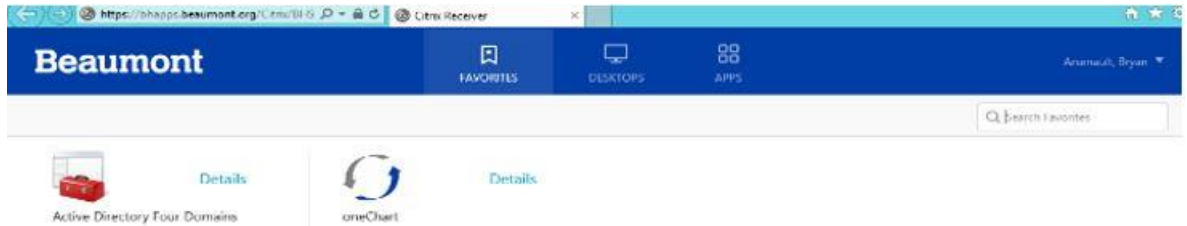


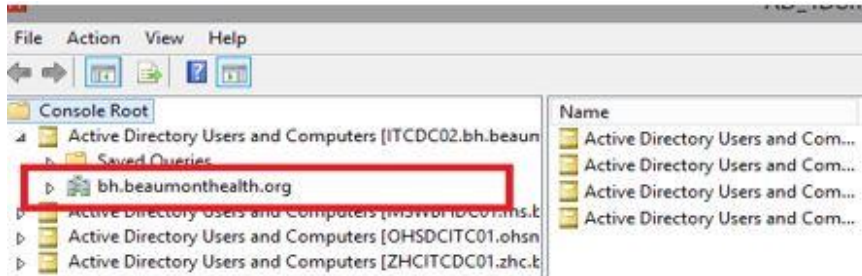
## Microsoft Outlook: Saving and Attaching Files via BHApps

Check to see if the user is a member of **CITRIX\_LocalDrive\_Access\_U** in AD.

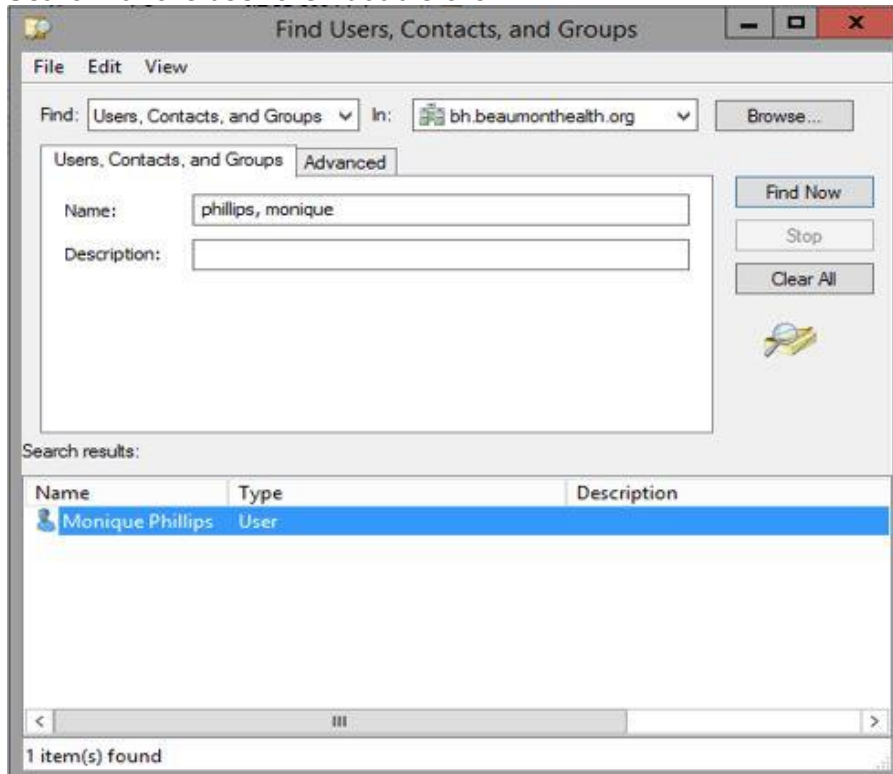
1. Log into [BHApps.beaumont.org](https://bhapps.beaumont.org) and launch **Active Directory Four Domains**.



