

DOWNLOAD A FILE ATTACHED TO AN EMAIL

1. Click the **DOWNLOAD** button at the bottom of the email (AOL), or click the paperclip(Outlook Express)
2. The file will be downloaded to the folder that is set as your default download folder (AOL\Download) or (File set for default in OE)
3. IF using AOL, the file will also pop up and you can click **Open** to open it.

FIND A DOWNLOADED FILE

<< I downloaded files yesterday and I am still hunting for them>>

Do you know the name of the files you downloaded?

1. Click **FILE** at the top of your AOL page.
2. Select **DOWNLOAD MANAGER**
3. Doubleclick the file you want to open and it should open, if not

Write down the name of the file you see listed here and:

1. RightClick **START...SEARCH.** (or **FIND** if using Win98)
2. Type the name of the file you want to find in the top **NAME** box.
 4. Click the down arrow of the **LOOK IN** box and select the **C: drive**
 5. Click **SEARCH.**
 6. The file will then be listed along with the entire path. e.g. **C:\AOLxxx\DOWNLOAD** (and the name of the file). You may doubleclick to open the file from here. Or go to the **WINDOWS EXPLORER**, click on the **C: drive** you can scroll down to the **AOL** folder, click the **+** sign, scroll further down to the **DOWNLOAD** subfolder and doubleclick it, you will find the file listed on the right hand side of the page along with all the other files that have been stored in the **DOWNLOAD** subfolder.

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