

## EXPORTING ATTACHMENTS

Messages with attachments may be moved to folders within the ICONDESK environment with the move function, or optionally, the attachments may be exported to the DOS/Windows environment.

### Method

#### To export an attachment:

1. Select the appropriate folder and the message containing the attachment.
2. Double-click to browse the message.
3. Select the attachment(s) to be exported.
4. Click on **ATTACHMENT** in the Menu Bar.
5. Click on **EXPORT** to display the Export dialog box.
6. Select the appropriate **DRIVE** name and **DIRECTORY**.
7. Click in the **FILENAME** field and allocate the attachment a filename.
8. Click on the **MARK** command button. *(An asterisk will appear at the beginning of the description section line) Repeat steps 5-8 if there is more than one attachment.*
9. Click on the **OK** command button. *(A confirmation box will appear.)*
10. Click on the **CANCEL** command button when finished with the Export window.

#### NOTE:

You can also export the attachment from the Mail Manager window. See "Managing Messages".