

How to Scan an Email Attachment

To scan an email attachment in Outlook, follow the instructions below:

1. After opening the email, right click the attachment icon and select “Save As” from the list that appears.

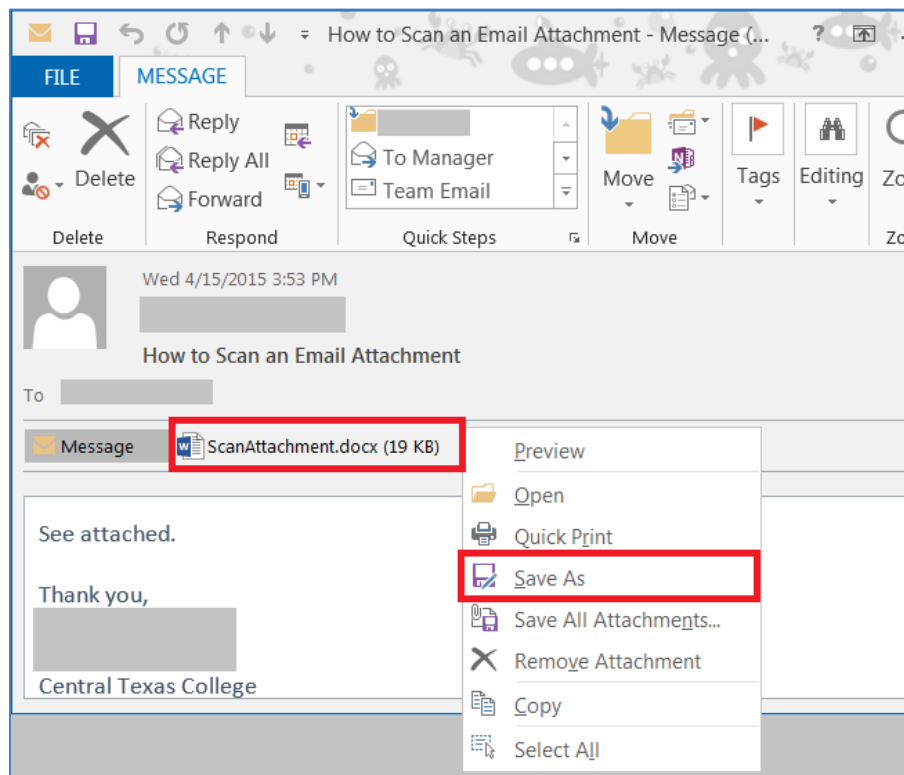


Figure 1

2. Save the attachment to a folder of your choice. Go to the saved attachment and right click it once more. Select “Scan with Sophos Anti-Virus” from the drop-down list.

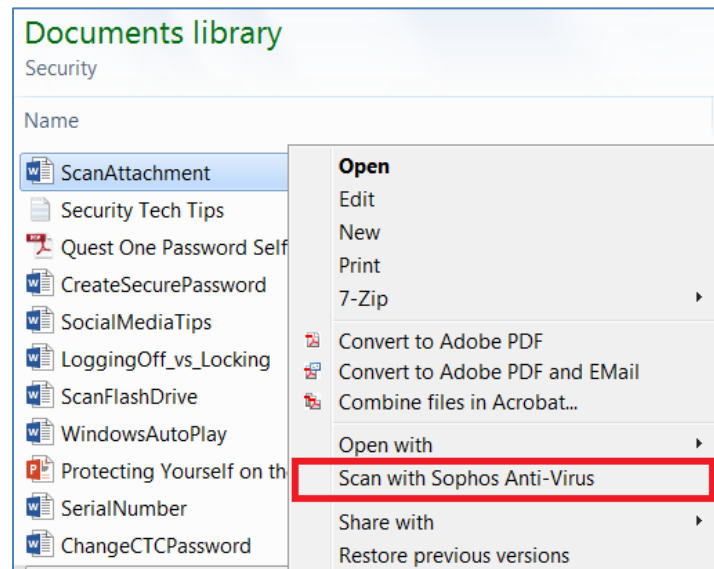


Figure 2

3. Sophos will ask if you want to make changes to the computer. Click “Yes.”
4. Sophos will scan the document and a summary will appear when the scan is done.

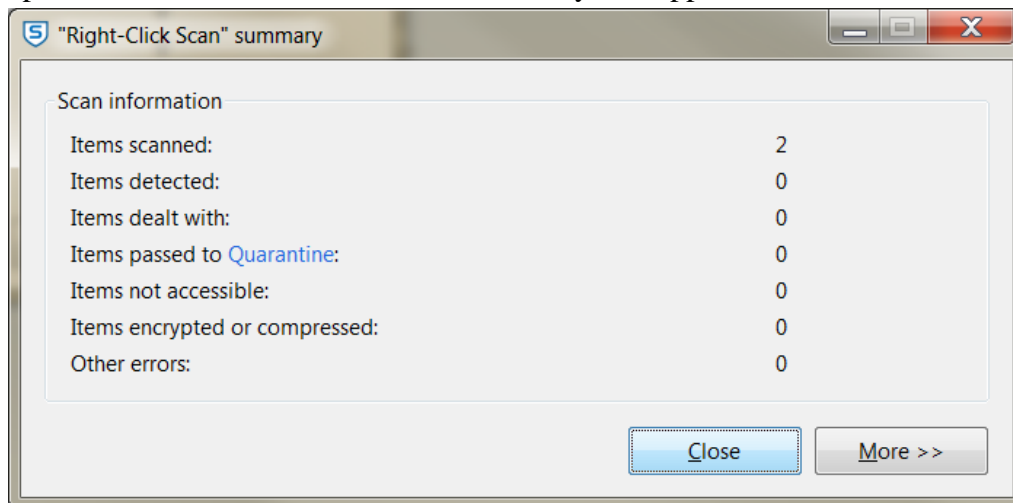


Figure 3

5. If a virus is reported, do not open the attachment. Delete the email or contact the IT Help Desk for assistance.