

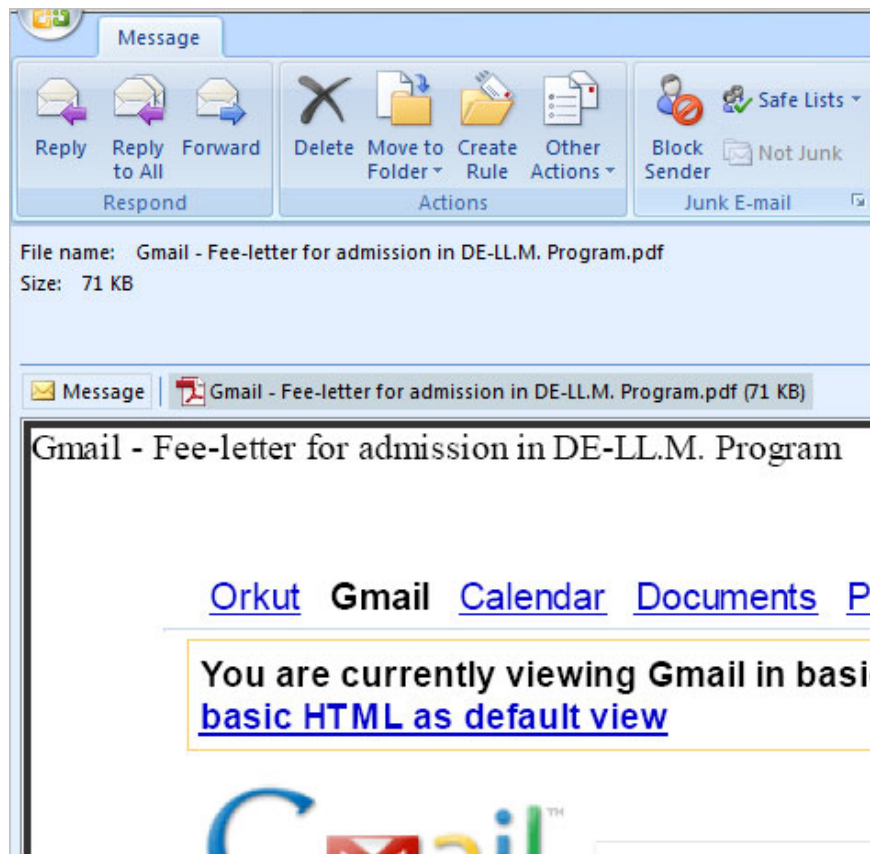
Quickly see the attachment in Outlook

Email (email) is often associated with attachments and sometimes downloading an attachment can be time consuming. If you are using a mail application like MS Outlook, you can avoid this job. But anyway, you'll still need to open the attachment and take time to launch the application or support tool.

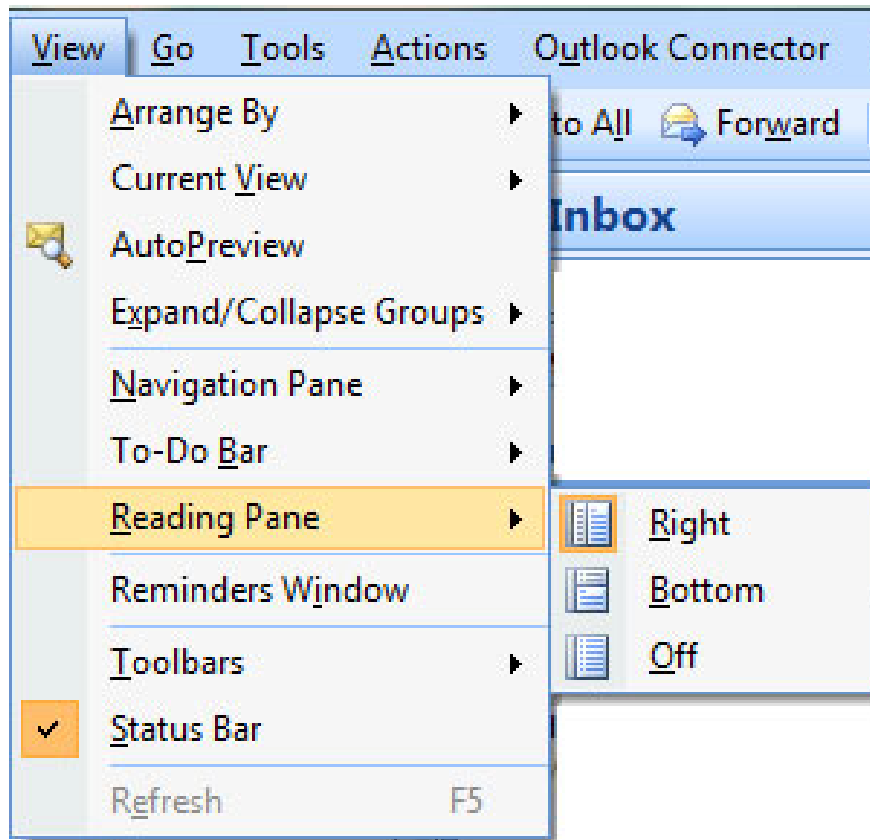
TipsMake.com - Email (email) is often associated with attachments and sometimes, downloading an attachment can be time consuming. If you are using a mail application like MS Outlook, you can avoid this job. But anyway, you'll still need to open the attachment and take time to launch the application or support tool.

