

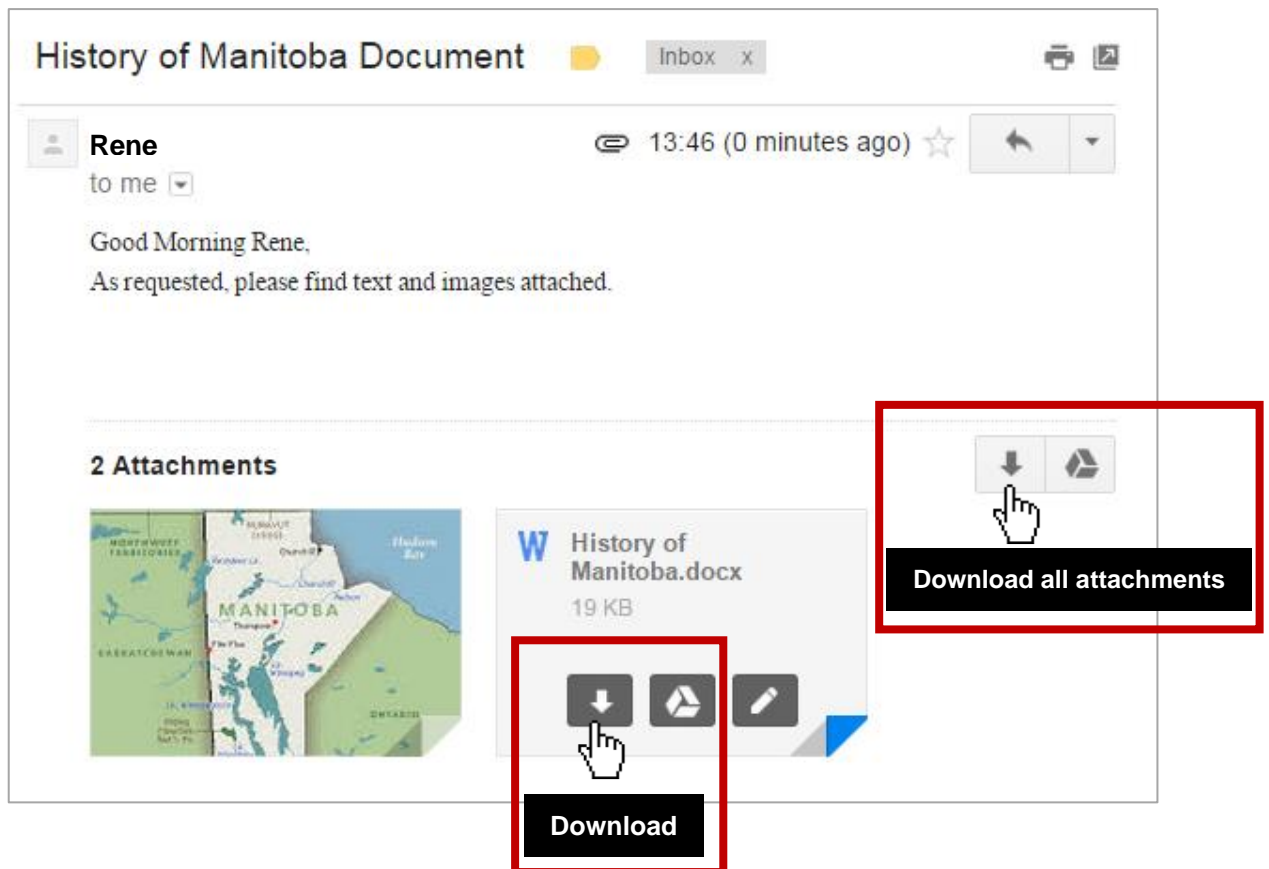
## 09 Downloading Attachments

### Introduction

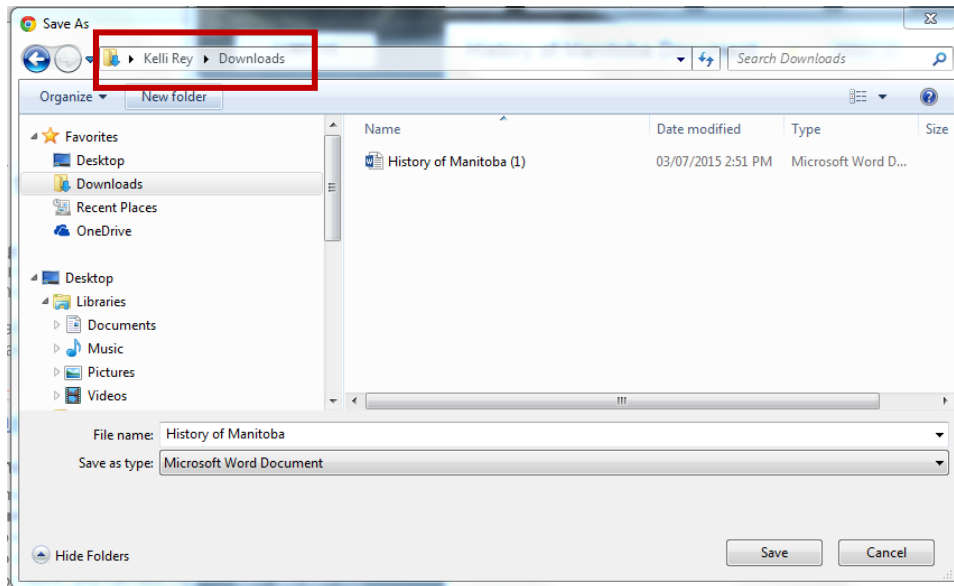
**Email attachments** are especially dangerous because they can contain viruses and other malware. When you open the attachment, the malware can be automatically installed on your computer, and you may not even realize that anything has happened. Malware can damage files on your computer, steal your passwords, or spy on you, so it's important to be extra careful when you receive attachments.

### Download an attachment in Gmail

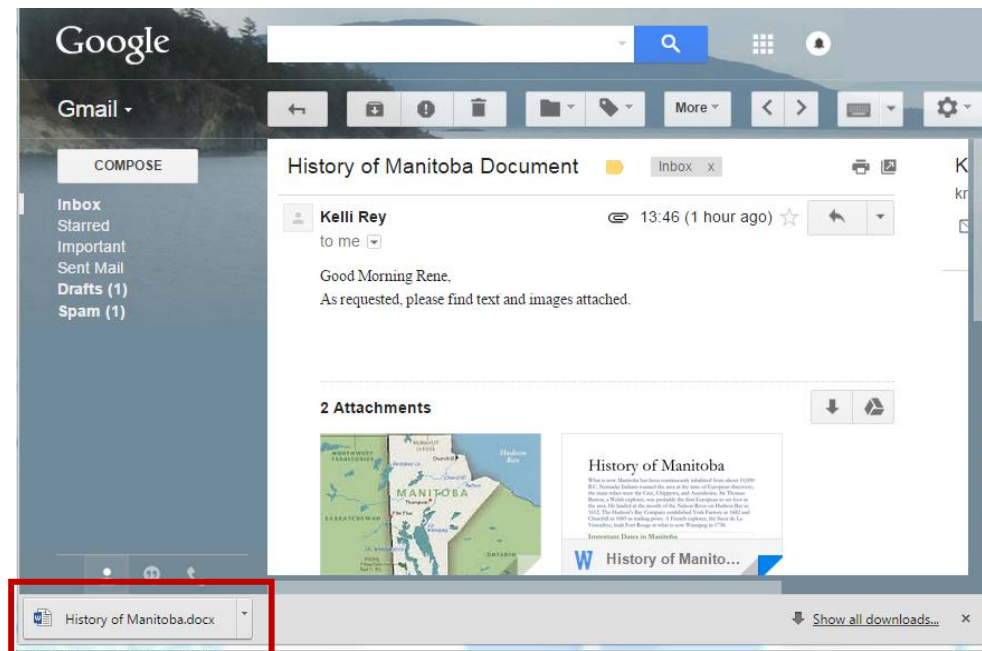
- Go to your email program.
- In the **Inbox** window, click on the email message with the attachment(s).
- A preview of the attachment(s) will show in the message window.
- If you have more than one attachment, you have a choice to **download all attachments** or **download one at a time**. Move your mouse pointer on the attachment thumbnail and click the download arrow.



- Two actions will begin:**  
The attachment will then download and the default setting will automatically send attachments to the **Downloads folder** on your computer.
- You can change the setting to select a different folder if you choose.



- A tab will also appear at the bottom left of the screen that you can click on to open the attachment directly without browsing.



The email attachment is now **downloaded to your computer**.  
You will be able to retrieve it at any time.