Managing email attachments

Guidance for staff

This guidance covers when you would want to save an email and/or its attachments for better management of your mailbox and to ensure that attachments are stored more securely. This includes:

- Saving emails with their attachments

- Removing attachments when you no longer need them, but do need the email

- Saving attachments when the email is just the wrapper

- Deleting Calendar items with attachments

Managing email attachments

You need to keep the email and the attachment together
Why: because you need proof that a particular email and attachment were sent together.
File in Outlook as you normally would.

You only need to keep the email
Why: the email is important, but the attachment is only taking up space e.g. an image file.
If you only need to keep the email but not the attachment, you can delete the attachment from within the email. To do this:
1. Open the email.

2. Right click on the attachment.

3. Click on 'Remove attachment'.

4. When you close the email, you will be asked if you want to save your changes to the message, click on 'Yes'.

5. File the email in Outlook as you normally would

You only need to keep the attachment

Why: the email was just a wrapper, but the attachment needs to be kept and worked on.

To do this:

1. Open the email.

2. Right click on the attachment.

3. Click on 'Save As' or 'Save All Attachments' depending on how many attachments you need to save.

4. Choose where to save the attachment.

5. Delete the email.

You want to delete Calendar items with attachments

Why: the meeting is over and the Calendar item and attachment is no longer needed.

To do this:

1. Open your Calendar

2. Click on View, then Change View.

3. Click on List, which will show your Calendar items as a list.

4. Click on the paperclip icon to bring all the items with attachments.

5. Delete the one(s) you no longer need.

If you want to keep the item but not the attachment, you need to open the item, delete the attachment and then click Save and Close.

Review schedule

Review interval	Next review due by	Next review start
3 years	28/02/2022	1/02/2022

Version history

Version	Date	Approved by	Notes
1	22/1/2019	GDPR Working Group	Addition of Calendar items suggested
2	19/3/2019	Information Governance Management Board	Minor amendments
3	16/04/2019		

Contacts

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Communications and Training

Will this document be publicised through Internal Communications?	**Yes/ No**
Will training needs arise from this policy	**Yes/ No**
If Yes, please give details	