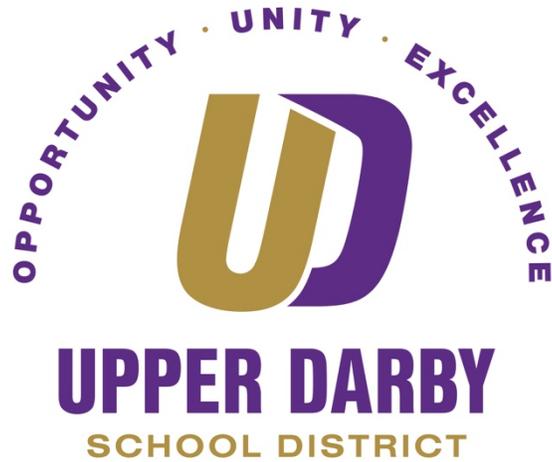
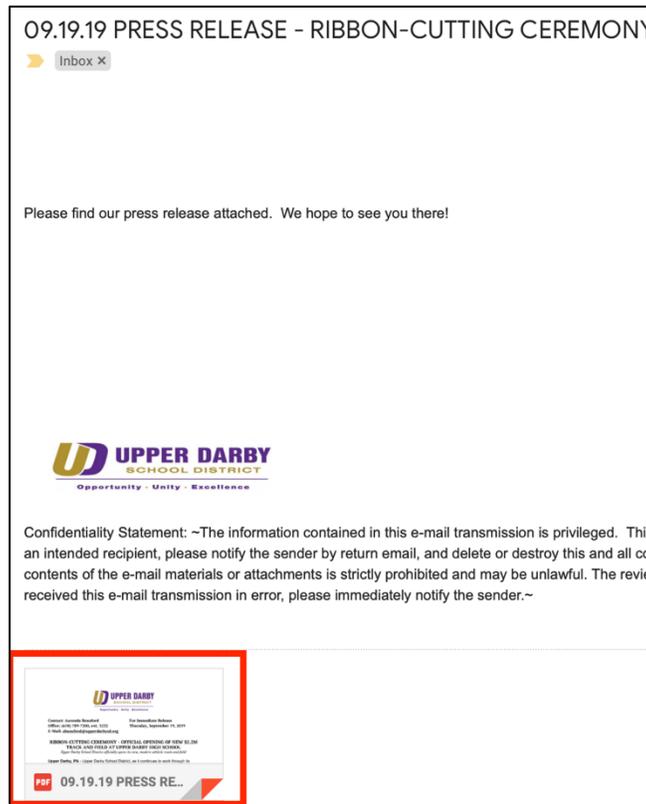


