

# How to find quick attachments in Outlook emails

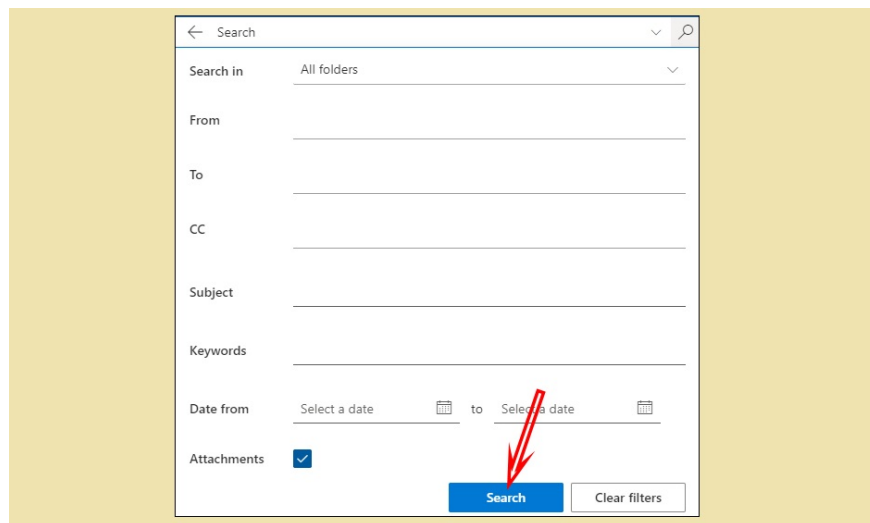
Outlook online helps us find attachments quickly in emails through the available Files feature. This allows you to immediately find attachments from images, text, song files

Thus, the process of finding files will be much more economical and quick. With Microsoft Outlook, just click Search and select the attachment icon to find. As for Outlook online, we have more ways to search for attachments. The following article will guide you how to search for attachments on Outlook online.

## How to find attachments in Outlook

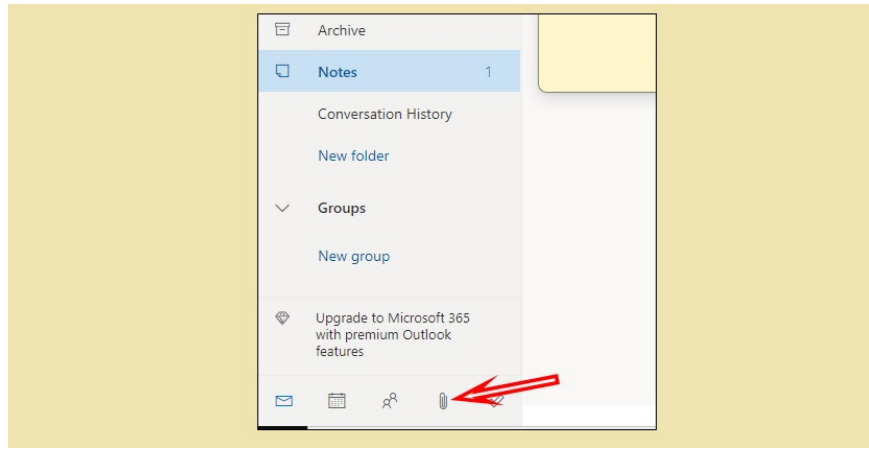
Step 1:

At the interface on Outlook online, in the search bar, click the drop-down arrow icon and then tick the Attachments section below. Then you tick the Search button to conduct a file search.



