

Team SYS-ED

Subject:	Question on Outlook
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I was in the basic computer skills for the US Mission to the UN. There is one question I forgot to ask: when I go to attach a file to my Outlook email messages, the window points me to the My Documents folder. That's not where I store my documents. I can't seem to find a function similar to Word's Options-File Locations to set a default file to open when I select the Attach function.

Interesting, that when I attach one document, the program remembers the folder I selected it from, but only so long as I don't log off. Once I quit and then log back on, the Attach function points to My Documents again.

Thanks for your help!

Tania

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