

Title: Opening Attachments

Subtitle: Online Group Calendar

Author: Jane83

Date: 2008/3/21

URL: <http://www.powerhoster.com/domainhosting/modules/article/view.article.php/c19/2254>

Keywords: Online Group Calendar

You can view any files attached to Online Group Calendar events you scheduled and the groups you are a member of, and you can sort the order in which the attachments display. To Open Attachments Click the **Attachments** button.

A list of the attachments you can download displays. To open an attachment, click the attachment name. Save the attachment to the location of your choice. To Sort a List of Attachments Do one of the following: Attachment Name Sort the list alphabetically by attachment name. Size Sort the list numerically by attachment size. Date Added Sort the list chronologically by the dates the attachments were attached. Group Sort the list alphabetically by the names of the groups the attachments are associated with. Event Sort the list alphabetically by the subject of the events the attachments are associated with. Task Sort the list alphabetically by the task name. **NOTE:** Click a column heading again to reverse the order of the list.