

# Downloading a File

Last Modified on 10/03/2023 1:22 pm EDT

## Overview

Users can review a file's version history. The Version History lists all previous file versions, version number, date and time, and created by/edited by.

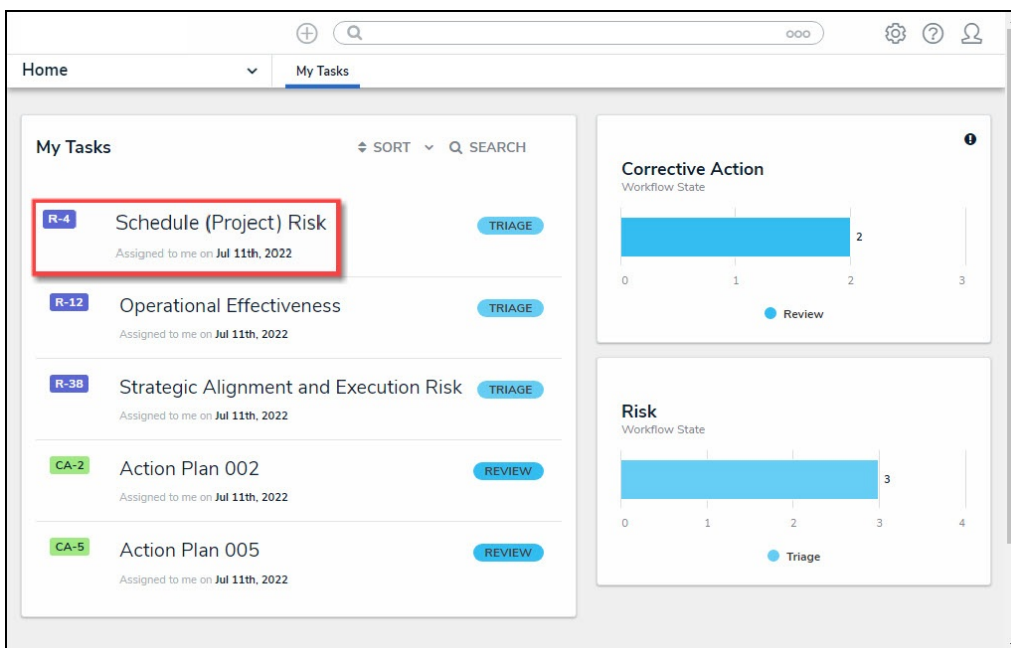
## Related Information/Setup

For more information on editing an attachment file, please see the [Editing an Attachment Using Microsoft Office Web Applications](#) article.

- [Editing an Attachment Using Microsoft Office Web Applications](#)

## Navigation

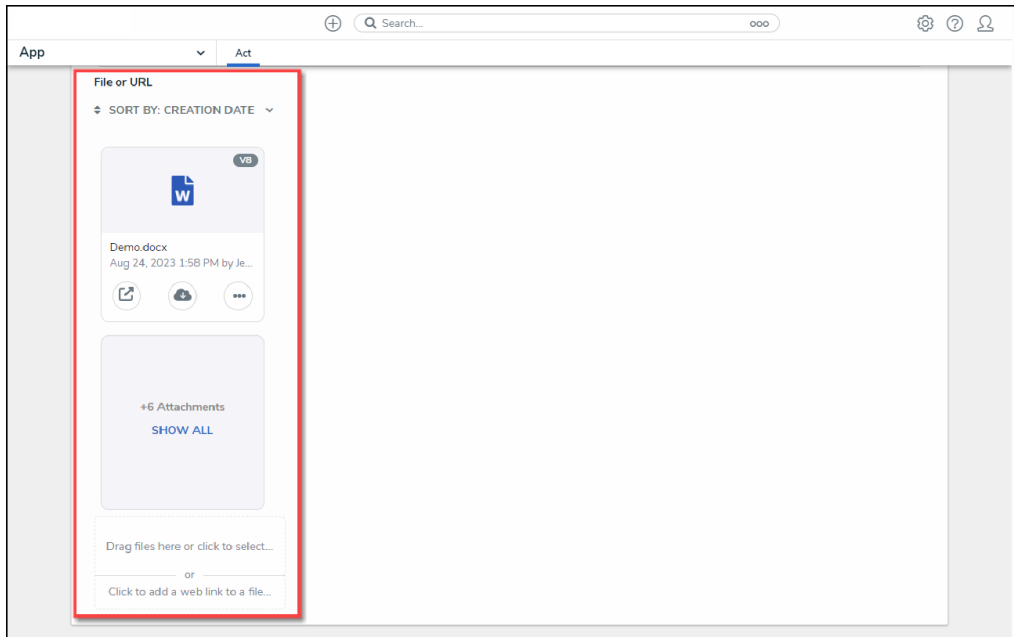
1. From the **Home** screen, search for a form with an attachment on the **My Tasks** list.
2. Click the **Form** name.



