Saving an attachment from email to a folder in My Documents

Step 1: Start your email program (Microsoft Outlook).
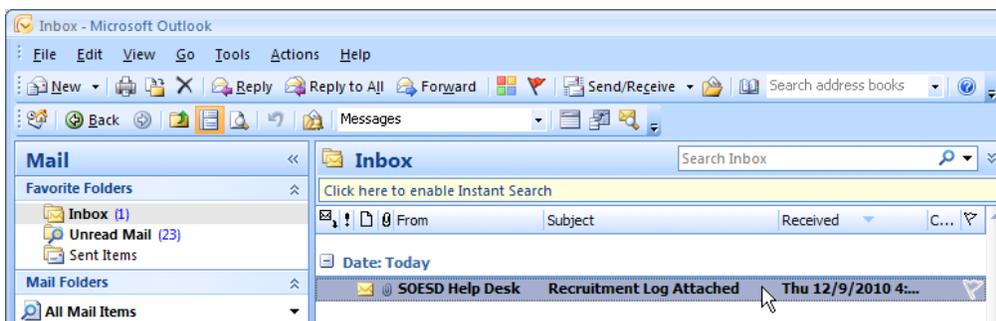
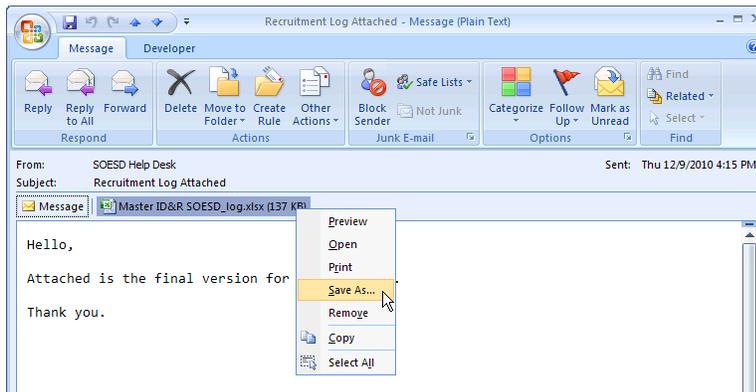(Method 1: click the Outlook icon in the taskbar.)

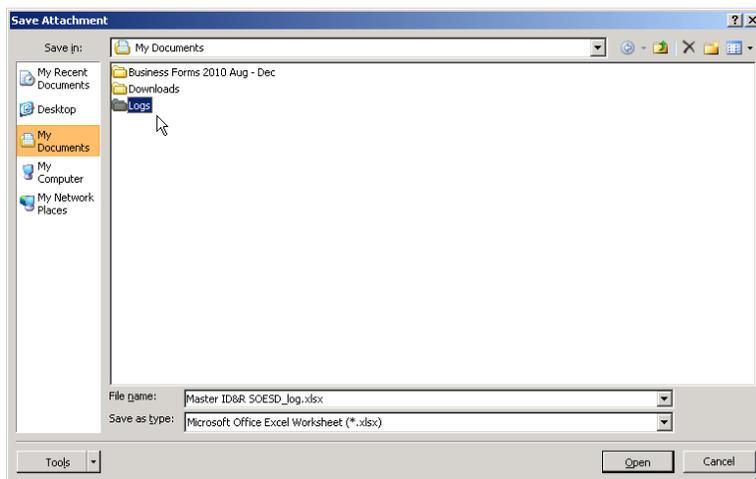(Method 2: Select Microsoft Office Outlook from the start menu.)

Step 2: Double click the message to open it.

Step 3: Right click the attachment and choose "Save As…"

Step 4: Double click the folder you wish to save into to open it

Step 5: Click the Save button to save the file.