Outlook also has a secondary feature that allows users to 'preview' the attachment. The article will guide users how to activate and use this extra feature.

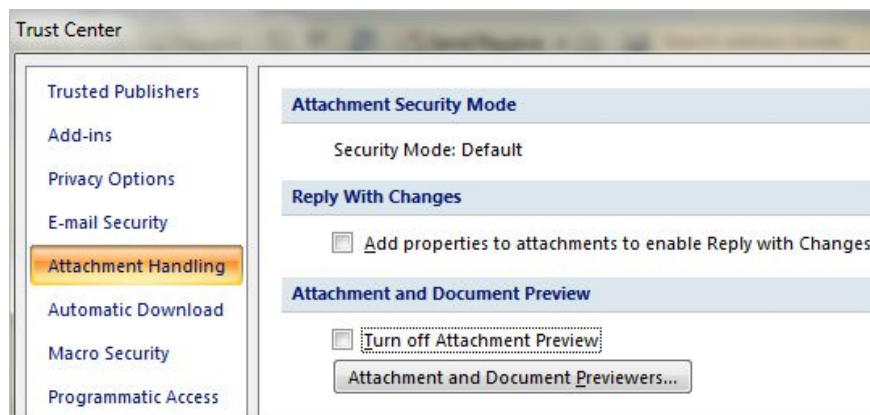
The first step and very important is to turn on the Reading frame if you haven't already appeared in Outlook. This frame will contain a link to preview the attachment later.