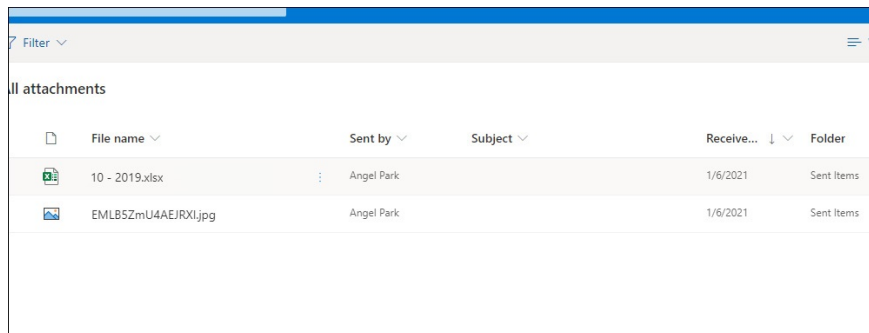
Or the fastest way to do it is that you click the pin icon as shown below to immediately access the attachments on Outlook.

In the absence of the pin icon, you click on the 3-dot icon and select Files from the list displayed.



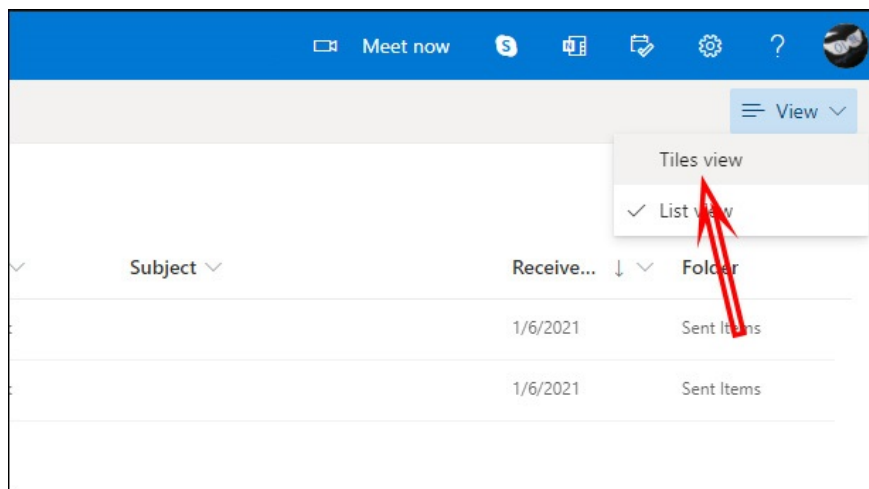
Step 2:

Now displays the interface of all the files attached to the email with each other icon for each file. We'll see the sender, the time it was sent.

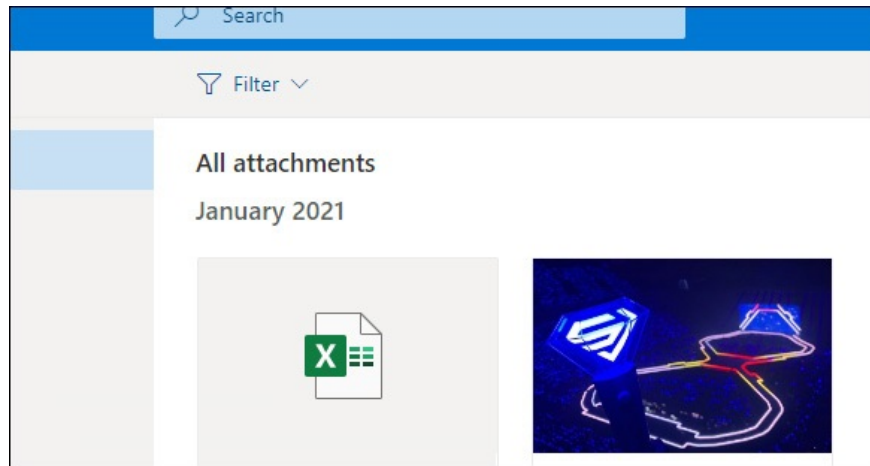


Step 3:

To view attachments, especially with image files, go to View and select Tiles view.



At this point the image will be displayed in the viewport as shown below.



Step 4:

Click on the file and will display the file's content and email content. In this interface you can also click Download to download the file.

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