

Downloading a File

Last Modified on 10/03/2023 1:22 pm EDT

Overview

Users can review a file's version history. The Version History lists all previous file versions, version number, date and time, and created by/edited by.

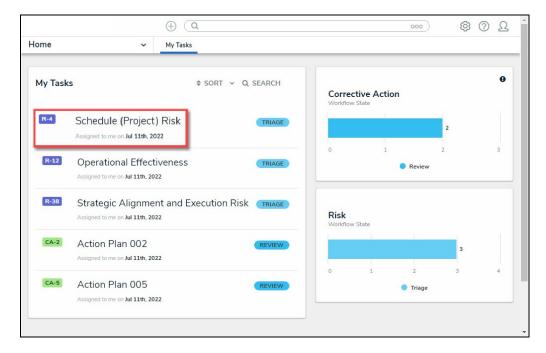
Related Information/Setup

For more information on editing an attachment file, please see the Editing an Attachment Using Microsoft Office Web Applications article.

• Editing an Attachment Using Microsoft Office Web Applications

Navigation

- 1. From the *Home* screen, search for a form with an attachment on the *My Tasks* list.
- 2. Click the Form name.



Form Name

Downloading a File

1. From the *Form* screen, navigate to the **File** field on the form.



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	or Click to add a web link to a file			

File Field

2. Click the **Download** icon on an **Attachment** card.

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Drag files here or click to select			
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Click to add a web link to a file			

Download Icon

3. A new tab will open in your browser using the Microsoft Office web applications.



We've opened your file for quick and easy viewing right in Microsoft Edge. Choose Download file if you want to use it later.		\$
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 Click the **Download File** button in the file header to download a copy of the file to the **Downloads** folder on the connected PC.

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