

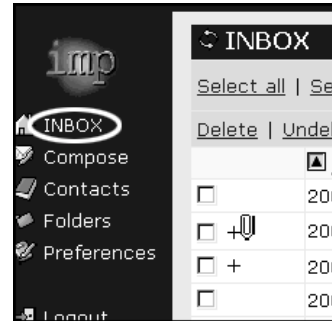
# User Services

**October 2001**

## Saving an Attachment Using IMP Webmail


**IMP** (IMAP webMail Program) is a Web-based email program that MSU students use to check their MSU student email account. IMP is similar to other Web-based email systems available on the Internet, however, it is targeted to MSU users. Advantages include on-campus support, increased security, and better performance for the MSU user community. IMP's "point-and-click" interface allows user to access their account from any computer that is connected to the Web. This factsheet will provide step-by-step instructions on saving attachments.

1. Log in to IMP at [webmail.msstate.edu](http://webmail.msstate.edu) (for more information on how to log in, see the ITS factsheet entitled *Using Webmail to Access Student Email* ). After you are logged in to your email account, click on the **Inbox** button.



2. Locate and open a message with an attachment you would like to save. Attachments are noted with the **paper clip icon**.

	<input type="checkbox"/>	From	Subject	Size
s	<input type="checkbox"/>	2001-10-06	message	2 kb
	<input checked="" type="checkbox"/>	2001-10-17	message	46 kb
ces	<input type="checkbox"/>	2001-10-18	message	4 kb

3. After the message is opened, click on the **Save to Disk Icon** under the **Parts** section. 



4. After selecting the **Save to Disk** icon, a **Save Dialog Box** will appear. Choose the location you wish to save the file to and name the file. Finally, click **Save** to save the file.
5. Congratulations, you have successfully saved an attachment using IMP Webmail.

### Contact Information:

Voice: 325-0631

E-mail: [helpdesk@msstate.edu](mailto:helpdesk@msstate.edu)

Web: [www.its.msstate.edu](http://www.its.msstate.edu)