



How to Attach or Detach Files in Lotus Notes Documents and E-mails

ATTACHING FILES TO A LOTUS NOTES DOCUMENT

- With the document in edit mode, click where you want the file attachment to appear.
- Click on “File” from the tool bar on the top of the screen and select “Attach”
- Do one of the following:
- Select the file's drive and directory and then select the file OR
- Enter the path and name of the file in the File Name box.

Tip You can also attach files with the File Attach icon in the toolbar.



DELETE (DEATTACH) FILES FROM A LOTUS NOTES DOCUMENT

You can save an attached file to disk. If more than one file is attached to a document, you can save some or all of the files to disk at once.

- Right click on any of the attached file, choose save, save all, save and delete, or save and delete all as appropriate.

