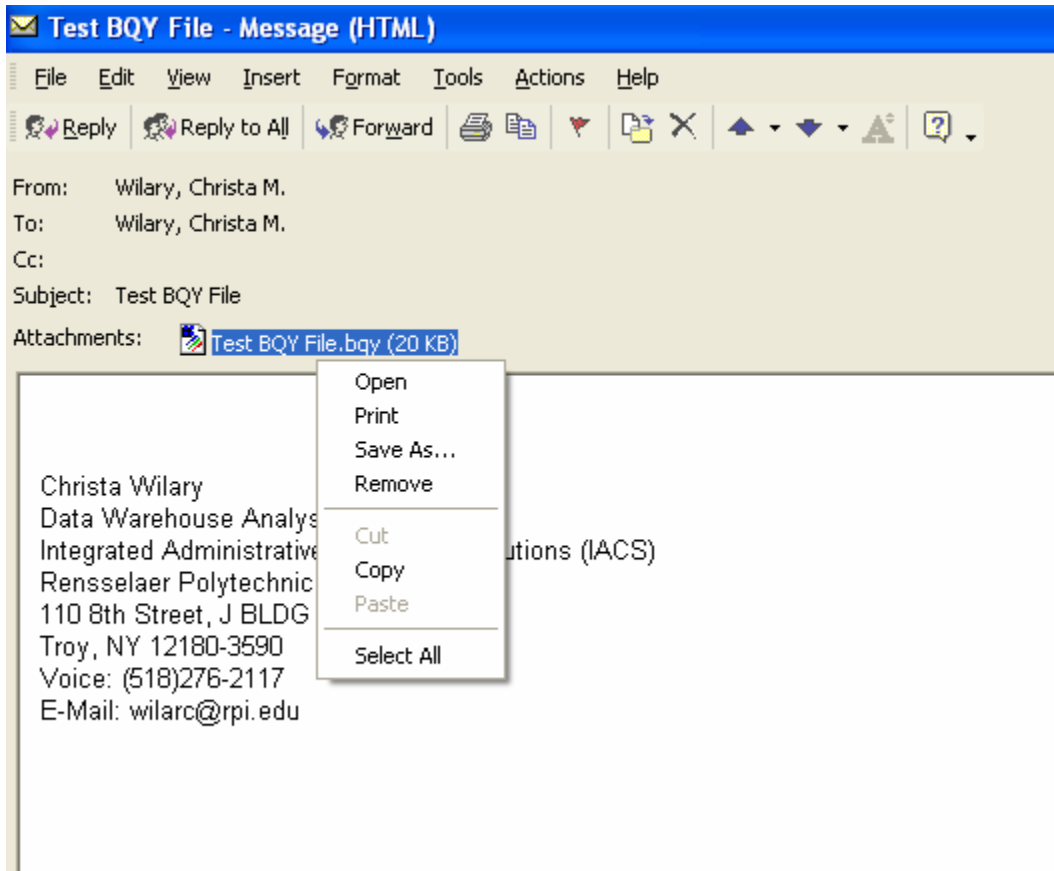


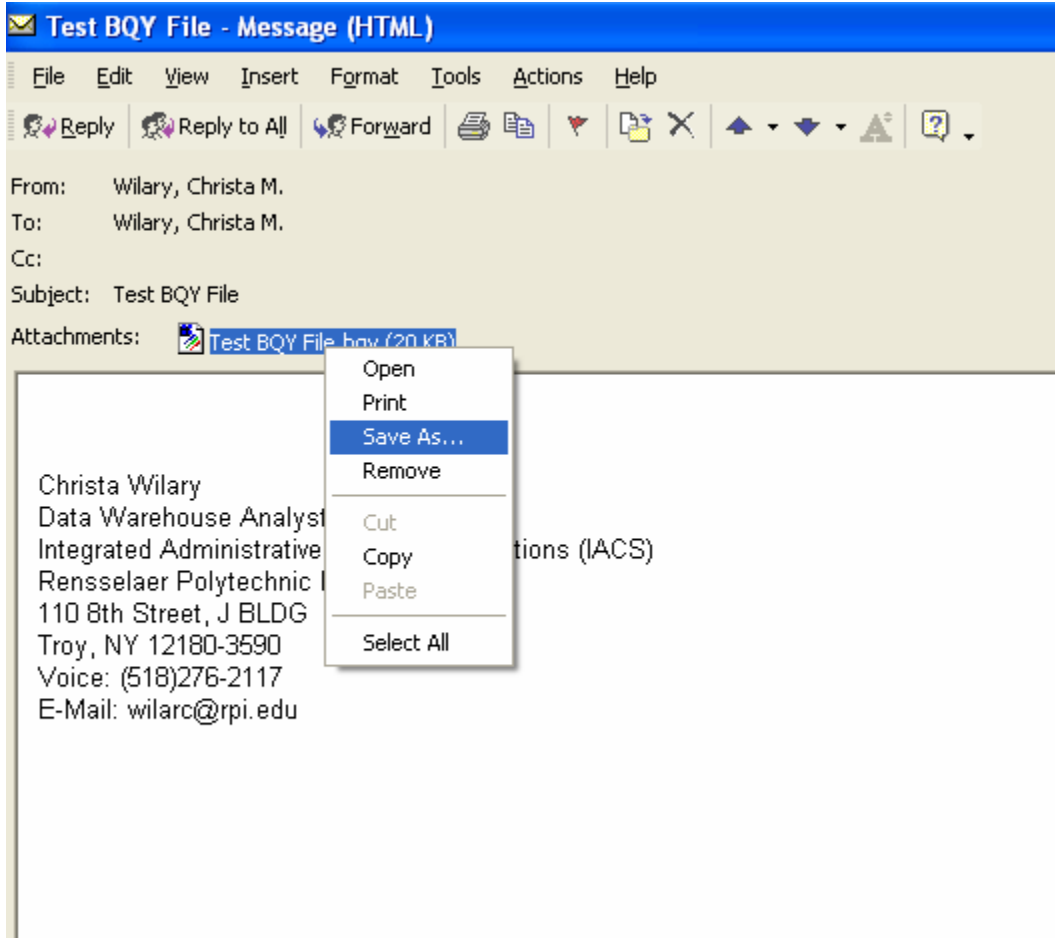
Brio Insight – Opening BQY File Attachments