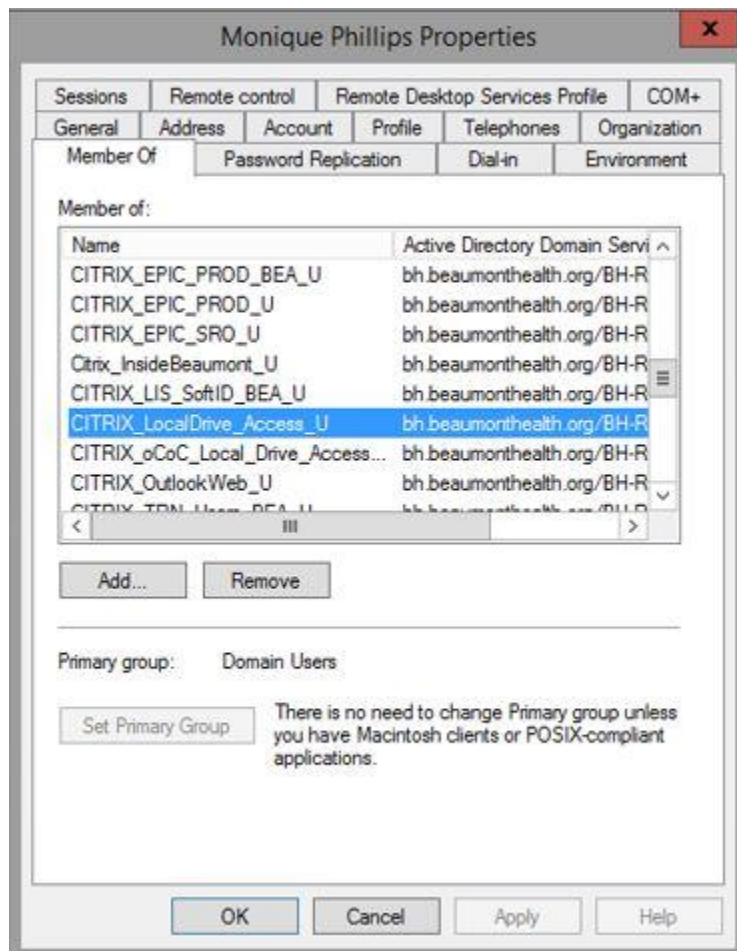
2. Navigate to [bh.beaumonthealth.org](https://bh.beaumonthealth.org), right click, and select **Find**.



3. Search for the user then double click.



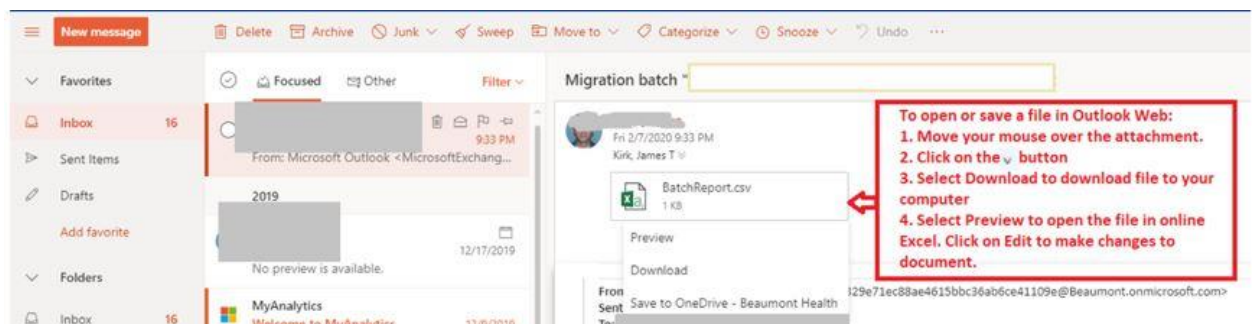
4. In the '**Members of**' tab, search for **CITRIX\_LocalDrive\_Access\_U**.



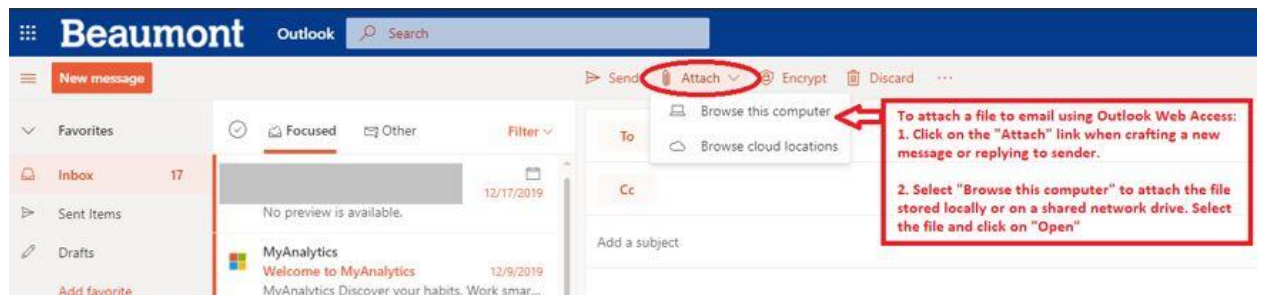
**Note:** If the user does not have access, submit a Service request with manager approval to request Provisioning grant access to this AD group.

