

2024/2/19

Remove Attachment

1. You can sort the emails by size to find the larger files.

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File Home Send / Receive Folder View Help											
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> Deleted Items					Mon 12/	/18/ 10 KB			1		
Archive		This is an email message sent automatically by Microsoft Outlook while testing the settings for your account. <end></end>									

2. Open the email and click on $\mathbf{v} \rightarrow \mathbf{k}$ Remove Attachment \mathbf{J} .

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File Message He	lp Attachments	Q Tell me what you	want to do								
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3. Pop out the confirmation window, click [Remove Attachment].



4. You need to archive the email to complete the removal process. \circ



5. After remove attachment, the size of the email noticeably decreases.

