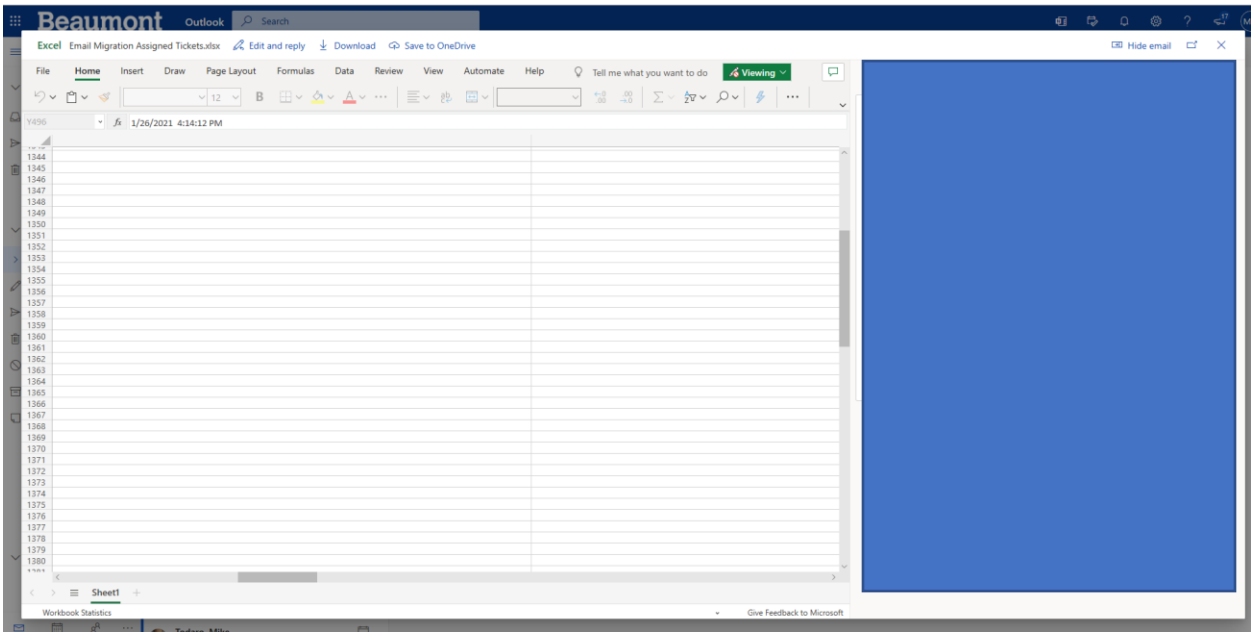
Managing Outlook attachments in a Web Browser:

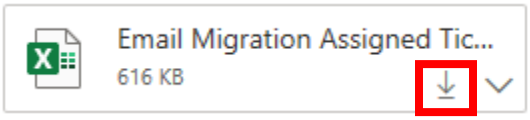
Note: When you click on an Outlook attachment using your web browser, by default it will automatically open using the web browser version of Word, Excel or PowerPoint. Follow the steps below to open in the Microsoft Office Desktop version. This requires Microsoft Office to previously be installed on your computer.

Example: By default, this will be what it looks like in the web version:

