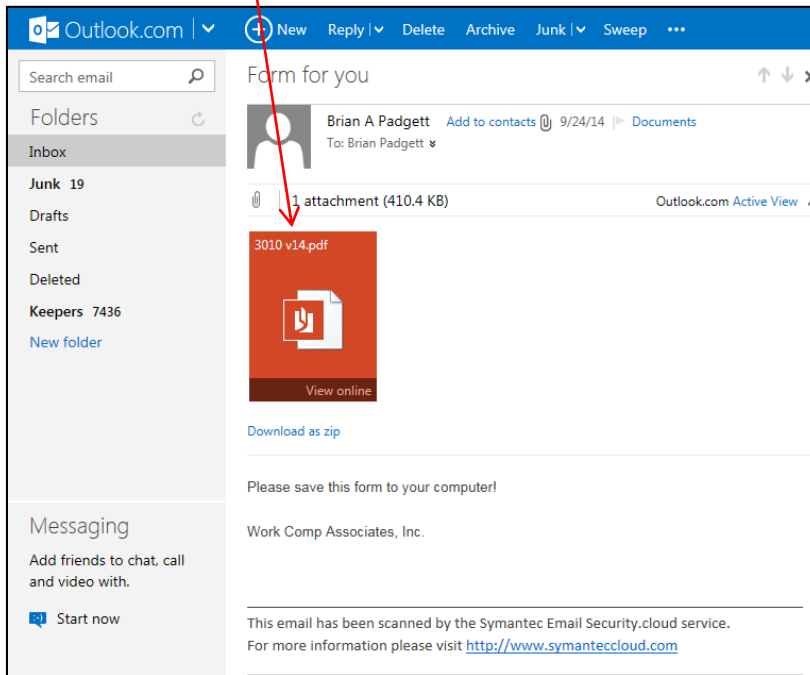


Saving Attachments with Microsoft Mail

Here are the steps to save any form that we sent you attached to an email.

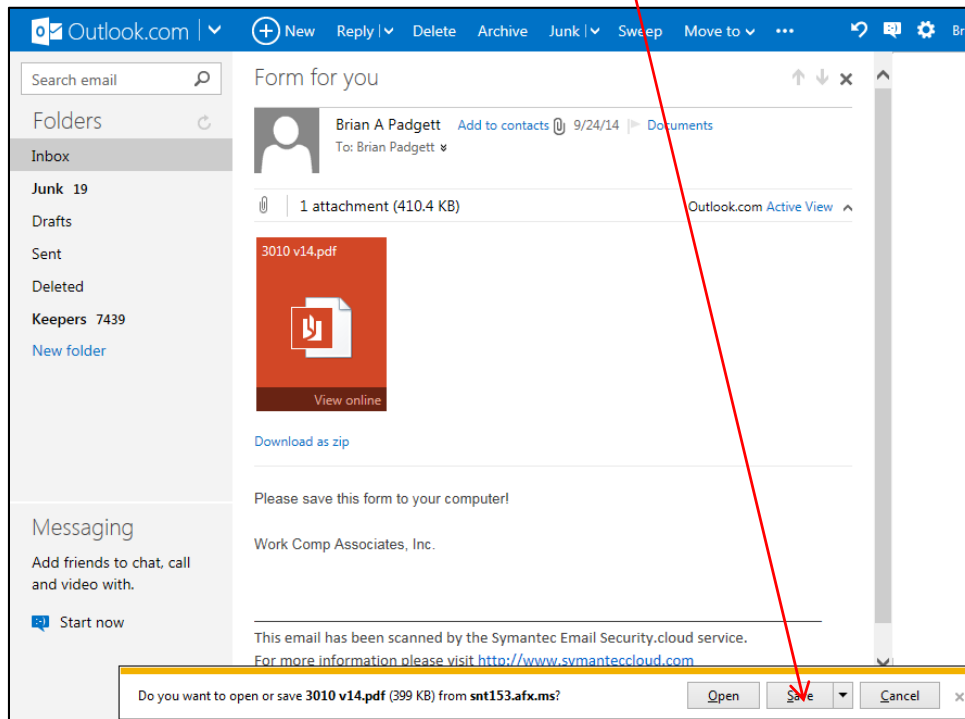
For Starters

When you're looking at the email in Microsoft Mail (like Hotmail, Live, or Outlook.com), you will see an icon for the attachment:



Step 1

Click the icon. You will see a “security bar” like this:



