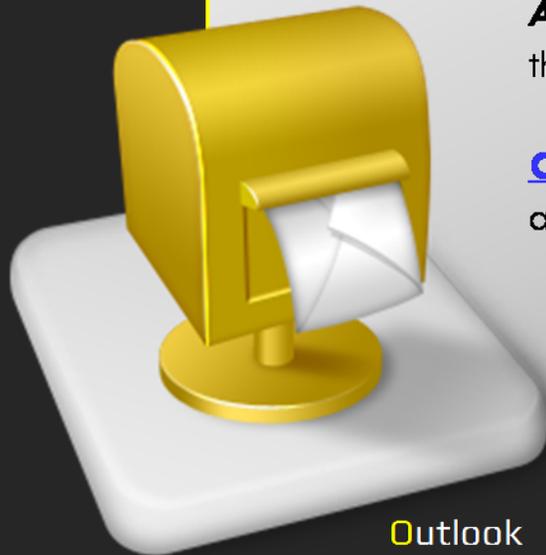


Save Email Attachments via Drag and Drop

Saving an email attachment is usually done using the **Save Attachments** function from the **File** menu. But did you know that you can do the same thing in a few mouse clicks?

[Click here](#) to know the fastest way of saving email attachments.

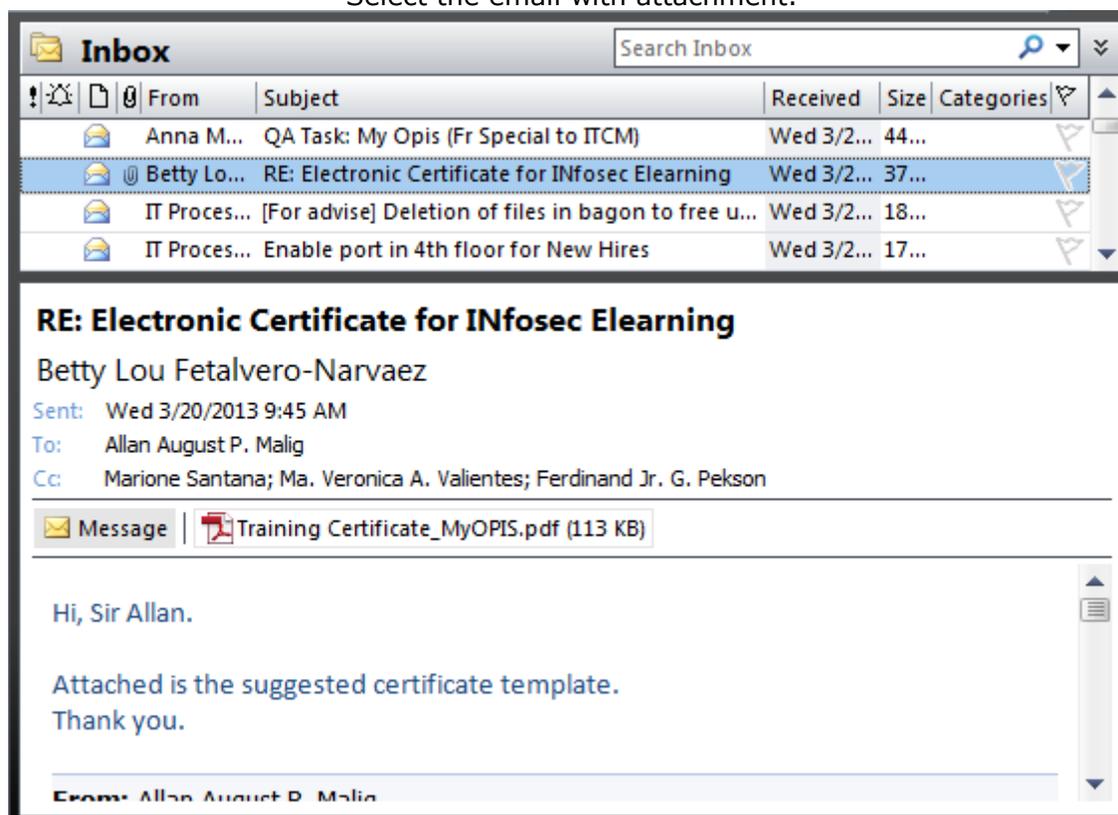


Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

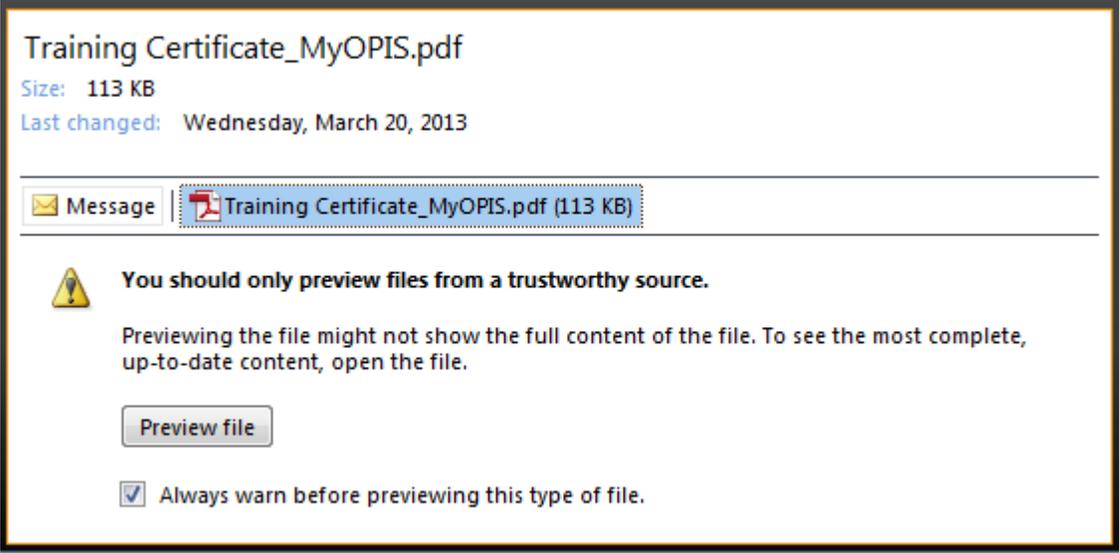
Save Email Attachment via Drag and Drop

To save email attachments via drag and drop,

Select the email with attachment.

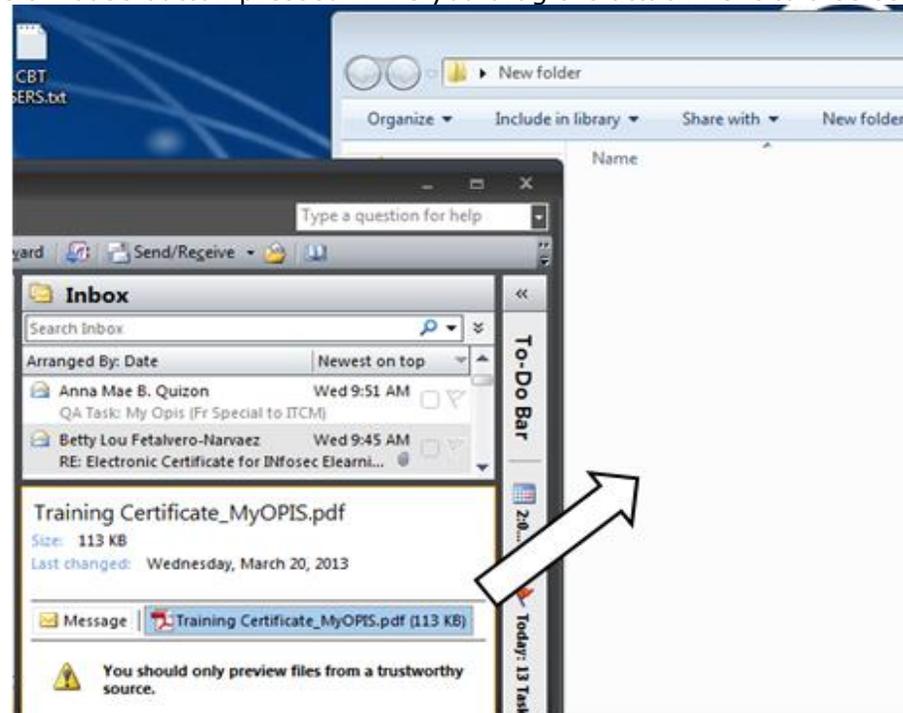


Click (left-click) on the attachment inside the message.

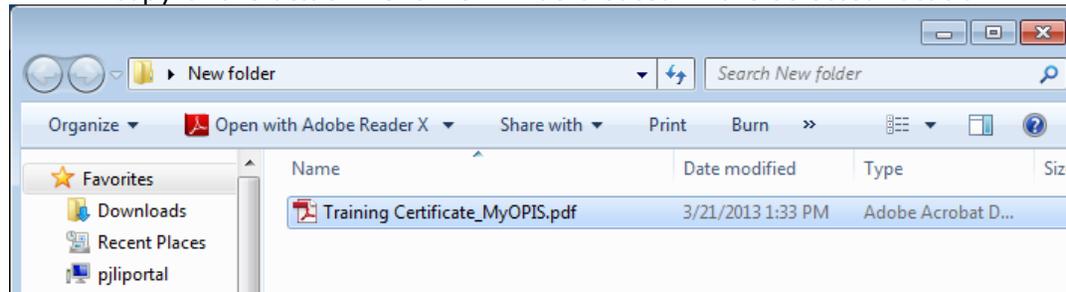


The screenshot shows an Outlook message interface. At the top, the subject is "Training Certificate_MyOPIS.pdf" with a size of 113 KB and a last changed date of Wednesday, March 20, 2013. Below this, there is a navigation bar with "Message" and "Training Certificate_MyOPIS.pdf (113 KB)". A yellow warning triangle icon is displayed next to the text "You should only preview files from a trustworthy source." Below the warning, a message states: "Previewing the file might not show the full content of the file. To see the most complete, up-to-date content, open the file." A "Preview file" button is visible. At the bottom, there is a checked checkbox labeled "Always warn before previewing this type of file."

Keep the left mouse button pressed while you drag the attachment to a selected location.



Drop the attachment in the location by releasing the left mouse button.
A copy of the attachment file will be created in the selected location.



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