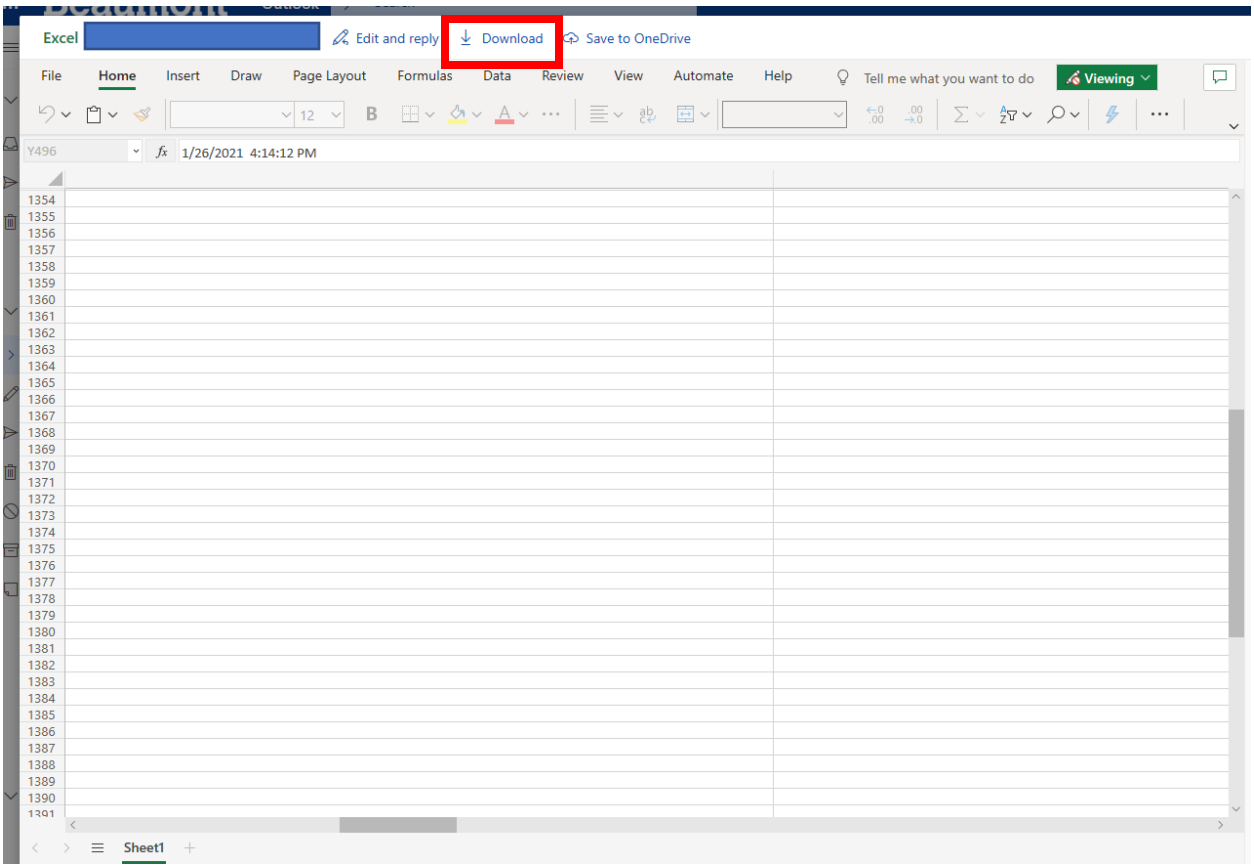


1. To open in the Desktop version, first select the email that contains the attachment.

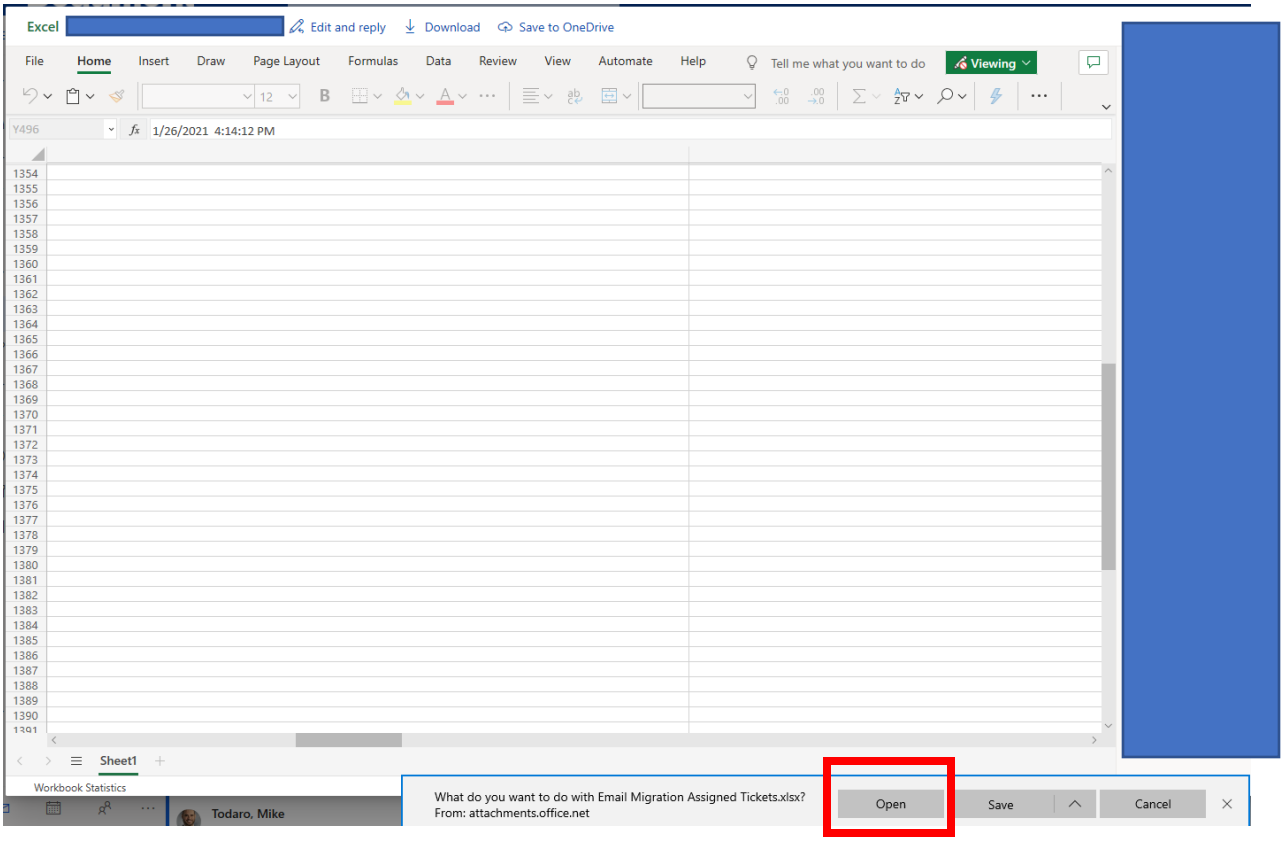
2. Select the attachment or select the arrow pointing downwards.



3. Select Download.



4. At the bottom of the screen select Open and your attachment will Open in in your traditional full version of Microsoft Office


Excel
Edit and reply
Download
Save to OneDrive
File
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Automate
Help
Tell me what you want to do
Viewing
Y496
1/26/2021 4:14:12 PM
Sheet1
Workbook Statistics
Todaro, Mike
What do you want to do with Email Migration Assigned Tickets.xlsx?
From: attachments.office.net
Open
Save
Cancel