

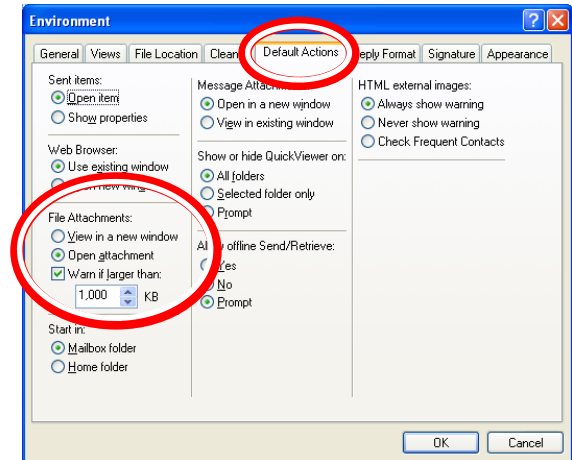
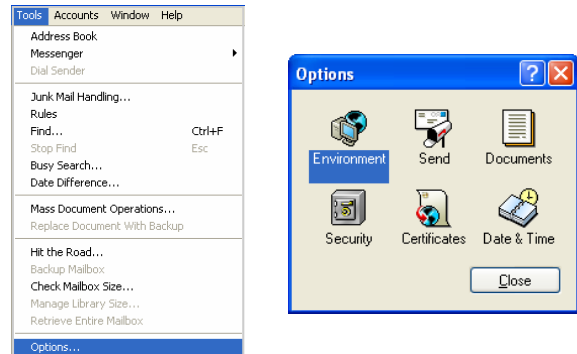
## Attachment Settings

It is necessary to change a default GroupWise action in order to open attachments in their original applications. If you did not change the setting during the migration process do the following:

- In the GroupWise menu toolbar click on **Tools**, and click on **Options**.

An *Options* window will appear.

- In the Options window double click on the **Environment** icon.
- In the Environment window click on the **Default Actions** tab.
- Locate the **File Attachments** options on the left-hand side of the window.
- Click on the radio button next to **Open Attachment**.
- Click on **OK** to save the changes and close the window.



## Opening and Viewing Attachments

An attachment appears as an icon in a bottom pane in an item.

- To open and view an attachment double-click on the icon that denotes the attached item.

The attachment will open in its native application.



## Saving an Attachment

- To save an attachment right click on the icon denoting the attached item. In the menu that appears click on **Save As . . .**
- Choose the desired name and destination of the item and click on **Save**.

