ProductivI.T.y — For Internal Use Only

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WHAT's New?

Saving Multiple Attachments Simultaneously

When receiving an email with several attachments, you would normally save each one individually in the same directory. This task can be difficult and time consuming if you have to save many attachment files.

This featured tip will offer an easy way to save all attachments to a directory at once.

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: **ict-process@pjlhuillier.com**

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Saving Multiple Attachments Simultaneously

Open the email containing the multiple attachments.
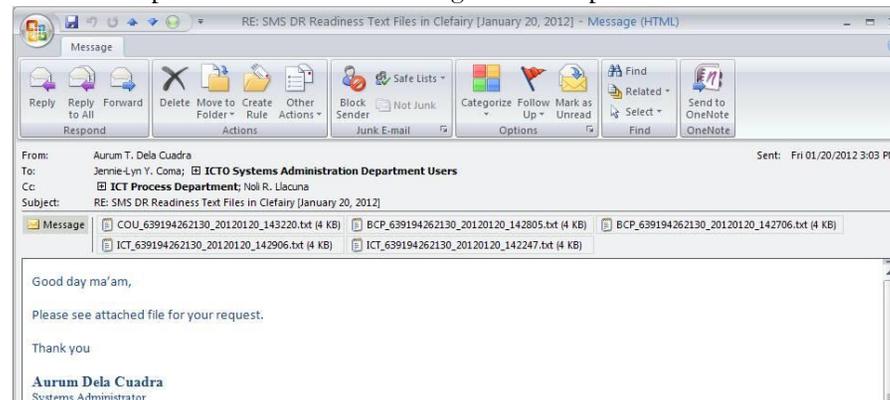
Click *Other Actions* on the *Message* ribbon.
When options appear, select *Save Attachments*.
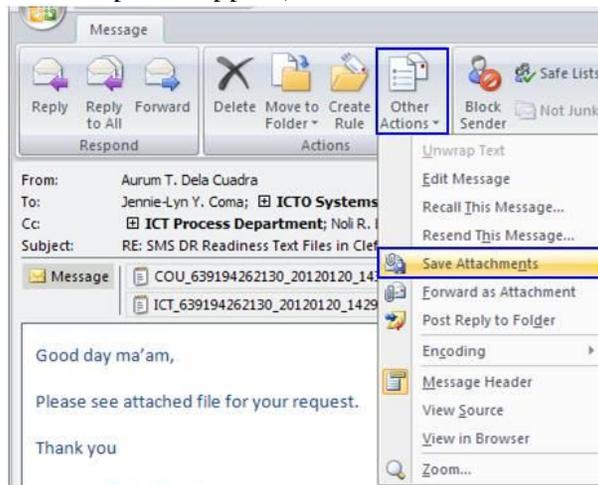
This will open the *Save All Attachments* dialog box.

Save All Attachments

Attachments:

COU_639194262130_20120120
BCP_639194262130_20120120
BCP_639194262130_20120120
ICT_639194262130_20120120_
ICT_639194262130_20120120_

OK
Close
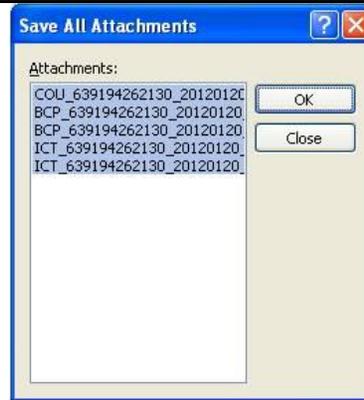
You can select which files will be downloaded by highlighting an item (to highlight: **hold Shift key + left click on the mouse**).

Save All Attachments

Attachments:

COU_639194262130_20120120
BCP_639194262130_20120120
BCP_639194262130_20120120
ICT_639194262130_20120120_
ICT_639194262130_20120120_

OK
Close
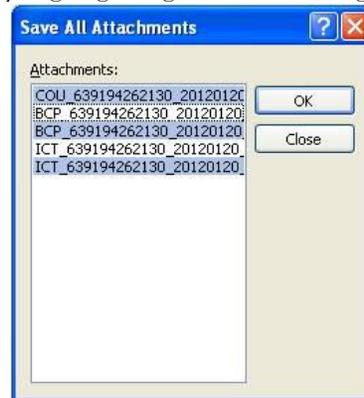
Click the **OK** button.

On the next window, select the folder where the attachments will be saved and then, click the **OK** button.
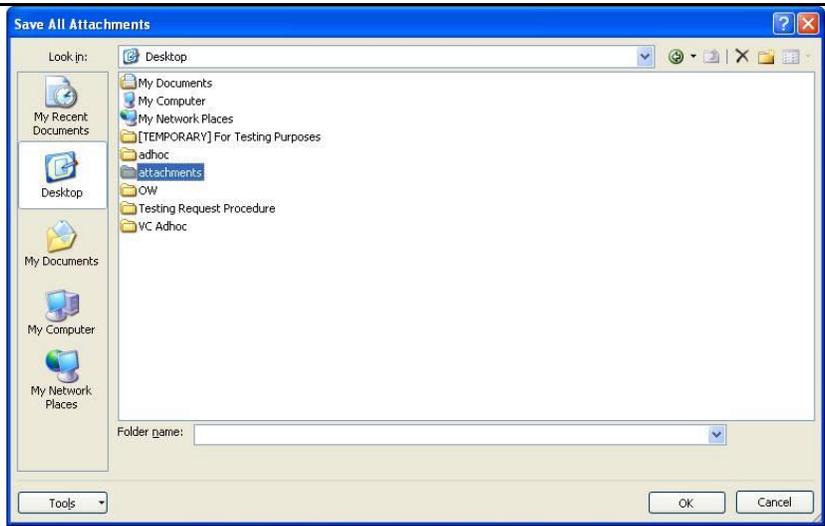
Selected files will now be saved in the chosen folder.