

**WCS Bookkeepers’ Blogs**

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# Current Forum questions:

**How can I open an attachment in Gmail without having to download it?**

# Solutions: Collapse this imageExpand this image

I don’t know about you, but I find it annoying to have to download an email attachment just to open it. Then you have to go into your downloads folder and clean out all of the unwanted files. I have found an easy solution. Just follow these few simple steps:Collapse this imageExpand this image

* The first time you open an attachment, you will have to download it.
* Once it has downloaded, look in the task bar in the lower left hand corner of your screen.
* Click the arrow next to that file and choose "always open files of this type"…**easy peasy!!!**

Now when you have any attachment that is the same type of file as the one you have just adjusted, it will open without having to be downloaded. If it downloads, that means it is a different file type so just follow the same procedure.



## **Additional Comments**: