

Maricopa Google Mail Attachments

Attachment Overview

Maricopa Google Mail attachments display at the bottom of your incoming message with a preview of each file. The following step-by-step instructions are included in this handout:

- Preview an attachment.
- Print an attachment.
- Download an attachment.
- Download multiple attachments.
- View an attachment.
- Virus Protection Tips for Attachments

Attachment Viewing Options

Each attachment displays as a small image of the actual document, along with the application icon and the document title.



Additional information and viewing options are available when you place (hover) your mouse over the attachment.

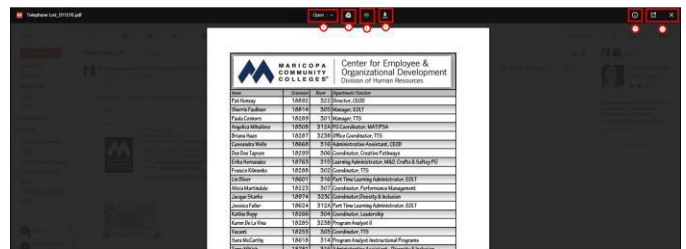


While your mouse is hovering over the attachment, you can click in a blank area of the attachment to preview the document without downloading or opening it. The icon on the left (down arrow) downloads and saves the document to your computer. The icon on the right (triangle) opens and saves the document in Google Drive.

Preview an Attachment

The Attachment Preview feature displays a full-screen view of the attachment.

1. Log into your Maricopa Mail account.
2. Select the desired conversation (message).
3. Scroll to the bottom of the message.
4. Click in a blank area of the attachment.
5. Select the appropriate icon to complete the desired task.



Preview Mode Icons

1. **Pop-Out** – Click to open in a new tab.
- Close** – Click to close the preview.
2. **Details** – Click to get details on the attachment type and size.
3. **Download** – Click to save to computer.
4. **Print** – Click to print the attachment.
5. **Save to Drive** – Click to open and save in Google Drive.
6. **Open With** – Click to choose an application to open/view the attachment.


Print an Attachment

Attachments can be printed while viewing the document in the following modes:

- Preview an Attachment
- Download an Attachment
- Google Drive

Download an Attachment (Single)

Downloading a single attachment automatically saves the document to the Downloads folder on your computer.


1. Log into your Maricopa Mail account.
2. Select the desired conversation (message).
3. Scroll to the bottom of the message.
4. Click the  icon on the attachment.

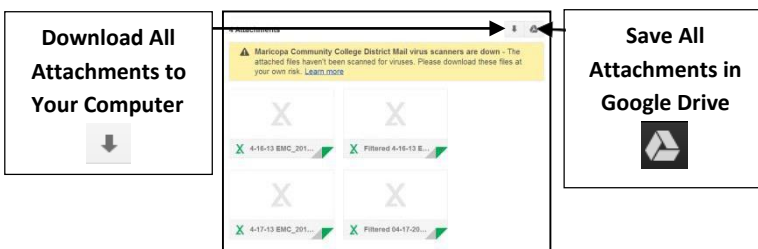
A button displays in the taskbar and is used to open the document.

5. Click the button in the taskbar to open.

Download Attachments (Multiple)

Downloading multiple attachments automatically zips the documents in a folder and saves them to the Downloads folder on your computer.

1. Log into your Maricopa Mail account.
2. Select the desired conversation (message).
3. Scroll to the bottom of the message.
4. Click the  icon above the attachments.



A zipped folder displays in the taskbar and is used to open each document.

5. Click the folder in the taskbar to open.

View an Attachment

Attachments can be viewed and shared with others via Google Drive.

Virus Protection Tips for Attachments

Attachments are automatically scanned for viruses when the email is delivered to you, and again each time you open the message.

Attachments on outgoing messages are also checked for viruses to protect everyone who uses Maricopa Google Mail and prevent the spread of viruses.

Incoming Message Attachments

If a virus is detected on an attachment in an incoming email, the message is rejected and the sender is notified.

Existing Message Attachments

If an attachment cannot be scanned, a warning message displays to download the file at your own risk.

If an email message is already in your account with an infected attachment, you will not be able to download it.

Outgoing Message Attachments

If you try to send an attachment infected with a virus, an error message displays with an option to send the email without the attachment.

For additional information about email attachments, please contact Technology Training Services at (480) 731-8287.