To view BQY file attachments using Brio Insight, please perform the following steps
(*Note: Brio Insight users will not be able to view BQY file attachments created by Brio Client users.*):

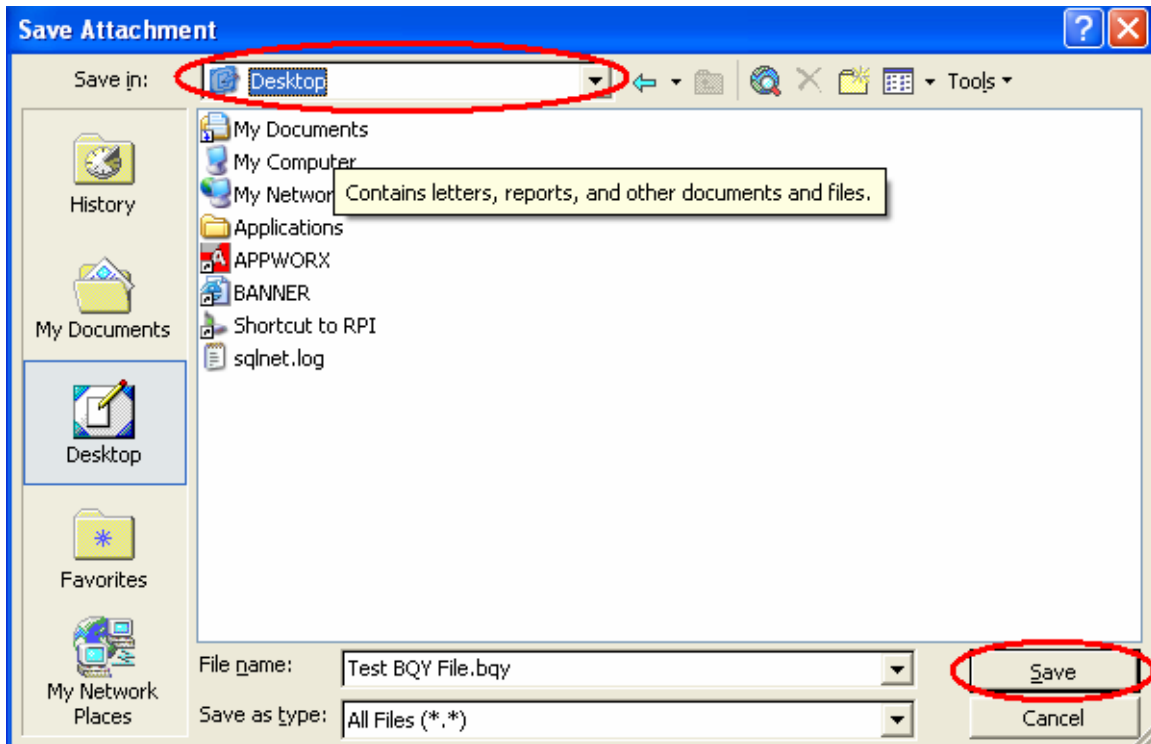
1. Select the BQY file attachment icon in outlook and right click



