

Tuesday TechTip:


New Feature Saves Time:

One fabulous new timesaving feature in Outlook 2007 is the ability to preview attachments. Previewing attachments offers a faster and more convenient way to view an attachment. If you like efficiency, you'll like this feature.

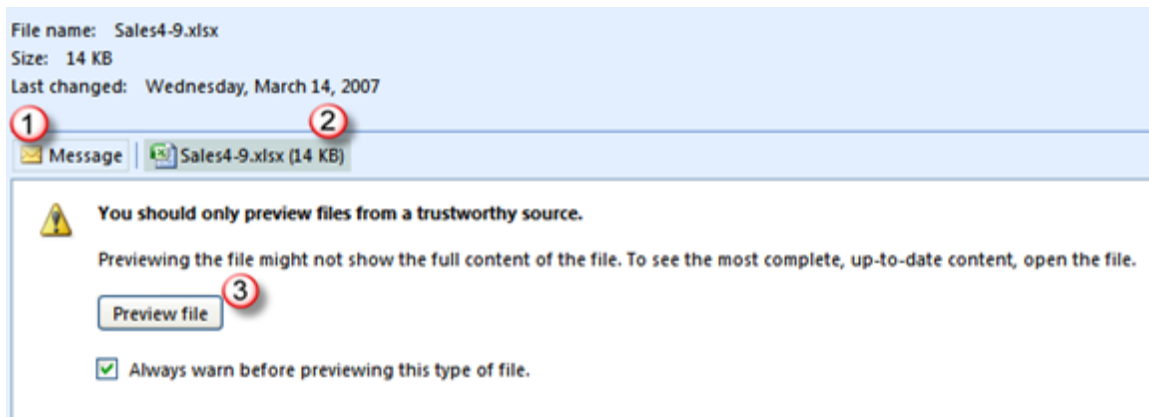
Preview vs. Opening an Attachment

When previewing an attachment you will not be able to edit the attachment. Instead, you may gain a quick insight into the contents of the attachment. If you need to make edits to an attachment be sure to double-click to open the attachment as previously performed in earlier versions of Outlook.



Preview an attachment in an Email

1. Open Microsoft Outlook Desktop Client .
NOTE: Previewing messages is not available when using Outlook Web Access through the Internet.
2. Double click to open an email that has an attachment.
3. In the open message, single click the attachment.
4. Click **Preview file**

NOTE: It is recommended to keep the *Always warn before previewing this type of file* option checked.



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

 and  Click to preview the attachment within Outlook



Preview-able File Types:

Files that may be previewed within Outlook include:

- Microsoft Office Outlook 2007 items.
- Microsoft Office Word 2007 documents
- Microsoft Office PowerPoint 2007 presentations
- Microsoft Office Excel 2007 worksheets
- Microsoft Office Visio 2007 drawings
- Images and text files

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