<u>Working with attachments in Gmail:</u>

You will notice that Gmail handles attachments differently than Novell GroupWise. Here are a few scenarios to help you through the transition:
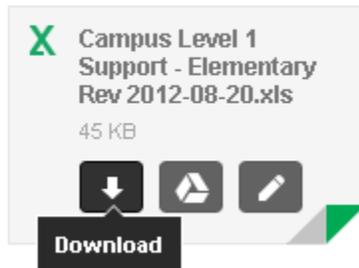
1. Attachment is recognized as a MS Office file format (MS Word, Excel, PowerPoint)
   a. Here you will have the option to preview the file in view-only format within Gmail or download the file and open it in its native format if you want to save a copy and/or make edits directly in the document.
      i. To preview the file and/or print it, you can just click and it will open in a read-only view
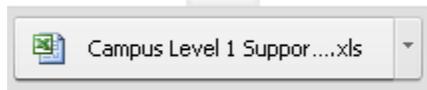

      ii. You also have the option to select download, this will allow you to open this file in its original format (in this case MS Excel)
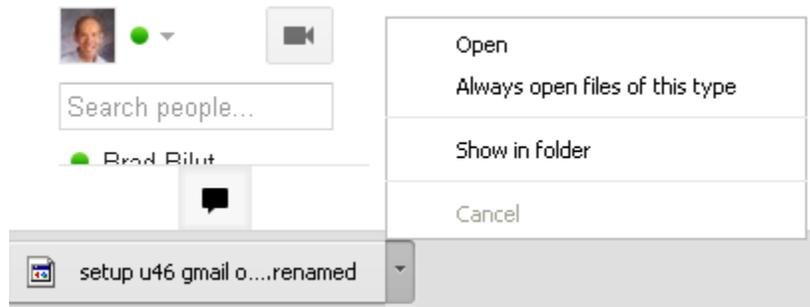

      The file will appear at the bottom of your screen as a MS Excel file. From here, you can click to open in Excel.

2. During the migration from GroupWise to Google, many of our attachments were mistakenly tagged with the file extension **.renamed**. This creates a problem as Gmail is not always able to preview them and if you download to open in the MS Office format, Windows will not recognize the file due to this extension.
   a. In this case, you will need to download the file and rename it to remove the **.renamed** extension.

b. Once you've clicked the arrow to download, you'll need to click the down arrow to the right of the filename and choose Show in folder.

c. From here, you need to rename the file to remove the **.renamed** extension (yes, we recognize the irony in this step)

At this point, because you've removed the **.renamed** extension from the file name, Windows recognizes it as a MS Word file and will let you open it