


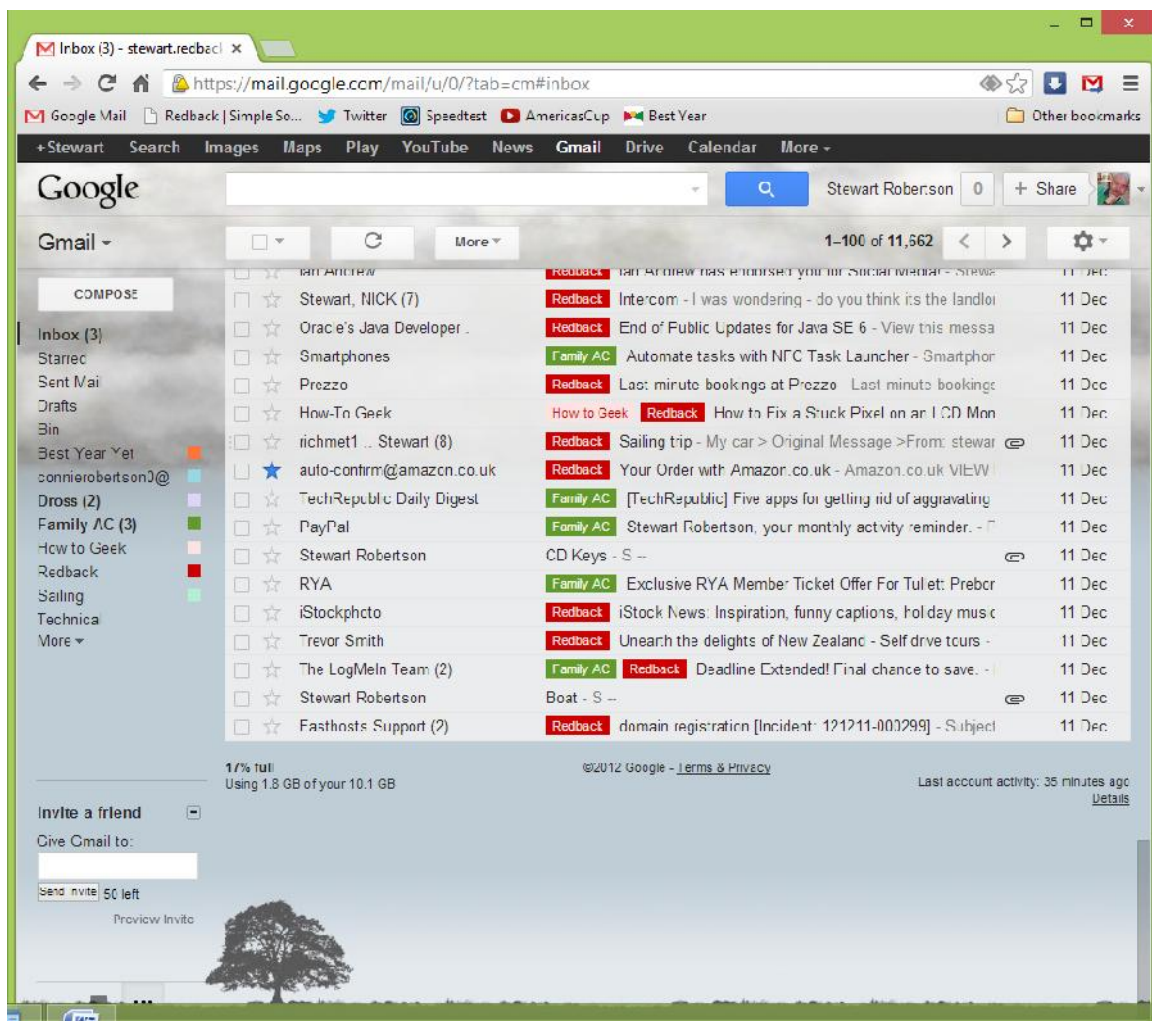


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Opening and Saving Attachments using Gmail