# How To: Save Email attachments to Google Drive

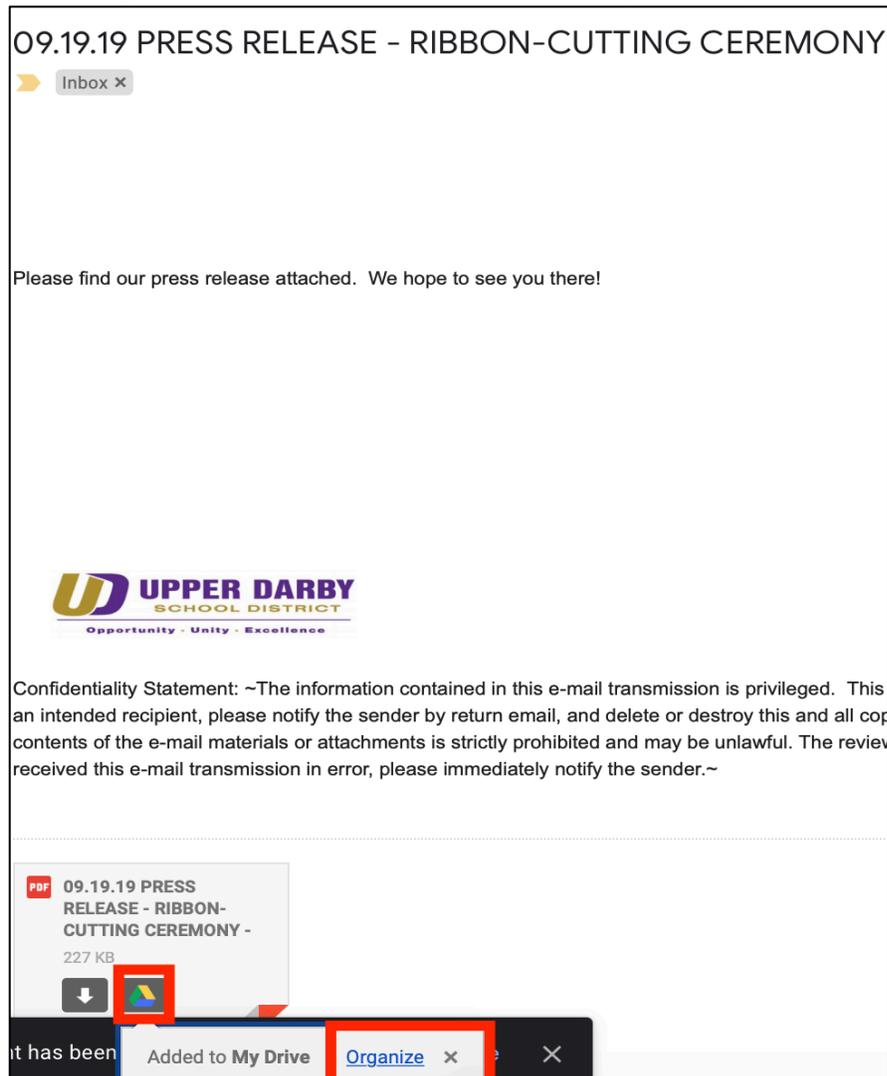


The following instructions provide information on how to save email attachments to Google Drive. Please note that attachments do not automatically save to Google Drive when you print/save an email to Google Drive, as outlined the [“How to: Save Emails to Google Drive.”](#)”

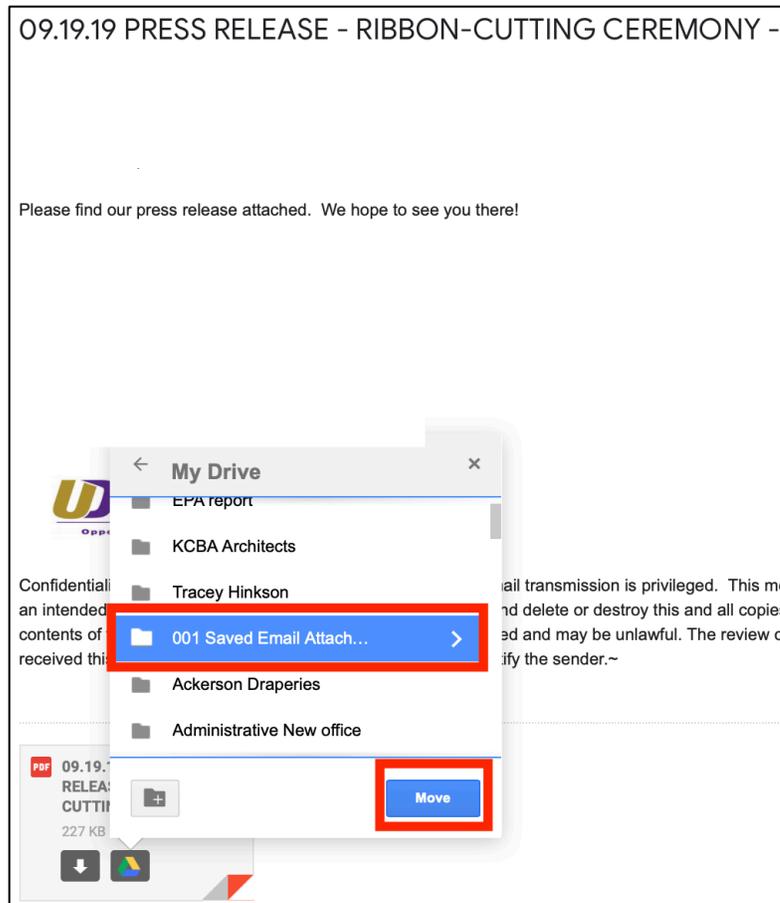
1. Login to Gmail
2. Find the email with the attachment file that you want to save
3. At the very end of the email, there should be a preview of the file. Hover over the preview icon until you see the Google Drive icon 



