

6 Complete the 'To', Subject and 'Message' and if you are ready, click 'Send'. If you need to add an attachment follow steps 7 - 10.

✓ If you need to attach a file click the paperclip the following will pop up

旦	Brow	se this	com	puter	
6	Brow	se cloi	ud loo	cations	
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'Browse this computer' will allow you to attach files from the computer or attached drives.

'Browse cloud locations' will allow you to attach files from your OneDrive.

9 If you select 'Browse this computer the following will pop up:

				= ⊚
Computer	OneDrive - Joseph Leckie > Files			🔎 Search OneDrive - Joseph Leckie Acad
 OneDrive - Joseph Leckie Academy Recent 	[] Name	Modified 1	Size	Modified by
Files	P Apps	19/12/2019		C.Stroud
Shared with you	SharePoint Admin	26/11/2019		C.Stroud
⁹ Ω ^A Group:	P Files for Sharing	26/11/2019		C.Stroud
Recent attachments	E Ruler	21/07/2017		C.Stroud
	E Skuldug	11/07/2017		C.Stroud
Add an account	🛚 wataal Next	20/01/2020	163 KB	C.Stroud
		07/01/2020	39 KB	C.Stroud
	Final AR Template for Schools - 020719.xlsm	18/12/2019	53 KB	C.Stroud
	Porcy Template.docx	18/12/2019	143 KB	C.Stroud
	isposal of Records Schedule 2019.doc	18/12/2019	237 KB	C.Stroud
	Cyrille Regis - Walsall FCCP.xisx	16/12/2019	10 KB	C.Stroud
	Next Cancel			

Select the file you need to attach and click 'Next'.

③ If you select 'Browse this computer the following will pop up:

🕒 🗢 🥃 🕨 Librarie:		ies
Organize 🔻		•= • 🔟
Favorites Desktop	Libraries Open a library to see your files and arrange them by folder,	, date, and othe
Recent Places	CameraRoll Library	
Documents Documents Music Fictures	Documents Library	
Videos	Music Library	
▲ INPL Computer ▶ ▲ DOP1 (C:)	Pictures	
File	ame: All Files	

Select the file you need to attach and click 'Open'. The file will be attached.

• The following will pop up, select 'Attach as a copy'. The file will be attached.

•	Share as a OneDrive link Recipients can see the latest changes and work t	Attach as a copy
0	Attach as a copy Recipients get a copy to review.	
Ren	nember my choice for files from OneDrive and attach files	the same way in the future ①