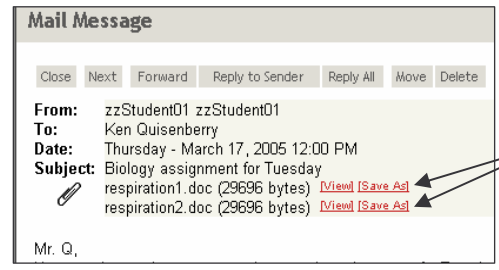
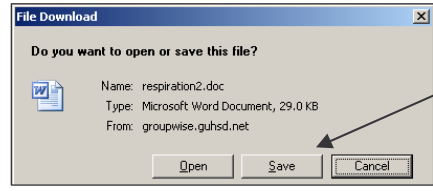


To read an incoming message and/or retrieve an attachment:

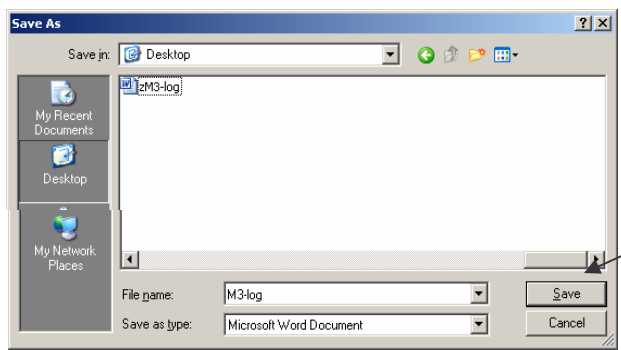
1. After logging into Groupwise on the web, click on the name of the message under the “Subject” line to open that email item.
2. In the message window that appears, read the text of the email message.
3. If there is an attachment (from a known and trusted source) that you would like to retrieve, which would be indicated by a paperclip as shown at right, click on the red [\[Save As\]](#) link.



4. If a dialog box such as that shown at right appears, click on the **Save** button and choose a location on your computer to which you would like to save the file. (Mac OSX computers are generally configured to download to the desktop automatically. See your Technology Specialist if you cannot download attachments to your desktop.)



5. If prompted as shown at right, click the **Save** button in the final window to download to your desktop.
6. Your attachment can now be opened from your Desktop or the specific folder to which you saved it in step 4.



7. To retrieve additional attachments, repeat steps 3 through 5.