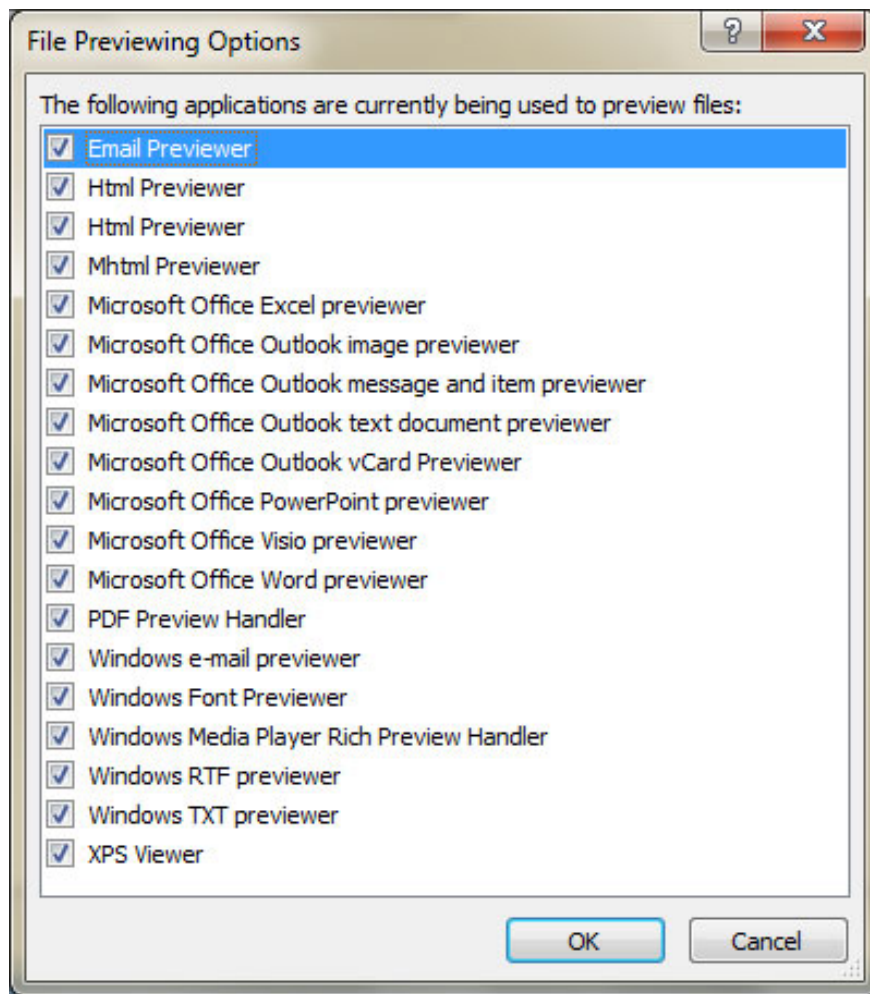
Go to **View -> Reading Pane** and select the location for the frame. There are three options: Right side (Right), Bottom (Bottom) and Off (Off) frame. Of course we will not choose to turn off the frame.



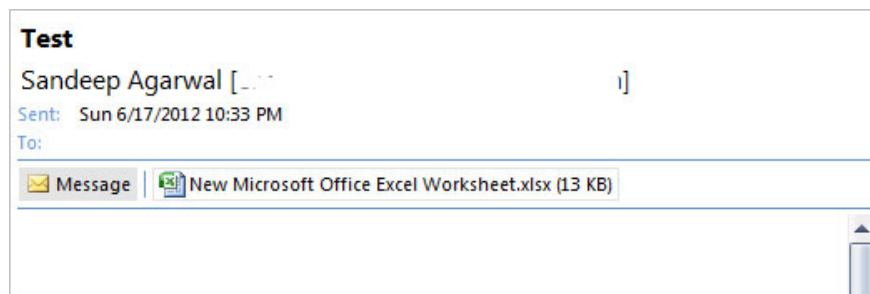
Next, turn on the attachment preview feature. However, often the feature is turned on by default. Want to check, go to **Tools -> Trust Center**. In the Trust Center dialog box, click **Attachment handling**.



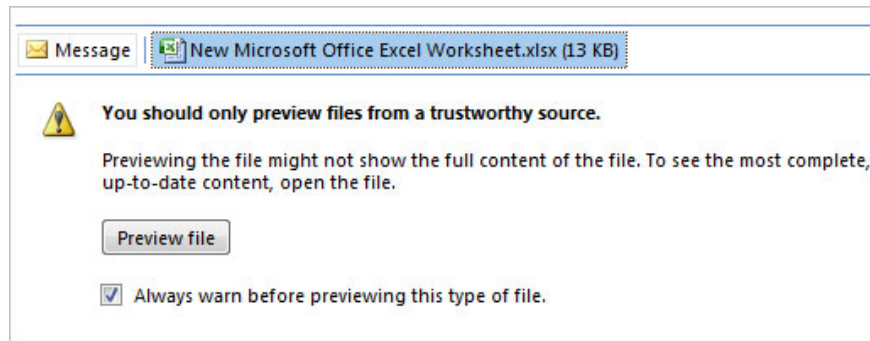
Unmark the **Turn off Attachment Preview**. If you do not want to preview a specific file type, click **Attachment and Document Previewers** and uncheck the types of files you do not need.



