

## 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.

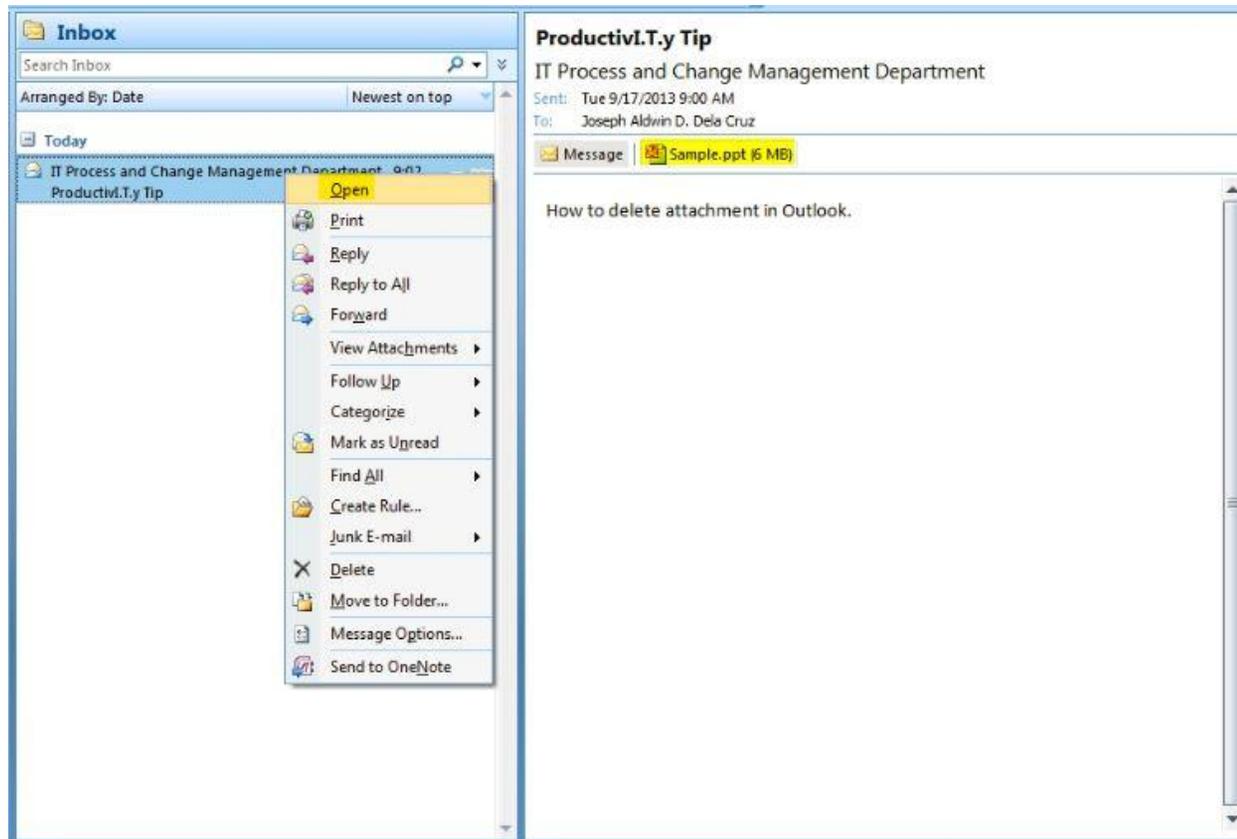
[Click here](#) to know how to delete mail attachments to save up your mailbox space.