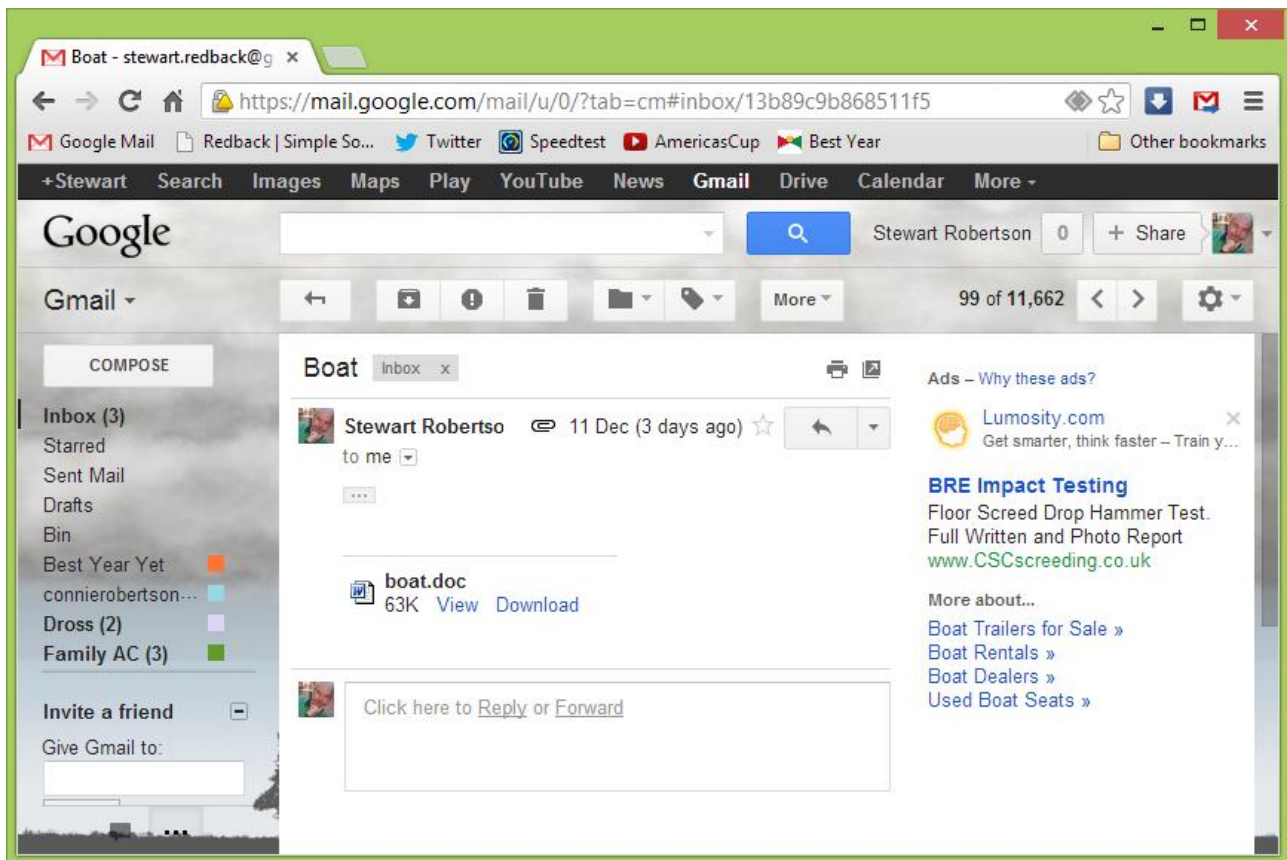
To save attachments to a folder on your computer

1. Open Gmail by clicking the **Start** button , clicking **All Programs**, and then clicking on your browser – which maybe Google Chrome or Internet Explorer, or some other. Or you may have a desktop icon.
2. Navigate to your Gmail – you may have to sign in.
3. Open a message that contains an attachment by clicking it in the message list. Messages with attachments have a paperclip icon on the right hand side.



Redback aims to provide simple advice and practical help for the small network or single user – home or office

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4. The attachment in this example is called "boat.doc" and you have the option to "View" or "Download". You should save important documents or photos and that means selecting "Download"
5. After a brief pause whilst the file is transferred to your computer you will find it in your Downloads folder.
6. Periodically you should open your Downloads folder and move the files to their appropriate folders, pictures to "Pictures" and any documents to "Documents" etc.
7. Gmail has a virtually unlimited Inbox size and so there is no need to delete any emails but you should never-the-less encourage your friends and family to limit the size of the pictures they send since they will take time to download if they are large.