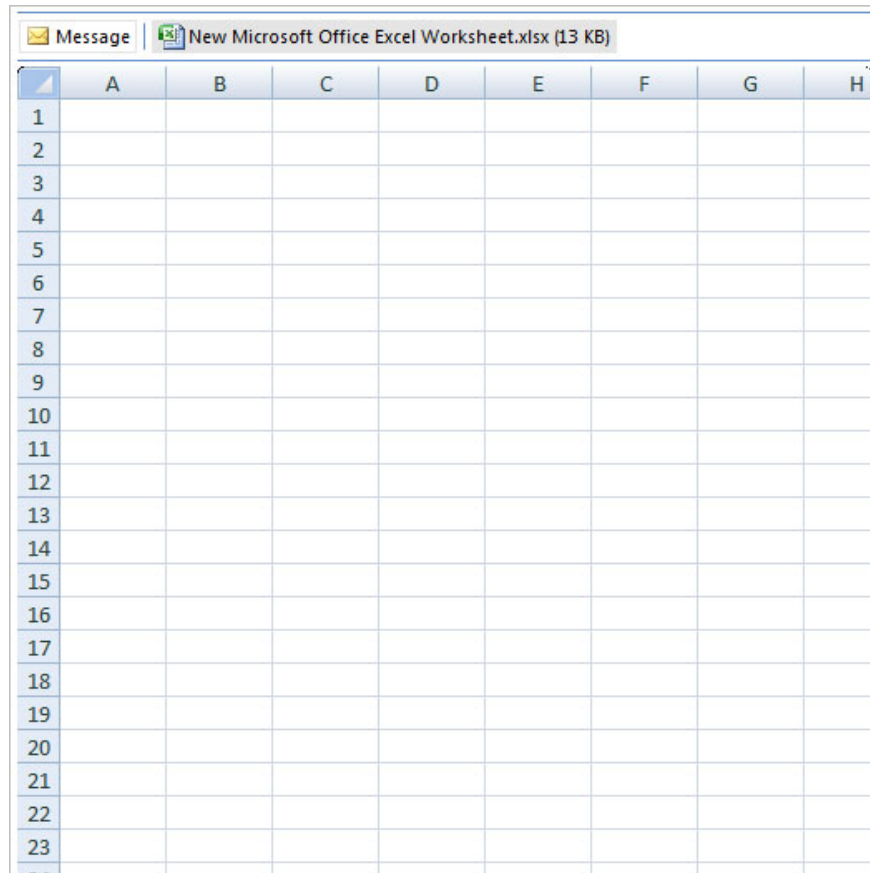
When clicking on an email with an attachment, the user will see the file at the top of the email, in the Reading frame. Click on the preview file name. Click **Message** to return to the mail message.



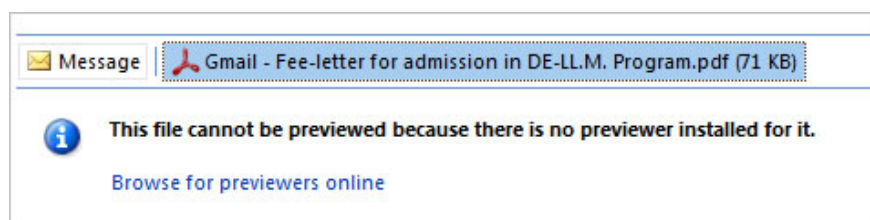
When doing this for the first time, a warning message will appear. Click the **Preview file** to view the file contents here. Users can uncheck the **Always warn box before previewing this type of file** to avoid this warning message from appearing in the future.



This is an example of an excel file previewed.



Note: To view Office files, users must have Office tools installed on the computer. For example, if the attachment is a Word file, the user will have to install MS Word. This means that there must be a preview add-in integrated into Outlook to see the file type. If there is no support tool, an error message will appear.



In the image above, users only need to install Adobe Reader as the default PDF reader so that Outlook can configure the PDF file to preview.

If there is no tool or software that supports reading attachments, search the Internet for compatible files with some files installed on your computer. The Outlook program will automatically add a utility to read the file.

These are all the steps to take to preview the attachment content without having to download the device or lose the time to launch the compatible application. Good luck!

You finished reading the article "**Quickly see the attachment in Outlook**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.