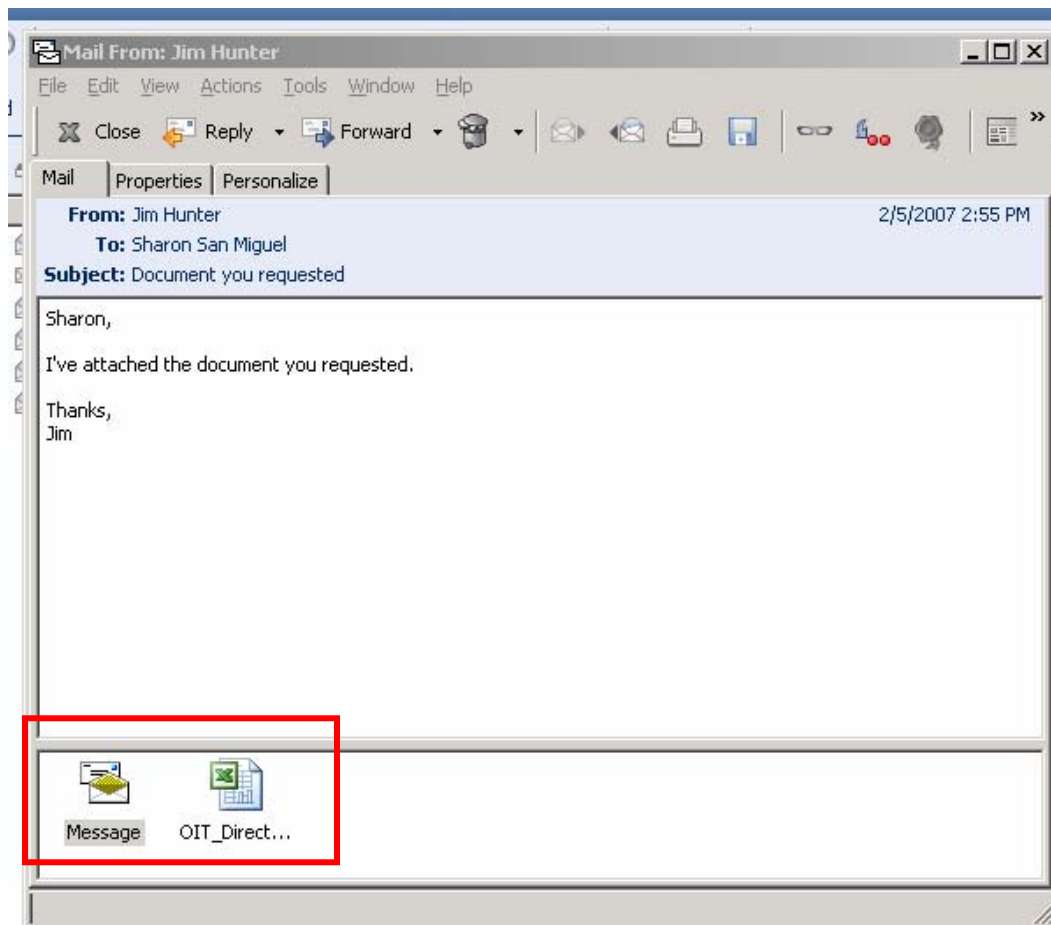




How do I open an attachment?

1. Open the message containing the attachment. The bottom pane of the email displays one icon for each attachment.



2. To open the attachment, double-click the attachment's icon.
3. By default, GroupWise warns you if an attachment is larger than 1000 KB (1 MB). To eliminate the warning message, click Tools/Options/Environment/Default Actions, Deselect "Warn If Larger Than". You can also adjust the attachment size at which the warning message is displayed.



GroupWise Email Help Document



ccc.edu/groupwise/

4. Click either View File Attachment in a New Window or Open File Attachment with its associated application.

