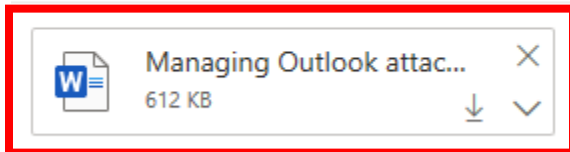


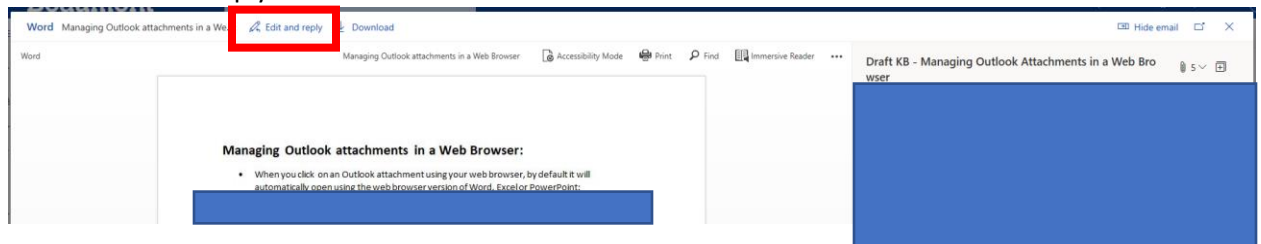
# Edit and Reply from Web Outlook

1. If you receive an email with an attachment in the Web version of Outlook, you can edit it right from the web without having to download it.
2. Select the email that contains the attachment and click the attachment.

Re: Draft KB - Managing Outlook Attachments in a Web Browser

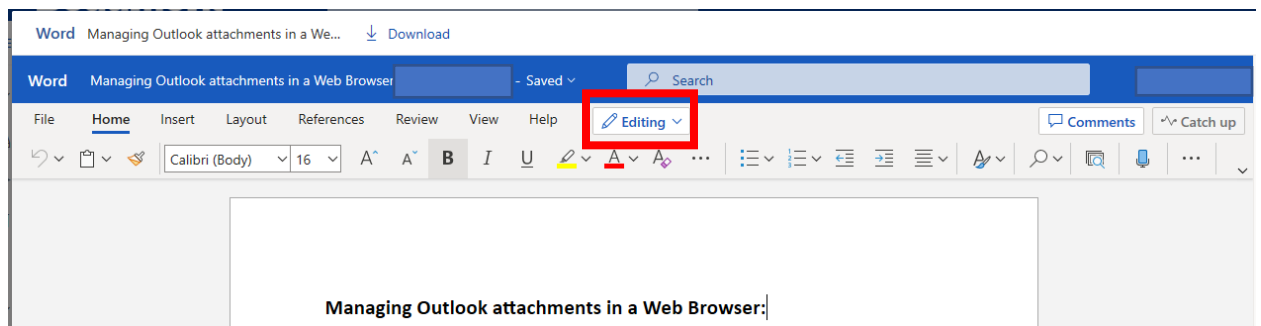


3. Select "Edit and Reply"

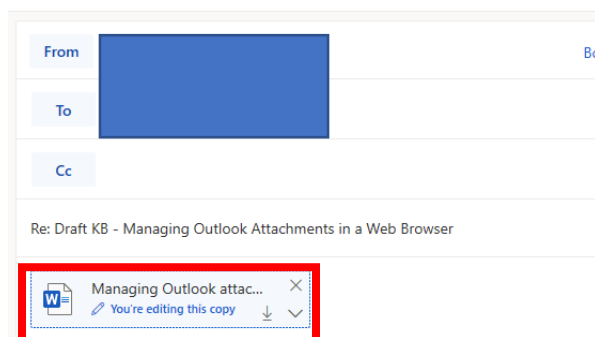


4. The document will show you are Editing in example 1 and example 2.

## Example 1:



## Example 2:



5. To send the edited copy press “Send”

