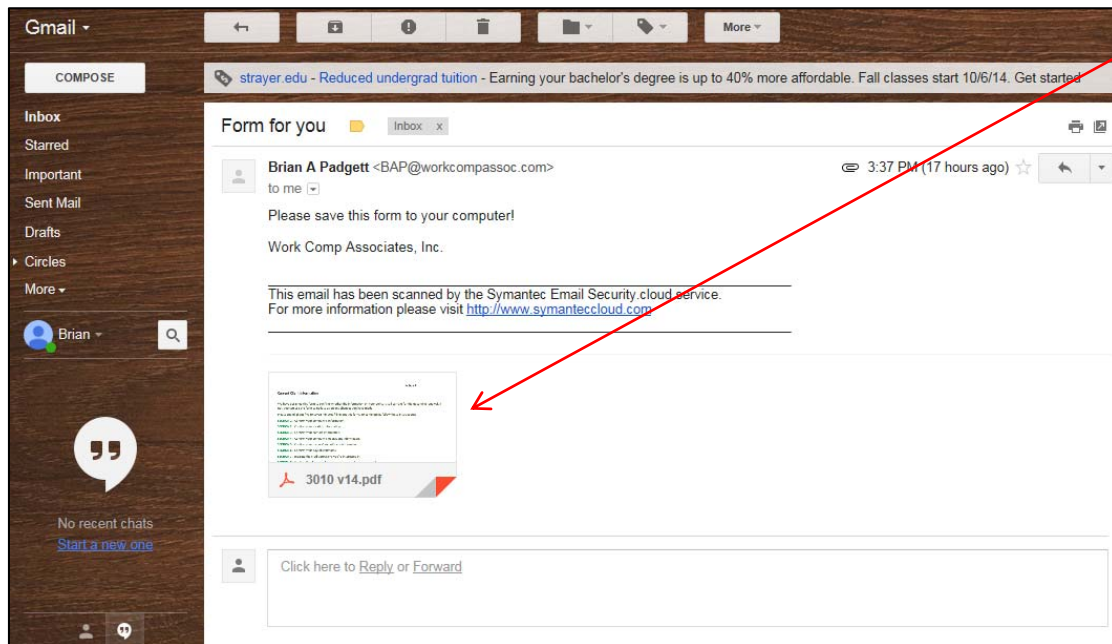


Saving Attachments with Gmail

Here are the steps to save any form that we sent you attached to an email.

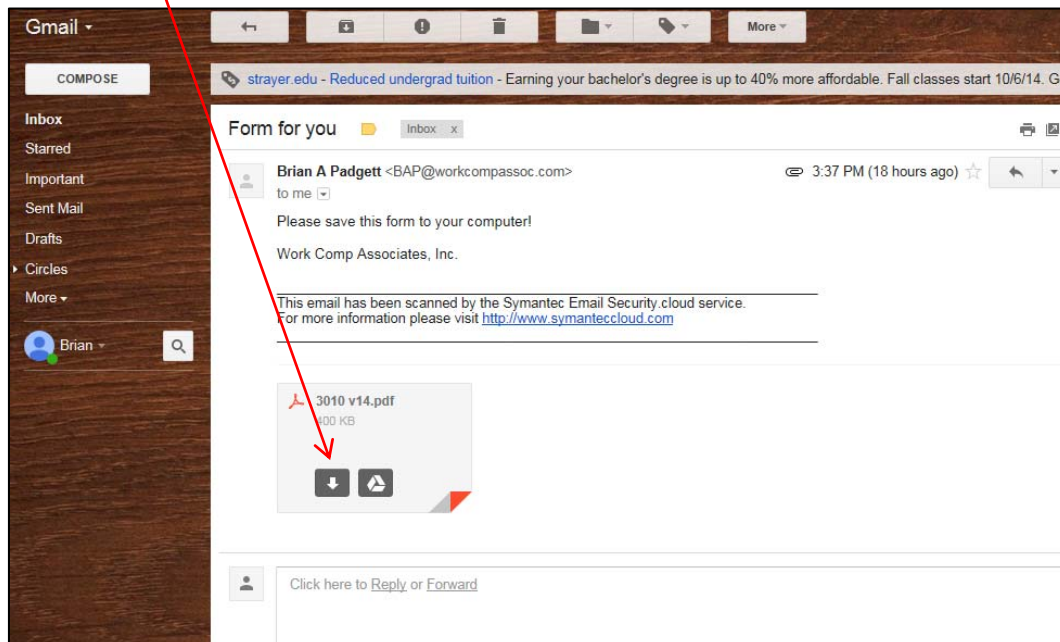
For Starters

When you're looking at the email in Gmail, you will see the attachment as a page icon with a folded corner:



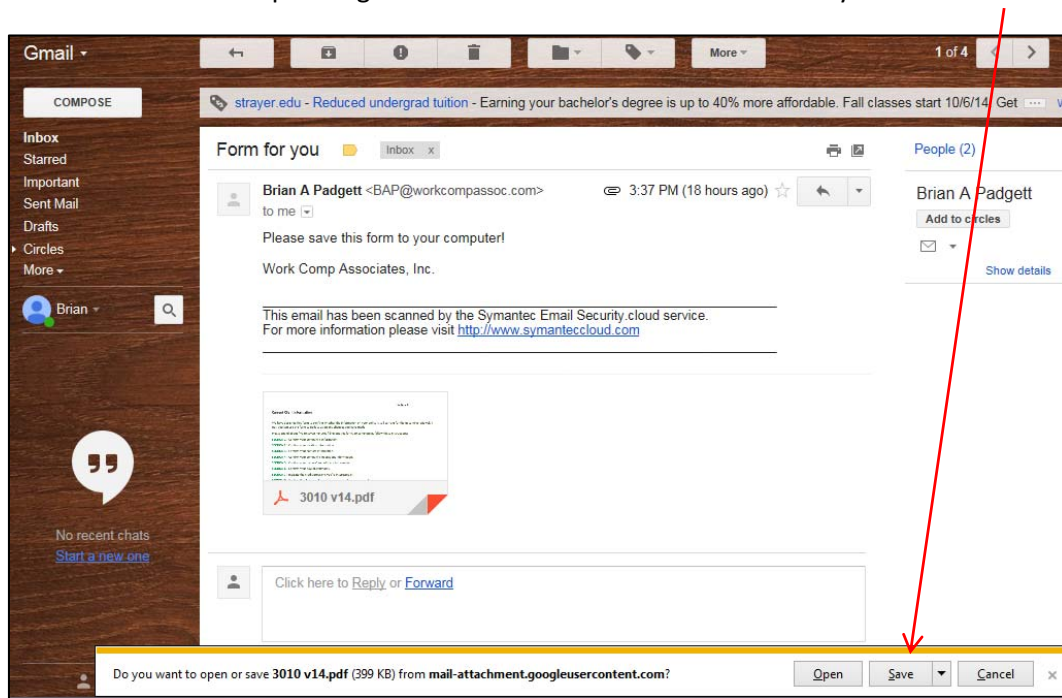
Step 1

Move the mouse over the attachment icon. It will display options like this—notice the arrow pointing downward:



Step 2

Click the arrow that is pointing downward. You will now see a "security bar" like this:



Step 3

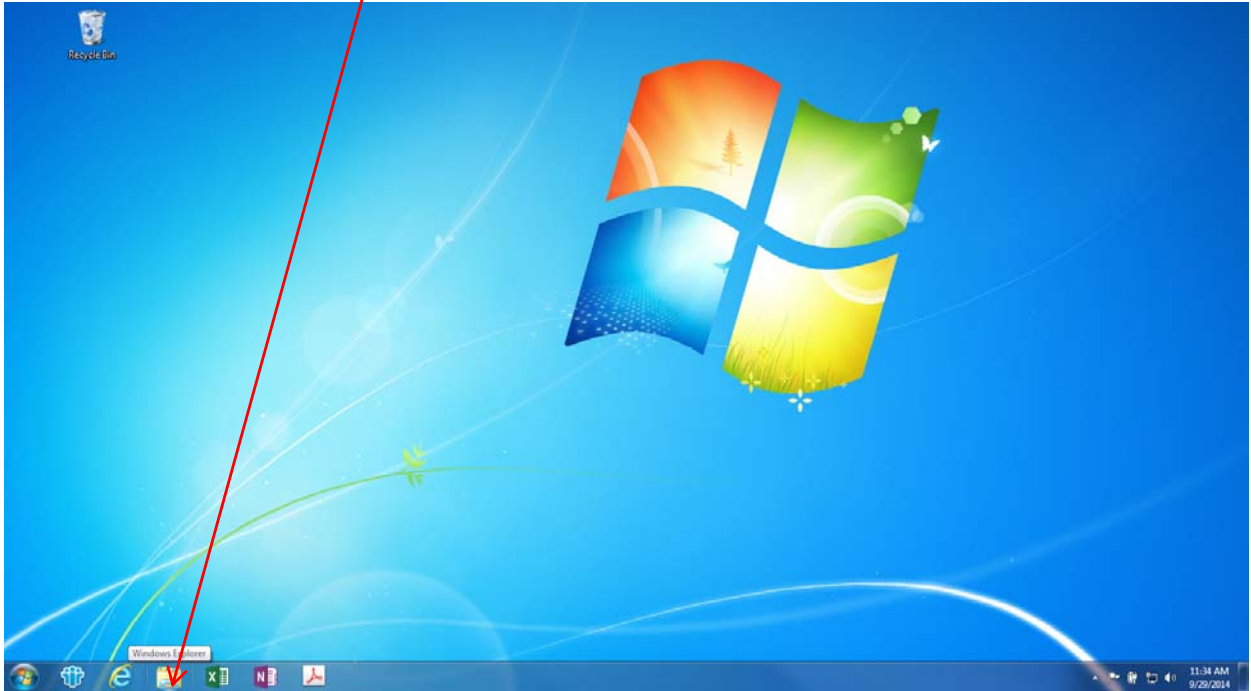
Click the button that says "Save." The file is saved **automatically** to your Downloads folder.

That's all it takes to save the attached file using Gmail.

We recommend that you make sure the file was saved to your Downloads folder.

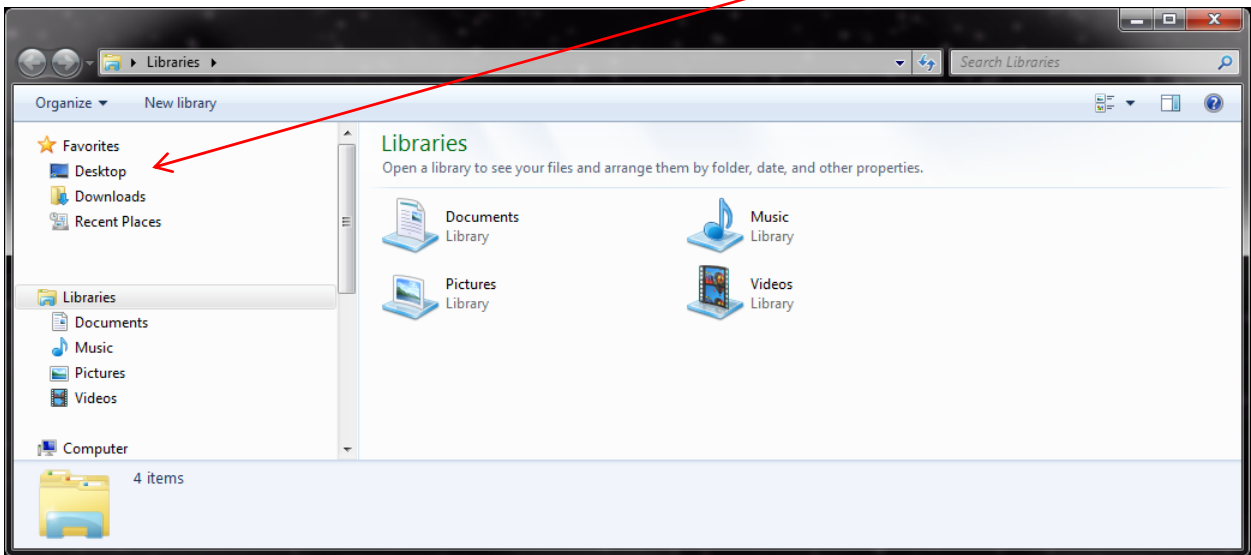
Step 1

Check on the downloaded file. Click on the Windows Explorer icon toward the the bottom-left corner of your screen. Here's the icon:



Step 2

Windows Explorer now opens. Click "Downloads" in the left side of the window:



Step 3

The Downloads folder displays. Find the file that you saved from the email:

