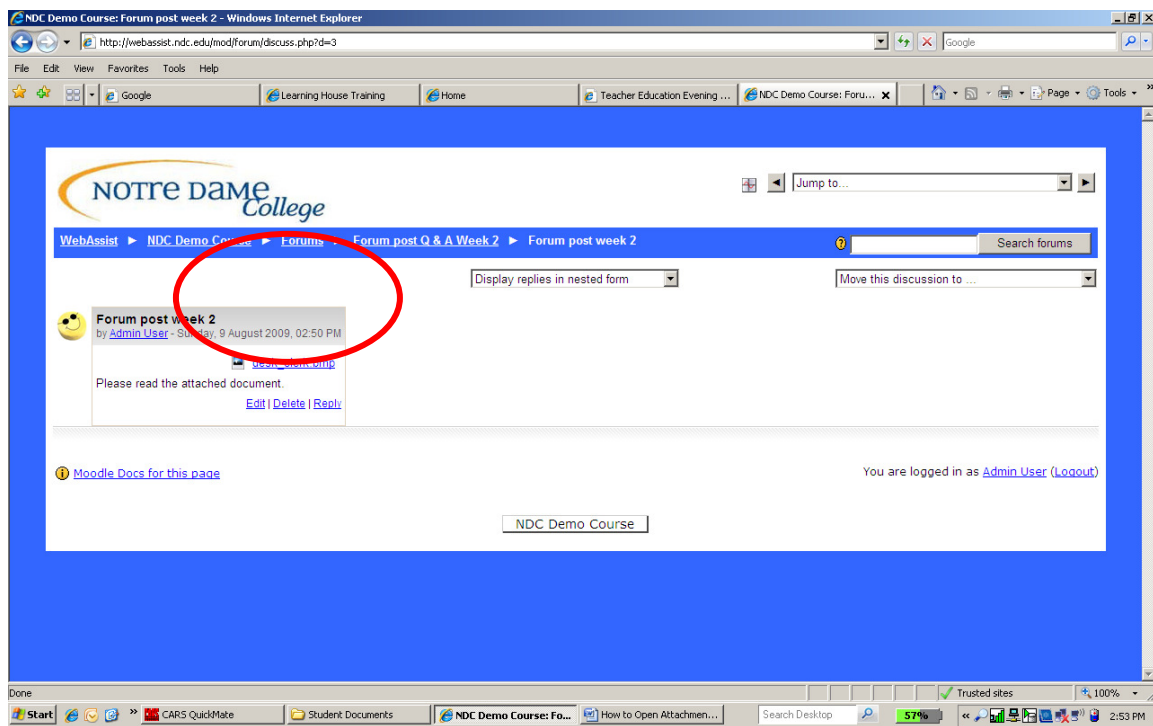


How to Open Attachments Posted in Forums and Assignments

To open a file attached to a Moodle post or assignment:

1. Open the post/message to which the file was attached.
2. Click on the filename of the attached file (the filename appears between the Subject heading and the Message text.)



3. When prompted, click on the **Save** button to save the file to your computer – make sure to remember where you saved it!
4. Open the appropriate program on your computer (i.e. the program that will open this kind of file, for example, if it is a WORD/.doc file, use WORD to open the file) find the downloaded file on your computer, and open it from there.

NOTE: You should always opt to save attached files to your computer before opening them. Although our server scans files for viruses when they are being uploaded to Moodle, it is ALWAYS good practice to scan downloaded files with your up-to-date virus-scanning software before opening them. Only after scanning the file should you open them on your machine.

