

Microsoft 365: Viewing Attached PDFs in Outlook (Web Version)

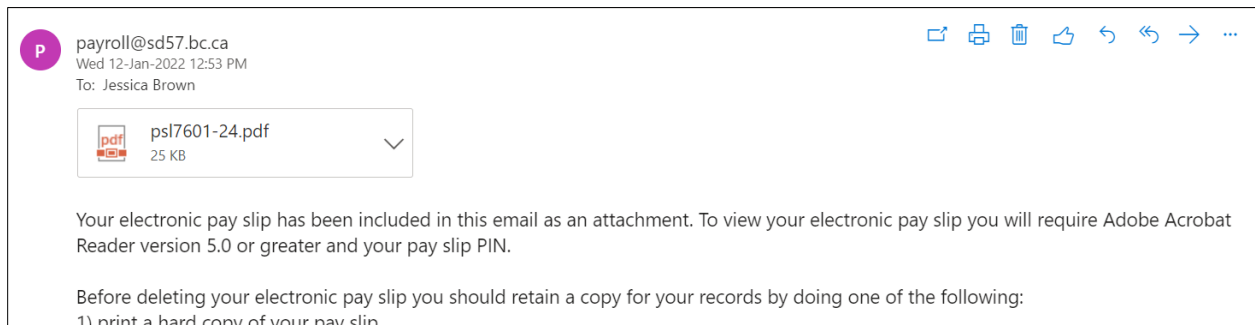
Note: An alternative to these steps is to download PDFs to your computer and open them from that saved, downloaded copy each time.

Important: Edge is the default viewer for PDFs on Windows 10. Printing from PDFs in Edge is very slow so you should change the default PDF app to Adobe Reader. Tutorial: <https://helpx.adobe.com/acrobat/kb/not-default-pdf-owner-windows10.html>

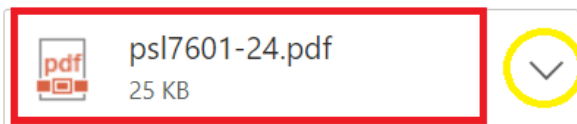


Outlook: Viewing Attached PDFs

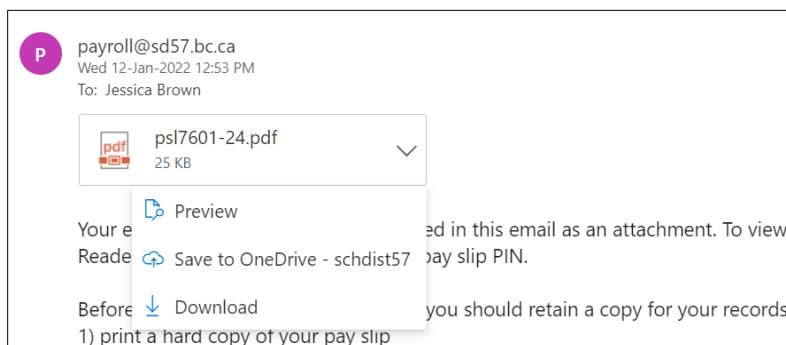
1. Sign in to your Office365 account and open Outlook.
2. Open an email where you want to view the attachment.



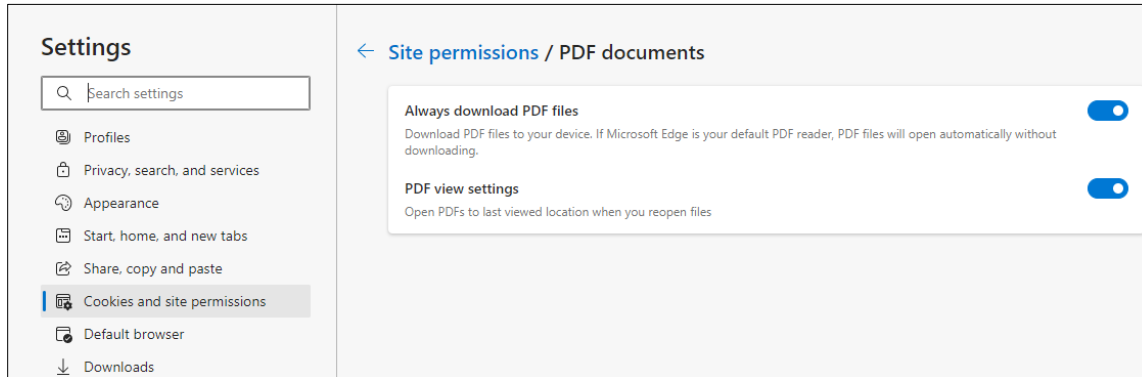
3. Click the arrow beside the PDF title (yellow circle).



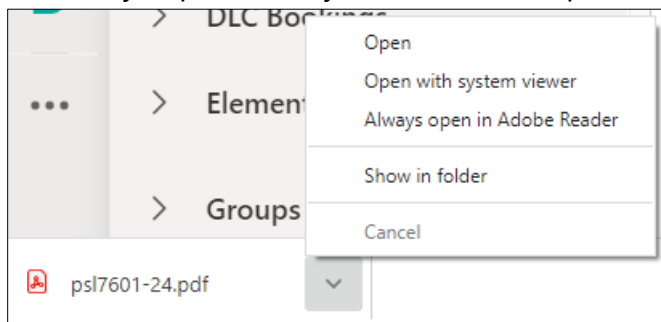
4. Select **Download**.



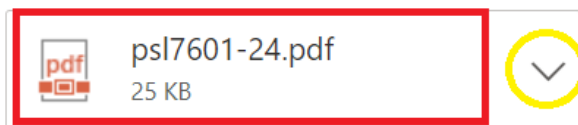
5. **Instructions for Microsoft Edge:** at the top right corner, click on the three dots for more options and click **Settings**. On the left side, click **Cookies and site permissions** then scroll down the right side to click on **PDF Documents**. Toggle on the option "Always download PDF files."



6. **Instructions for Google Chrome:** at the bottom of your Chrome window, click on the arrow beside the PDF title and select **Always open in Adobe Reader**. (may say 'always open with system viewer', depending on which version of Chrome you have)



7. Now you can view PDFs in a popup window with the email by clicking on the PDF title (red square). If you are using a shared computer, this is a better way to view PDFs, because then they are not downloaded to the computer at all.



For more step-by-step guides on how to use Office 365 features, please go to: <https://www.sd57curriculumhub.com/office-365>