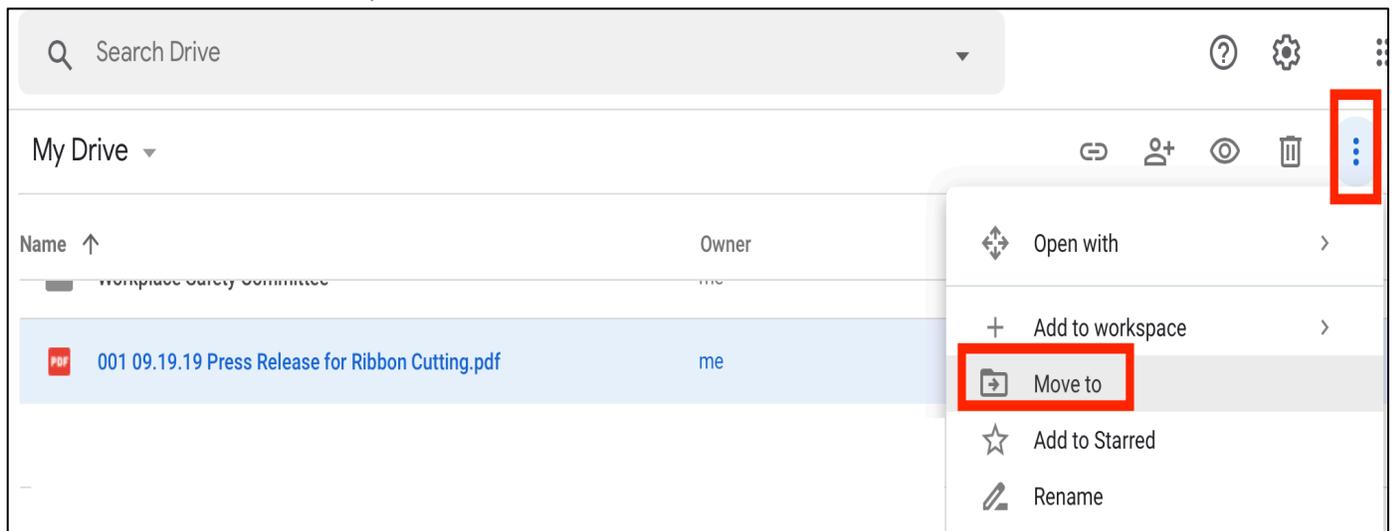
4. Click on the Google Drive icon to add the attachment to your Google Drive



5. After the file has been added to Google Drive, there are two ways to organize where the file is saved
  - a. The first way is to click the blue “Organize” button that immediately appears after you click the Google Drive icon
    - i. Once you click the blue “Organize” button, find the folder you want to move the file to and click the blue “Move” button (as shown below)



- b. The second way is once the file is added to Google Drive, go to [Google Drive](#) and find the attachment
  - i. Once you find the attachment, click it once
  - ii. Click the three vertical dots in the upper right-hand corner (as shown below)



- iii. In the drop-down menu, click “Move to”
- iv. Find the folder that you want to save the attachment to and click the blue “Move” button

