a Web B...	About an hour ago	[Redacted]	611 KB	Private