### Opening an Attached File:

1. To open an attachment in an email, follow the instructions in the red caption box below.

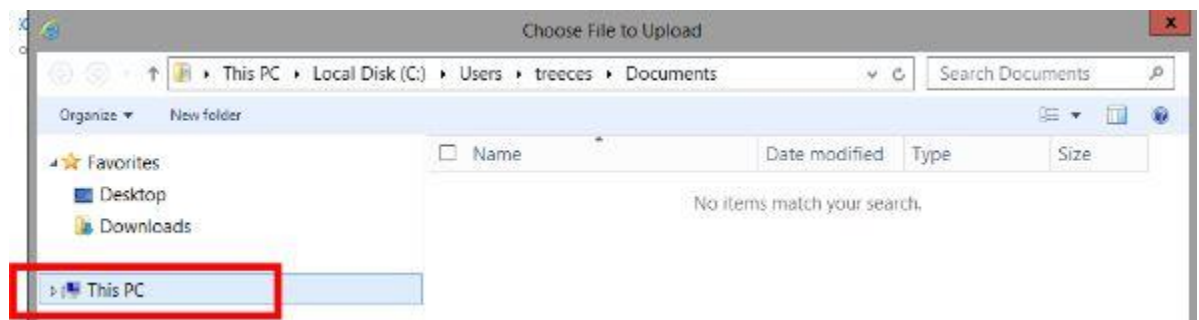


2. To attach a file in an email, follow the instructions in the red caption box below.



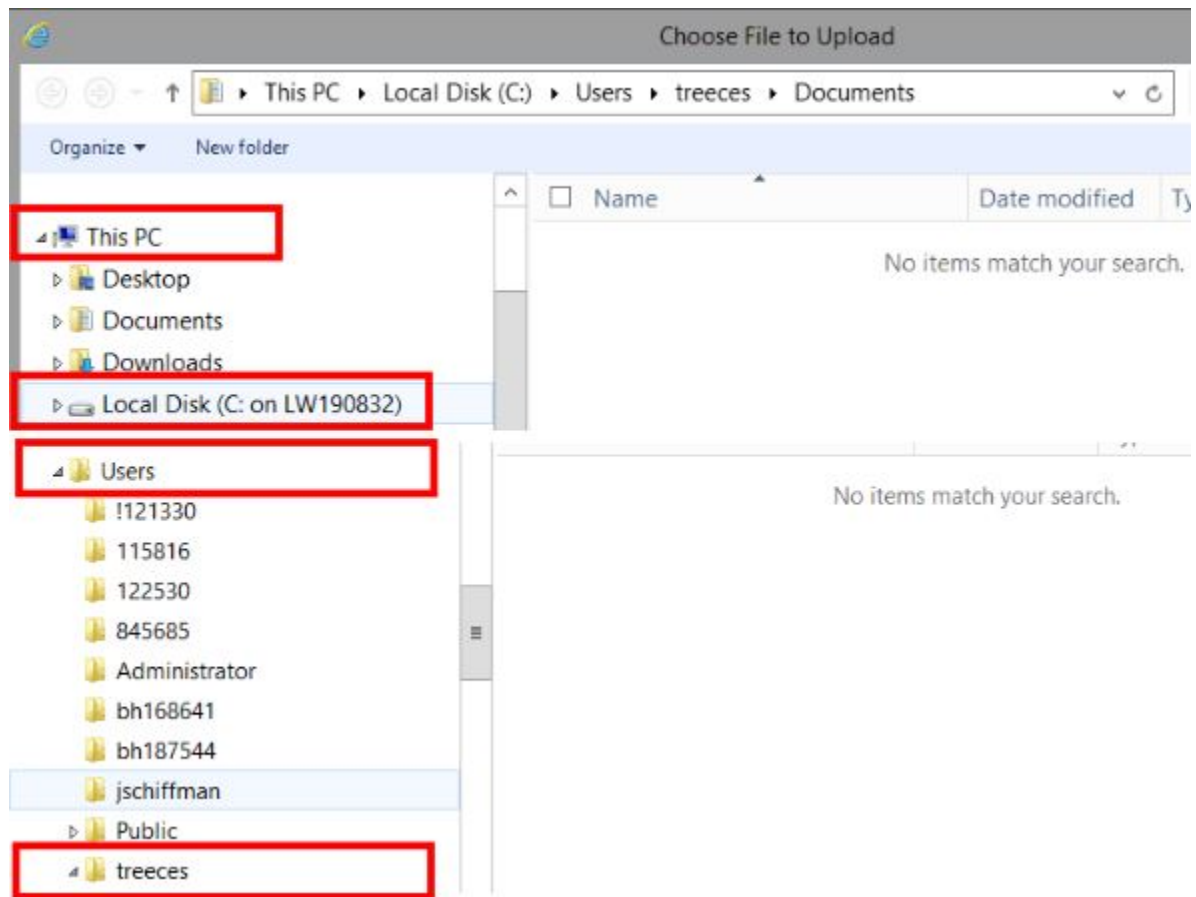
### Attaching Local Files:

1. Click on **Attach** while in the message.
2. The **Choose File Upload** window will appear.



3. Click on **This PC**.
  1. Click on the **Local Disk (C: on "Computer Name")** arrow.
    - They can view & access Shared Drives from this menu.
  2. Click on **Users**.

3. Locate **user ID**.



4. They can now view their locally saved files.

5. Follow this same process when saving documents to the local device.