2. Select **Save As...**

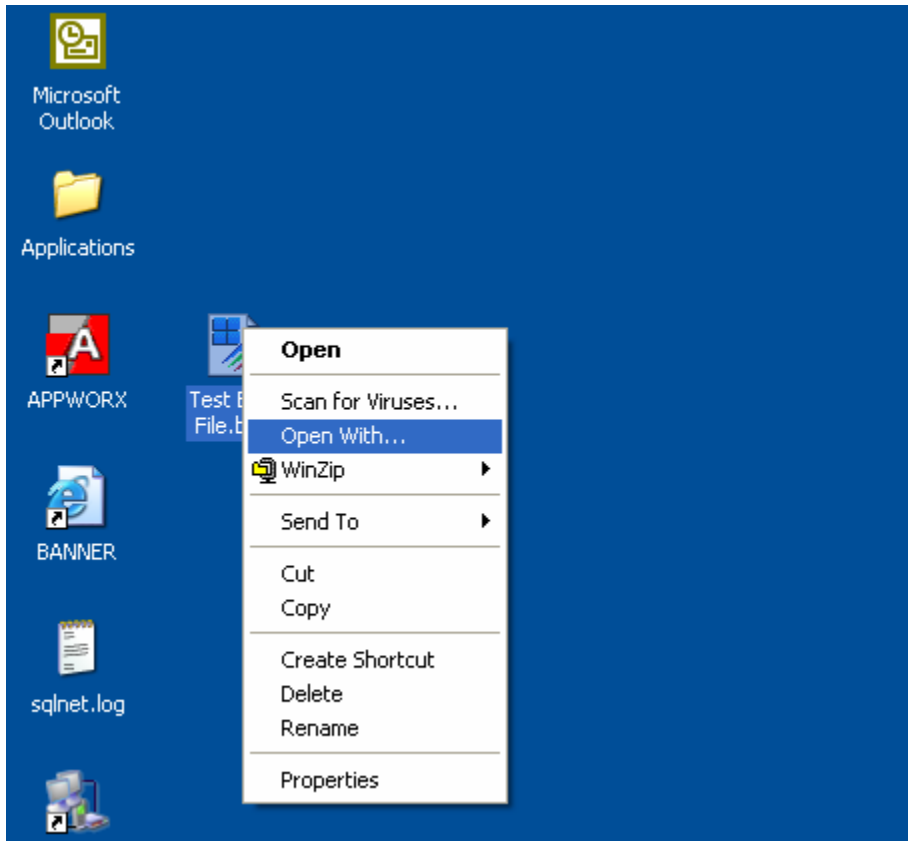


3. Select **Desktop** in the **Save in:** drop down menu and click **Save**.

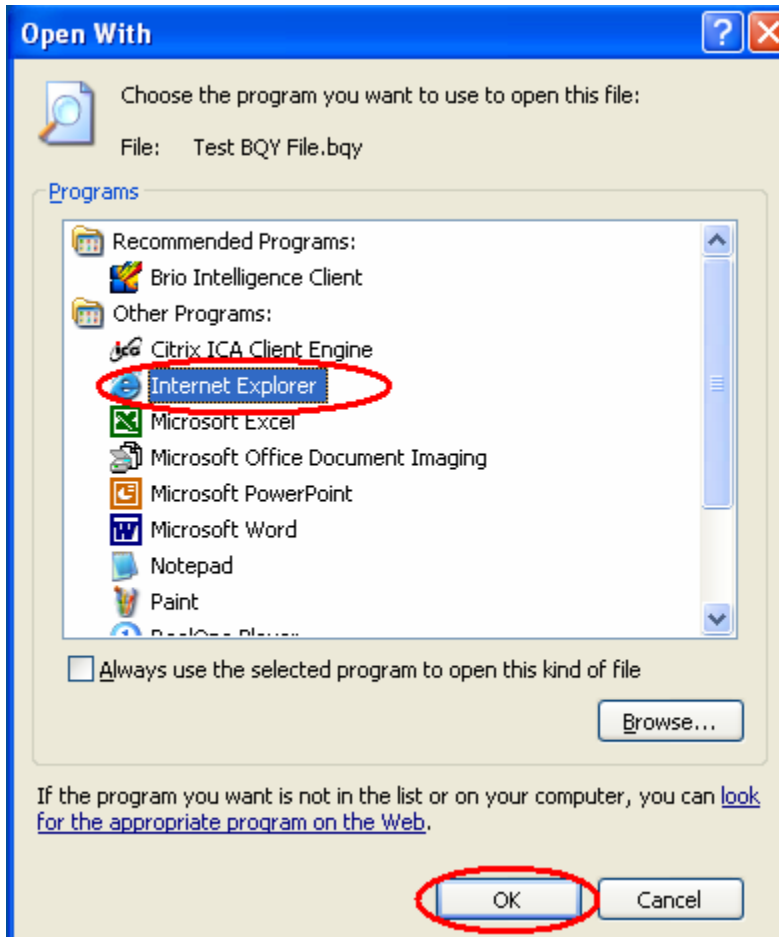


The BQY file is saved to your Desktop.

4. Select the BQY file on your Desktop. Right click and select **Open With...**



5. Select **Internet Explorer** and click **OK**.



The BQY file will now open using Brio Insight.