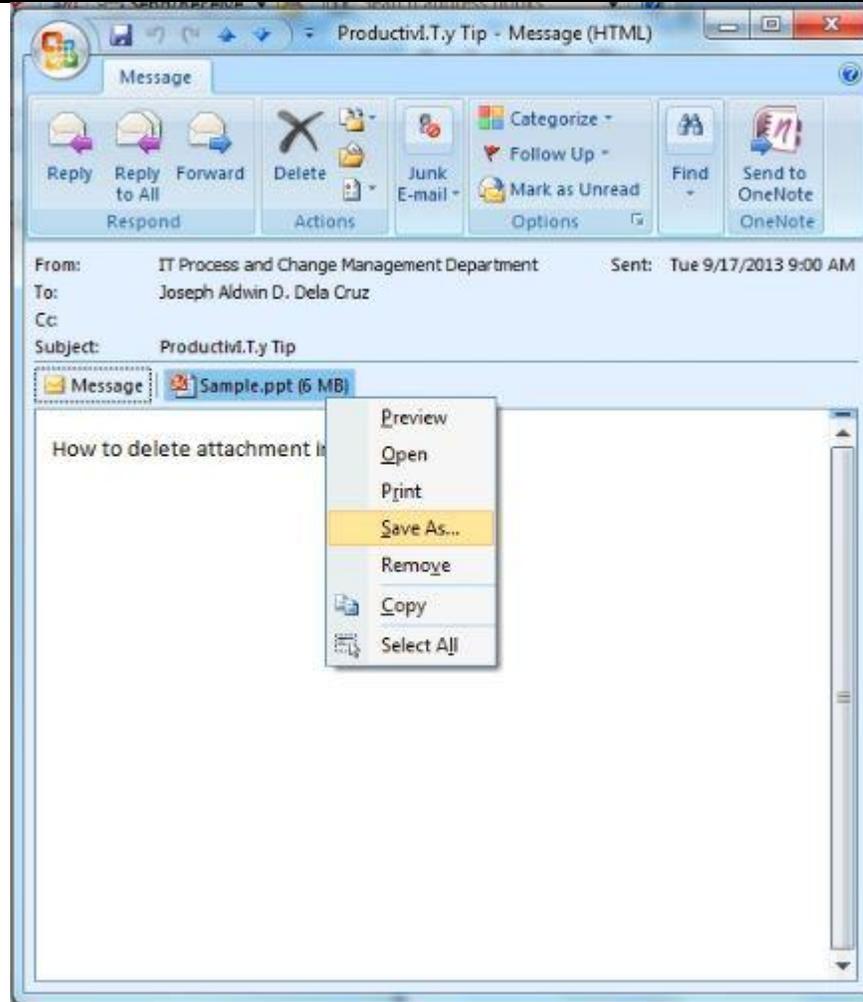
Prepared by Information Security and IT Governance Division of ICT.  
Productiv.I.T.y showcases tips & tricks on various office and branch applications.

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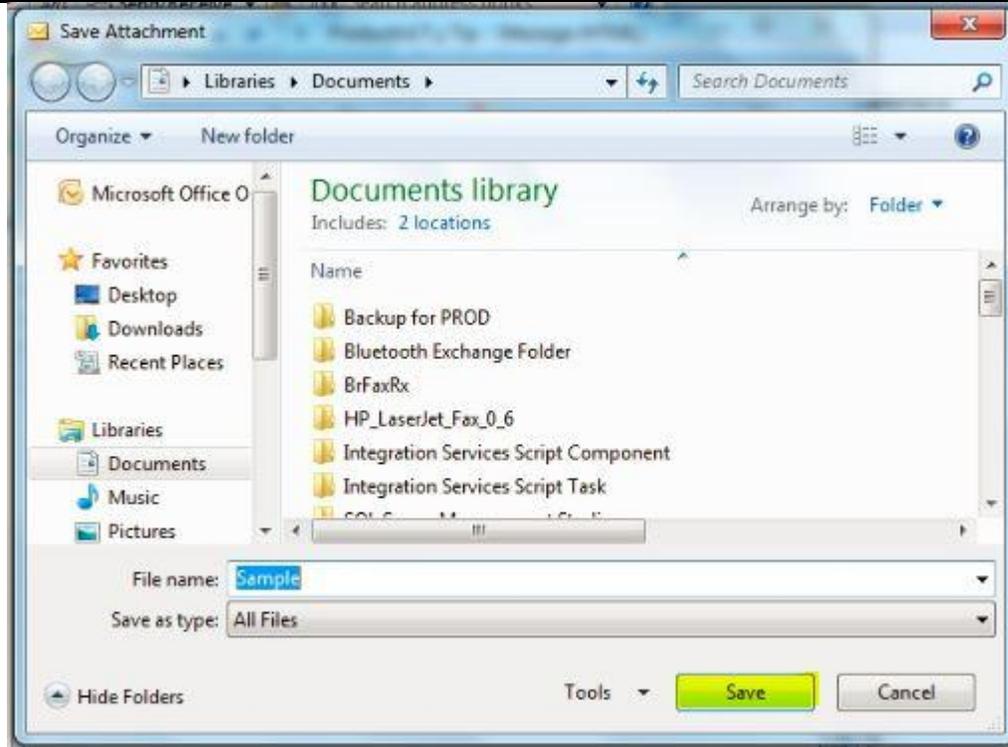
1. Go to the desired email in outlook and Open the selected email.



