

Sending files to my teacher (via Email)

Step 1

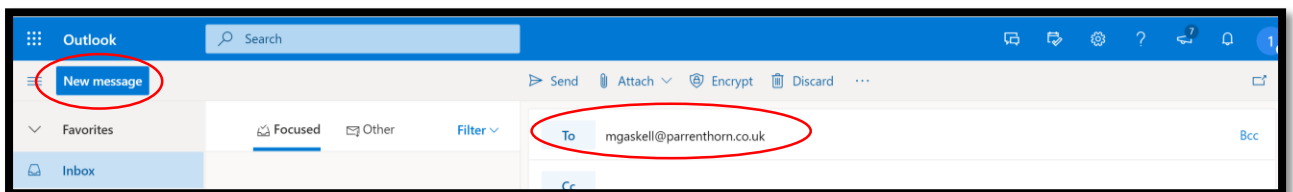
Log into your school email account. If you are having trouble with this, please follow the steps given on the letter that went home to parents on Wednesday 18th March 2020.

You will need to go to the following webpage via a web browser (e.g. Google Chrome, Microsoft Edge)

<http://outlook.office.com>

Step 2

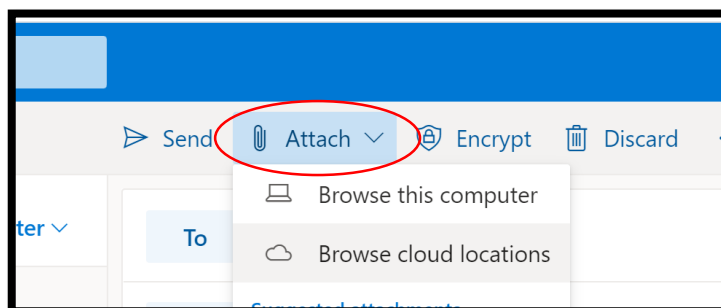
Create a new message and add your teacher's email address at the top. You can search for a teacher by typing in their surname into the "To" field.



Step 3

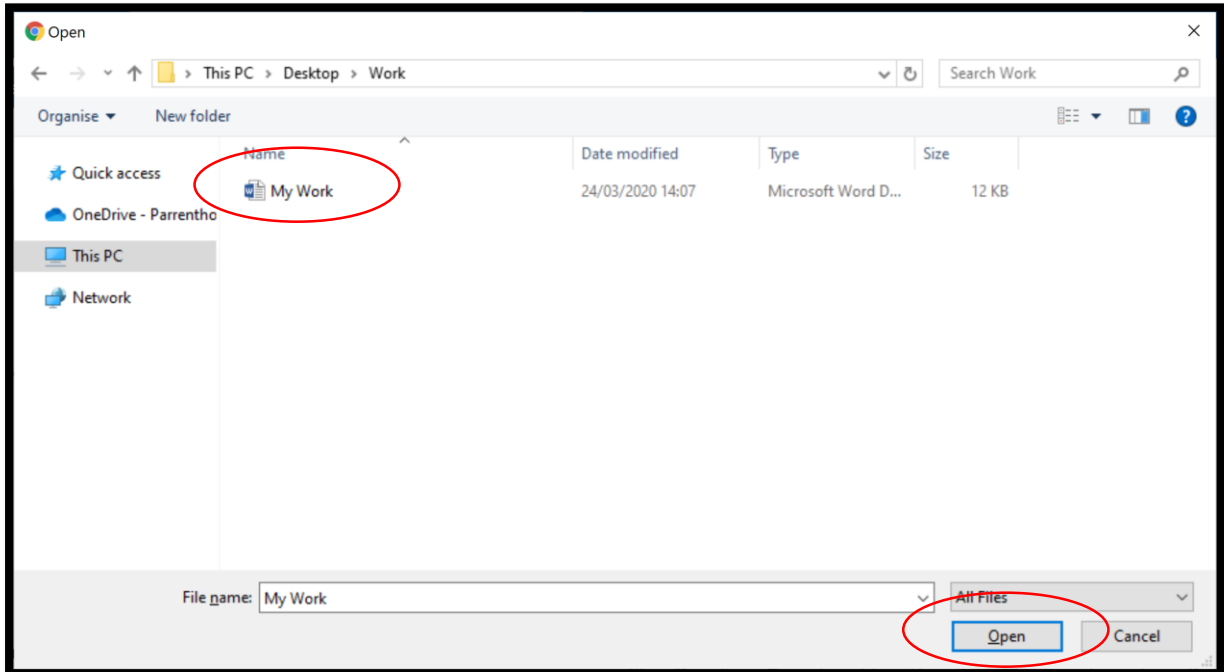
Once you have written out your email, click the button at the top that say "Attach" and you will be given two options, browse this computer and browse cloud locations.

If the work you want to send is saved on your computer then click browse this computer, if it is saved in your OneDrive then click browse cloud locations.

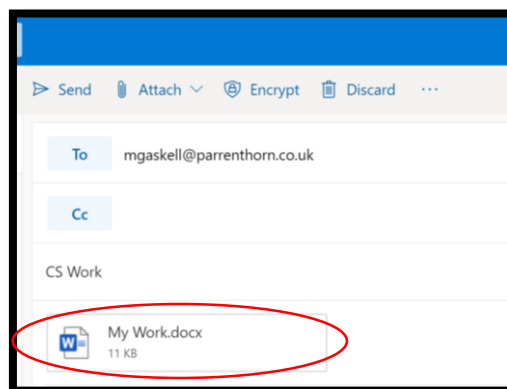


Step 4

Find the work you wish to send and then attach it to the email. Find the file and select it, then click Open at the bottom. If your file is on your cloud OneDrive the steps are very similar but click Browse cloud locations.



Check the work has attached to the email.



Step 5

Send the email.

If you have any further issues sending attachments, please email you teacher for more advice.