*Form Name*

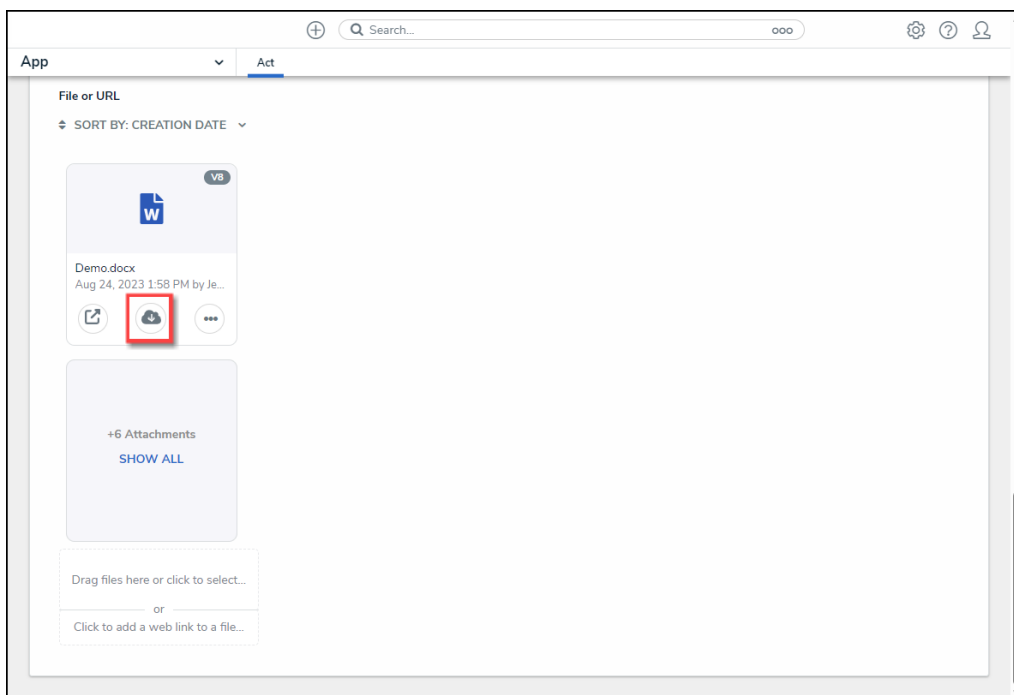
## Downloading a File

1. From the **Form** screen, navigate to the **File** field on the form.



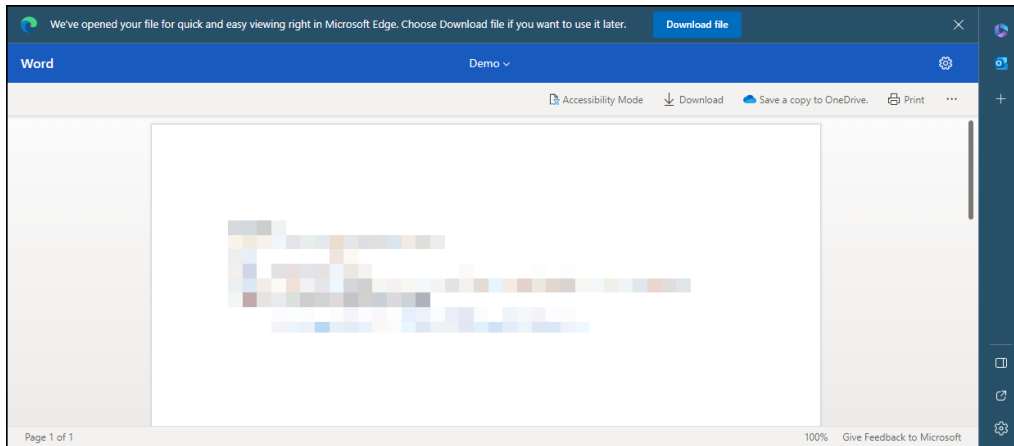
*File Field*

2. Click the **Download** icon on an **Attachment** card.



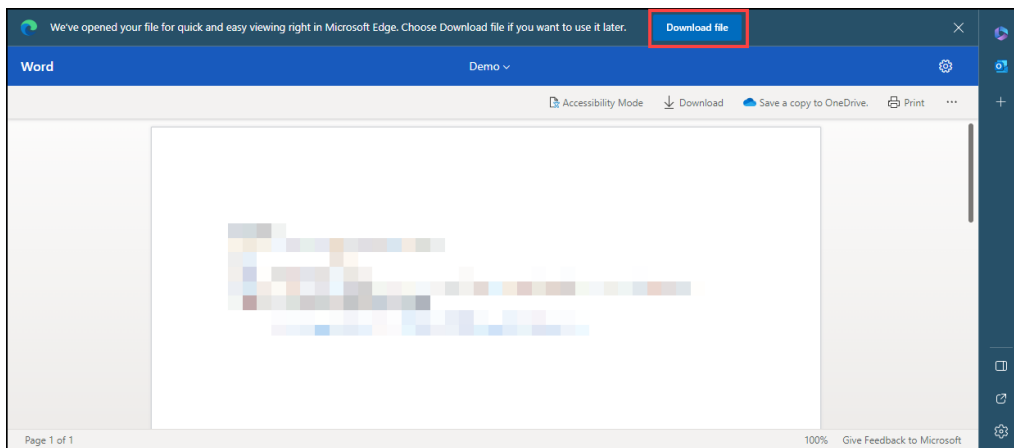
*Download Icon*

3. A new tab will open in your browser using the Microsoft Office web applications.



*File*

4. Click the **Download File** button in the file header to download a copy of the file to the **Downloads** folder on the connected PC.



*Download Button*