## PRODUCTIV Y

For Internal Use Only

## **Deleting Attachments from Messages in Outlook**

Attachments can be the most important part of incoming emails, but they are also frequently what makes your email archive grow big quickly.

<u>Click here</u> to know how to delete mail attachments to save up your mailbox space.

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

Outlook

## **Deleting Attachments from Messages in Outlook**

- 🔄 Inbox ProductivI.T.y Tip Q - V Search Inbox IT Process and Change Management Department Arranged By: Date Newest on top Sent: Tue 9/17/2013 9:00 AM To: Joseph Aldwin D. Dela Cruz 🖃 Today Message | Sample.ppt (6 MB) IT Process and Change Management Department, 9/02 Productivi.T.y Tip Open -How to delete attachment in Outlook. Print A Reply Reply to All Forward View Attachments > Follow Up . Categorize . Aark as Unread Find All . Create Rule ... Junk E-mail ٠ X Delete Move to Folder... 😫 Message Options... Send to OneNote 2. Right click on the attachment and click Save As...
- 1. Go to the desired email in outlook and Open the selected email.







We value your feedback. Please help us improve our ProductivI.T.y releases by filling out the <u>"Serbisyong Bida"</u> online survey form. You may also email your comments and suggestions to <u>ict-process@pjlhuillier.com</u>. <u>Click here</u> for back issues of ProductivI.T.y in MyLink.