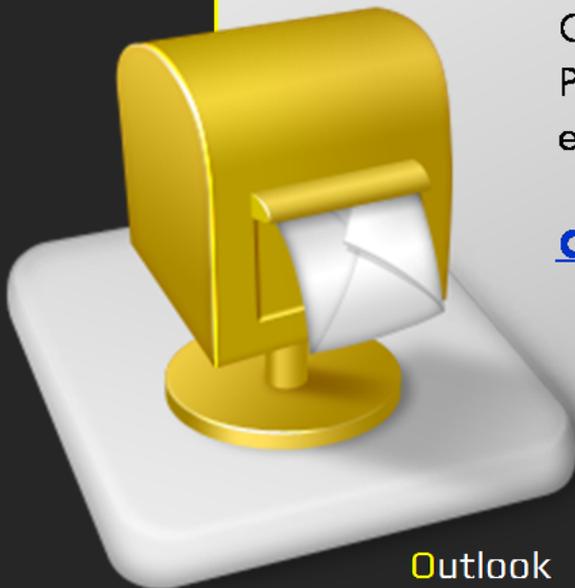


Previewing Attachments in Outlook

One of the built-in features of Outlook is the Attachment Preview. This feature allows you to quickly see what the email attachment contains without opening it.

[Click here](#) to learn how to use this feature.



Outlook

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

Previewing Attachments in Outlook

Attachments can be previewed in the Reading Pane or from within an open message.

To preview contents of email attachment,

1. Open or select the message that contains an attachment in the Reading Pane. Messages that have attachments are identified by a paper clip icon in the message list.
2. In the open/selected message, click the attachment to preview it. Preview will be displayed in the body of the message.

Inbox

Subject
IV [1] Data Pull [10]Successful, [0]Unsuccessful - [PROD]
@ Rachell M. Rivera [Partial Result] CRF[UAT]: 2012CRF_CLD0411001 Re-Test of RCBC Pull API
Amelia V. Alba RE: DR RAS
Dahlia L. Abunda FW: TRIP SCHEDULE FOR MAY 10

FW: FW: RCBC Pull Transaction Details
Size: 48 KB
Last changed: [2], May 10, 2013

Message | **FW: FW: RCBC Pull Transaction Details (48 KB)**

FW: FW: RCBC Pull Transaction Details
Knoll A. Gonzales

You replied on 5/10/2013 6:58 PM.
Extra line breaks in this message were removed.

Sent: Fri 5/10/2013 6:34 PM
To: ICT Process Department
Cc: ICT B2B - Development Department

Hi Rachell,

For RCBC testing.

-----Original Message-----

3. To return to the message body, click the Message button.

Inbox

From	Subject
iWork	Data Pull [10]Successful, [0]Unsuccessful - [PROD]
Rachell M. Rivera	[Partial Result] CRF[UAT]: 2012CRF_CLD0411001 Re-Test of RCBC Pull API
Amelia V. Alba	RE: DR RAS
Dahlia L. Abunda	FW: TRIP SCHEDULE FOR MAY 10

[Partial Result] CRF[UAT]: 2012CRF_CLD0411001 Re-Test of RCBC Pull API

Rachell M. Rivera

Sent: Fri 5/10/2013 8:04 PM

To: Mae B. Quizon; Marione Santana

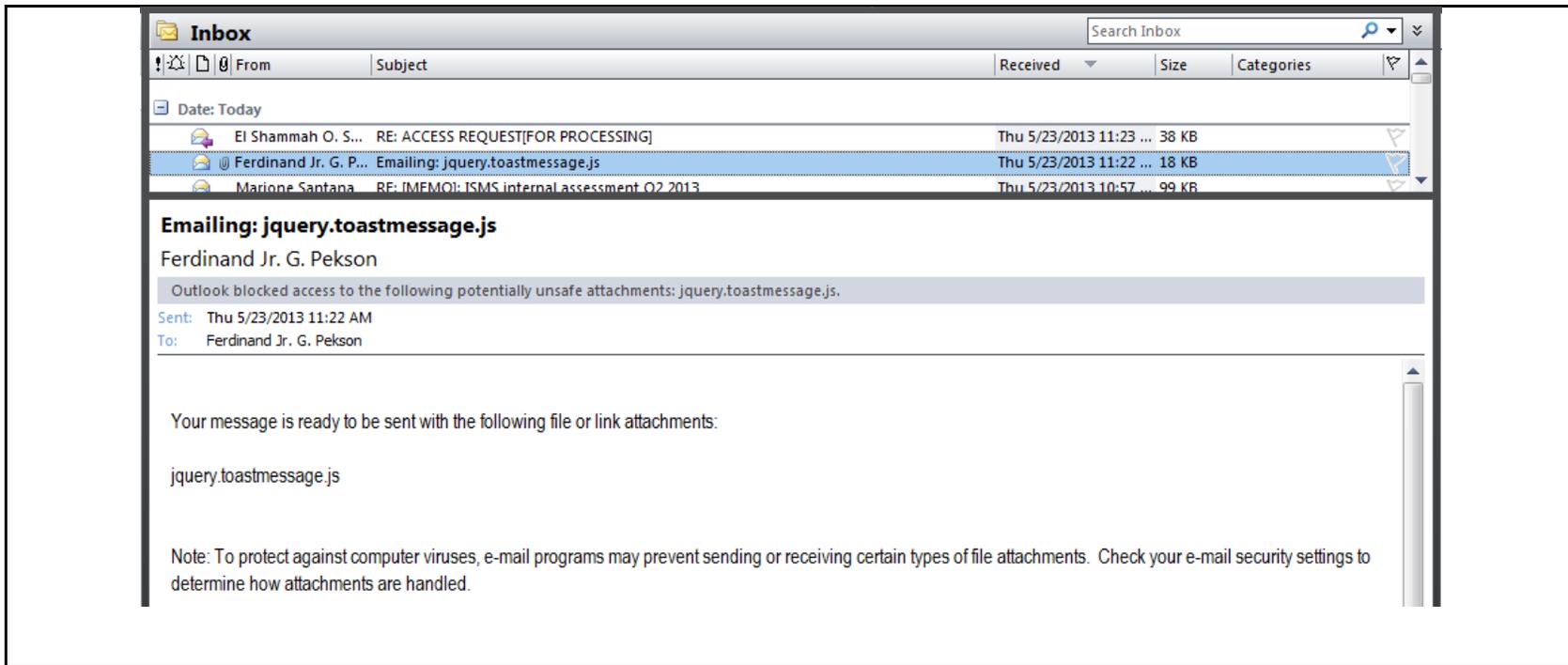
Cc: **3** and Jr. G. Pekson; Melody G. Bulatao

Message | FW: FW: RCBC Pull Transaction Details (48 KB)

SUMMARY

Total test case	14
PASSED	10
FAILED	0
BLOCKER	0
NOT APPLICABLE	0
NOT TESTED	4

NOTE: Potentially unsafe attachment files that may contain viruses are blocked and will not be previewed in Outlook. Files with extension name .bat, .exe, .vbs, and .js are blocked by Outlook.



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