

# Windows desktop: Managing attachments

**Learn how to check an email attachment for viruses and other unwelcome software.**

Your computer's **Windows Security** feature can be used to check an email you've received is safe. Once you know an attachment is safe, you can send it on to someone else, or print it out to read later.

## What you will need

Before you begin the course, your computer must have the latest edition of Windows, which is Windows 10. For more information about Windows 10, refer to the *Windows desktop: Security and privacy* guide. You should also check that the mouse, monitor and keyboard are connected properly, and that your computer is connected to the internet via your home Wi-Fi. You should be signed into your computer, and it should be showing the desktop.

If you'd like to follow along on your own computer, you should also have an email account and be connected to your home printer.

## First steps

This guide demonstrates how to check an attachment for viruses. You might not have an email with an attachment, but keep this guide to hand for when you do receive an email, for easy reference.

This demonstration uses the email address that comes with your Microsoft Account, and the **Mail** app that is included with Windows 10. If you use a different email service, don't worry. You should still be able to follow along.

To open the **Mail** app:

1. Click on the **Start** button in the bottom left of the desktop.
2. Start typing the word **Mail**. A **Search box** will appear and the **Mail** app will be at the top.
3. Click on the **Mail** app in the **Search box**, and the **Mail** app will open.



Your computer has built-in features to help protect against viruses and other unwanted software

# Windows desktop: Attachments

## Saving an attachment

New emails appear in the middle column of the **Mail** app. In this example, we'll open an email from our doctor by clicking on it once. When the email opens, it will appear in the right column and show a grey box with an attached pamphlet.

The pamphlet is a kind of file called a **PDF**, or portable document format. To read the PDF, we can double-click it, but instead we'll scan it for viruses first.

1. Right-click on the grey box, and some options appear.
2. Click on **Save**, and a **File Explorer** window will pop up.
3. From the list on the left, find **Desktop**. You might need to scroll using the mouse.
4. Click on **Desktop**, and then click on **Save**.

The attachment is saved as a PDF file on the desktop, and an icon for it will appear.

## Moving the Mail window

If you can't see the new PDF icon, the **Mail** app might be on top of it! Move the **Mail** app out of the way by clicking and holding it with your mouse, then dragging it.

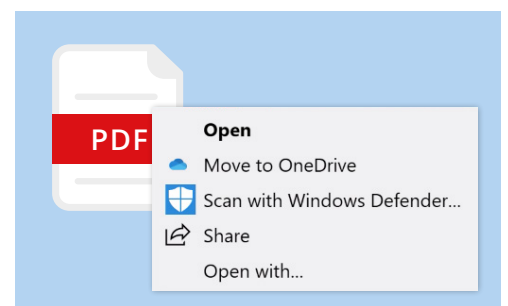
The **Mail** app will move along with your mouse until you let go of the button. Move the **Mail** app until you can see the icon for the attachment.

## Scanning the attachment

Begin by using the mouse to right-click on the PDF icon. Some options will appear.

Click on **Scan with Windows Defender**. **Windows Defender** is a feature of **Windows Security**.

The attachment will be scanned right away, and the result will appear on the screen under **Scan options**.



Windows Defender will scan email attachments for viruses

## Reading the scan results

The first line of the scan report is **No current threats**. Under this, you can see some information about how long the scan took, and how many files were scanned.

You can now be confident the attachment does not contain any viruses and is safe to open and read.

# Windows desktop: Attachments

## Other anti-virus options

Your computer comes with **Windows Security** built in, but you might wish to invest in an anti-virus software. This can provide added protection for your computer and runs at the same time as **Windows Security**, so it's like having two bodyguards instead of one.

Anti-virus software is available to buy from a store or a website and can also protect some of your other devices.

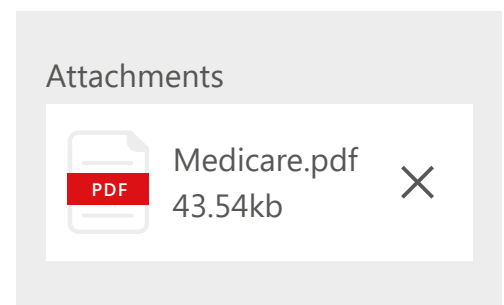
**There are many anti-virus software packages to choose from, and most offer a free 30-day trial. But make sure you carefully read all the fine print about on-going costs before signing up.**



## Sending an attachment to someone else

Now we know the attachment is safe, we can send it on to someone else.

- 1.** On the left of the **Mail** app windows, click on **New Mail**. You can also click the white plus symbol if you can't see the words **New Mail**.
- 2.** A panel appears for you to type a new email. Click where it says **To** and type in an email address.
- 3.** Click on **Subject** and write what the email is about, such as **Free flu shots**.
- 4.** Click in the blank area under **Subject** and write a quick note about why you're sending the attachment.
- 5.** Find the file on the desktop and click and hold the mouse on it.



Scanned attachments are safe to email

# Windows desktop: Attachments

6. Drag the file until it is on top of the white area, below **Subject**.
7. Let go of the mouse button and the file will drop into the email.
8. When you see the file in a grey box, it is attached to the email.
9. Look in the top right of the **Mail** window and click on **Send**.

The email will disappear and is on its way. To double-check the email is sent, look in the left column of the **Mail** app and click on **Sent**.

The **Inbox** will change to show a list of recently sent emails. The email with the attachment should be at the top.

Close the **Mail** app now by clicking the **X** in the top right corner.

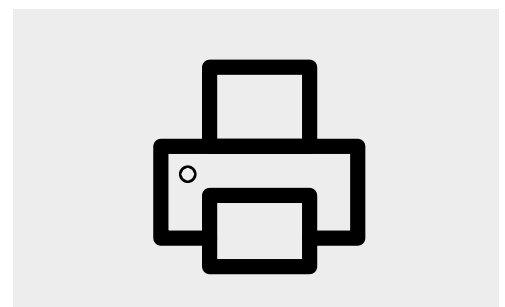
**An email is safe to open and read. A link or file inside the email, however, may contain viruses or other unwanted software.**



## Printing an attachment

Here's a quick and easy way to print out the PDF attachment using your home printer.

1. Double-click the PDF icon on the desktop. The **Edge** web browser will open, and the pamphlet will appear.
2. In the top right of the **Edge** window, click on the icon of a printer. The **Print options** panel will appear.
3. The name of your printer will appear in the top left. Now click on **Print**.
4. The **Print options** panel will close and your home printer will print out the file for you to read.



Click the printer icon in the Edge web browser to print a document