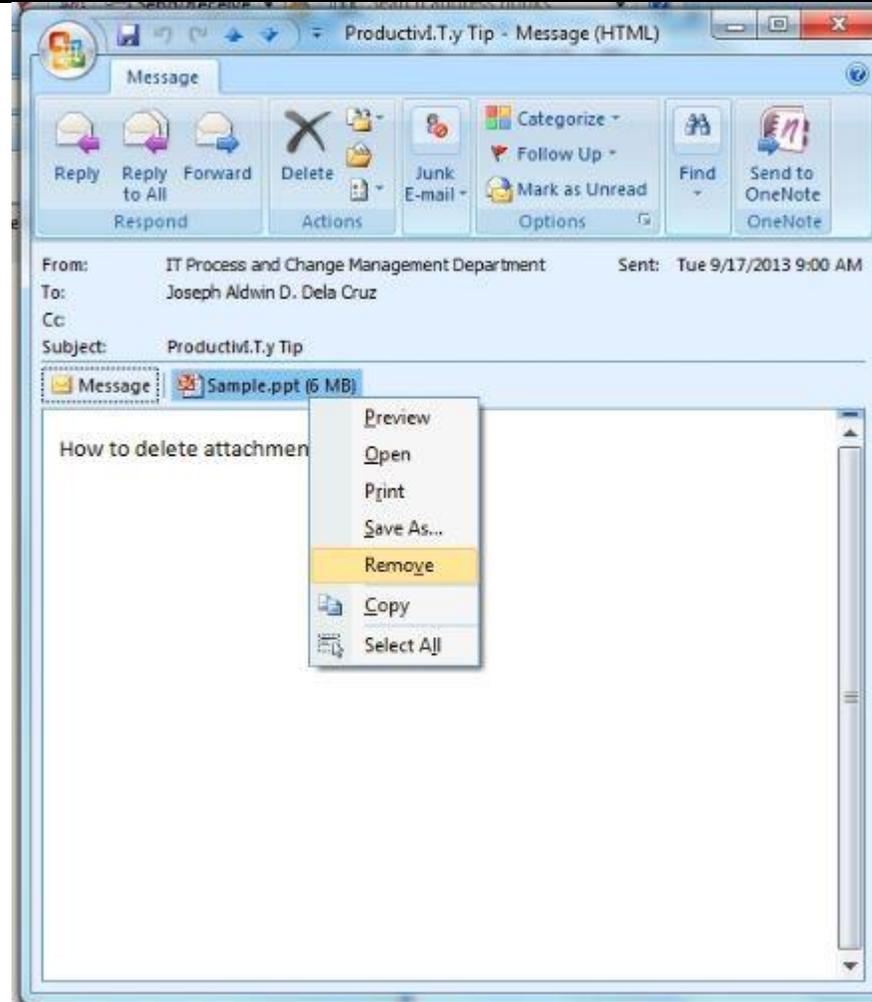
2. Right click on the attachment and click Save As...



3. Choose a convenient location in your hard disk and click **Save** to save the attachment.



4. Right click on the attachment and click **Remove**.



5. Close the email and click **Yes** when prompt appears confirming changes made on the message.



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