Step 2

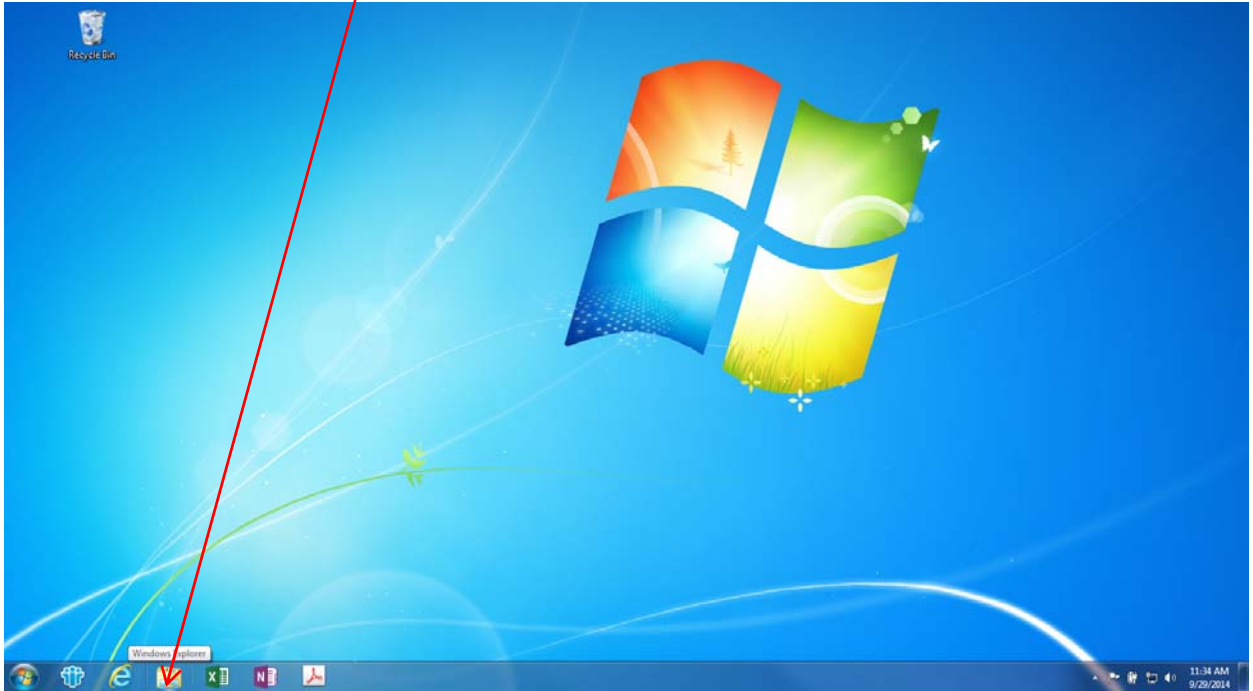
Click the button that says "Save." The file is saved **automatically** to your Downloads folder.

That's all it takes to save the attached file using Microsoft Mail.

We recommend that you make sure the file was saved to your Downloads folder.

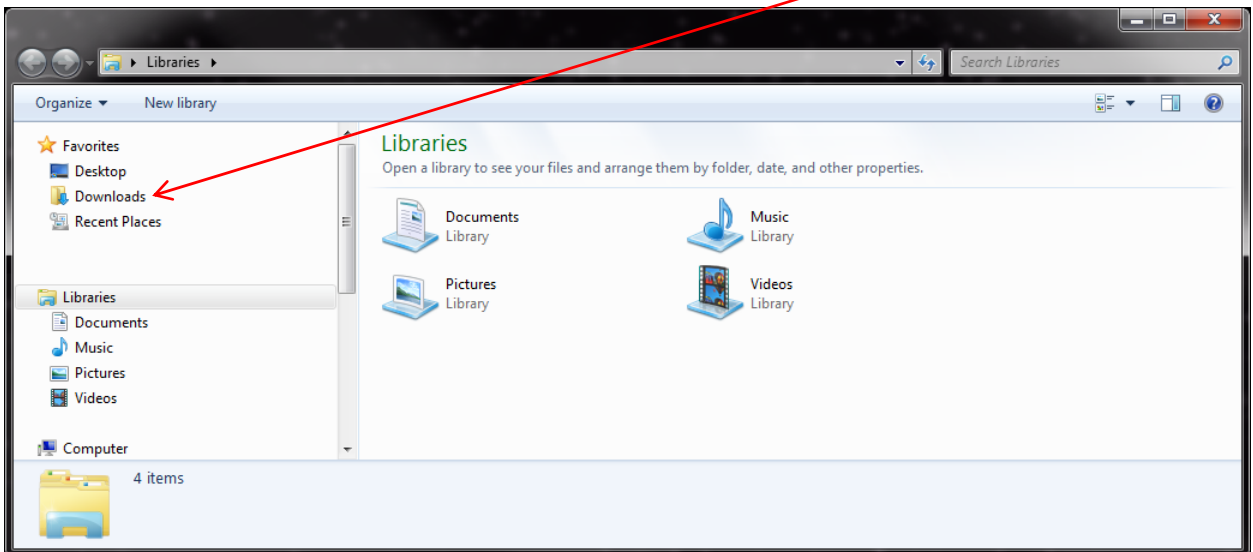
Step 1

Check on the downloaded file. Click on the Windows Explorer icon toward the the bottom-left corner of your screen. Here's the icon:



Step 2

Windows Explorer now opens. Click "Downloads" in the left side of the window:



Step 3

The Downloads folder displays. Find the file that you saved from the email:

