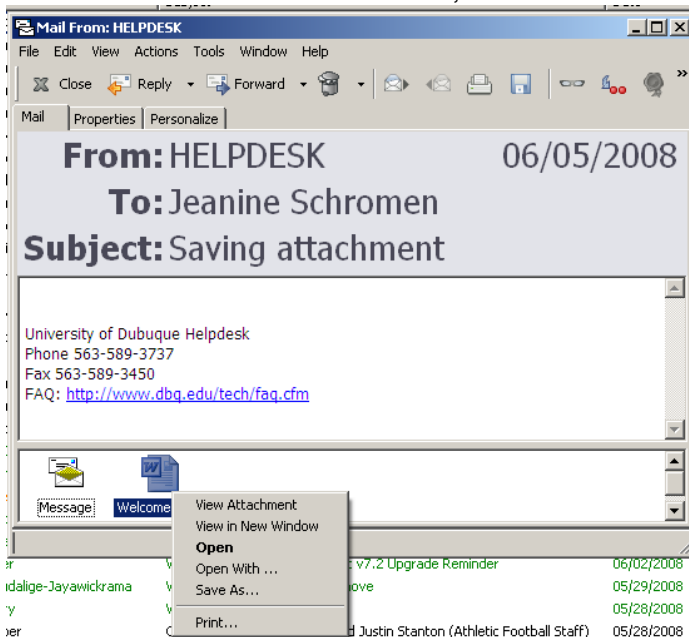


GROUPWISE 7.0

HOW DO I SAVE AN ATTACHMENT RECEIVED IN EMAIL?

It is important to remember to do a SAVE AS when saving email attachments. This is extremely important to remember if you want to modify the contents of a text document. If you do not do SAVE AS, and just click SAVE, GroupWise placed the document in a temporary system location. That means that when you close GroupWise, and or log off the network, the document will be removed from this default location. It is important to develop the habit to use SAVE AS and place the document in a safe location such as your Y: drive or shared drive.

To save a document received in email
RIGHT-Click on the attachment, and select Save As



- Browse to the location that you wish to save the attachment.
- Then close the email message, and then you can open the attachment from the location you saved it and begin to work with it.

