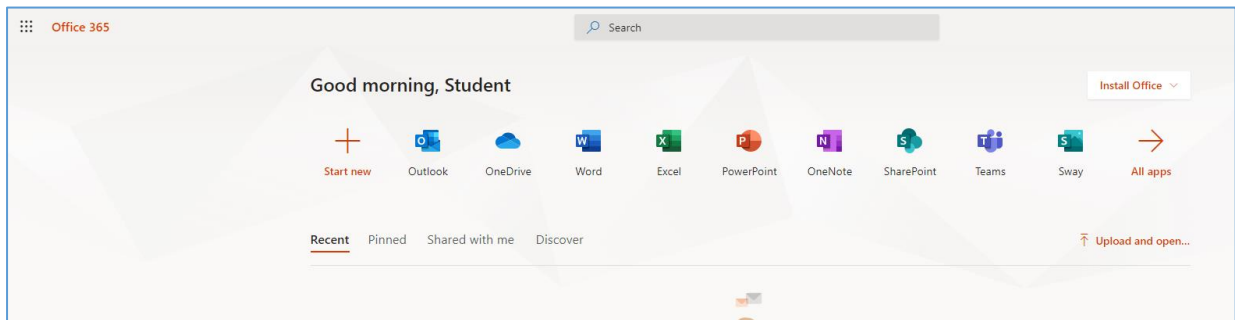




How to email your work to your teacher

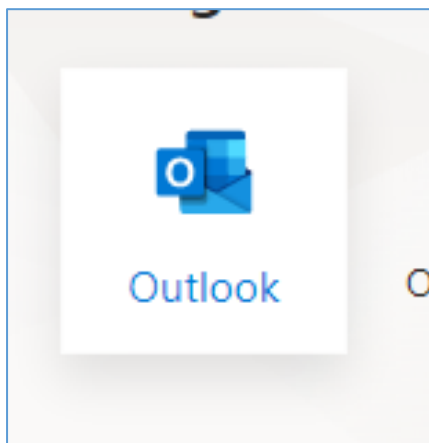
Step 1

Open Office 365



Step 2

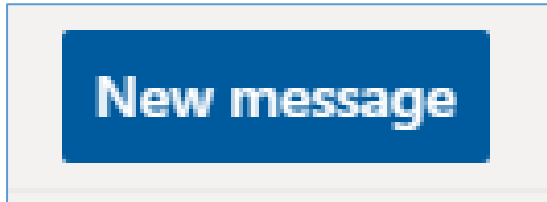
Click on the Outlook icon





Step 3

Click on the 'New Message'

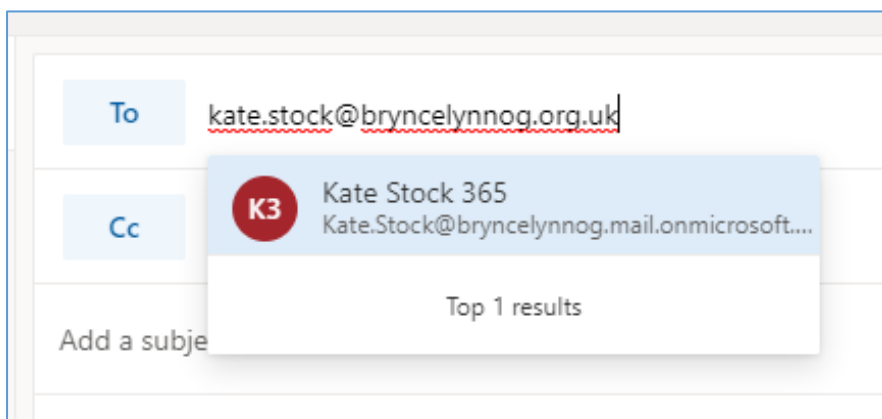


Step 4

Type your teacher's email address in the box next to 'To'

You should ask your teacher for their email address

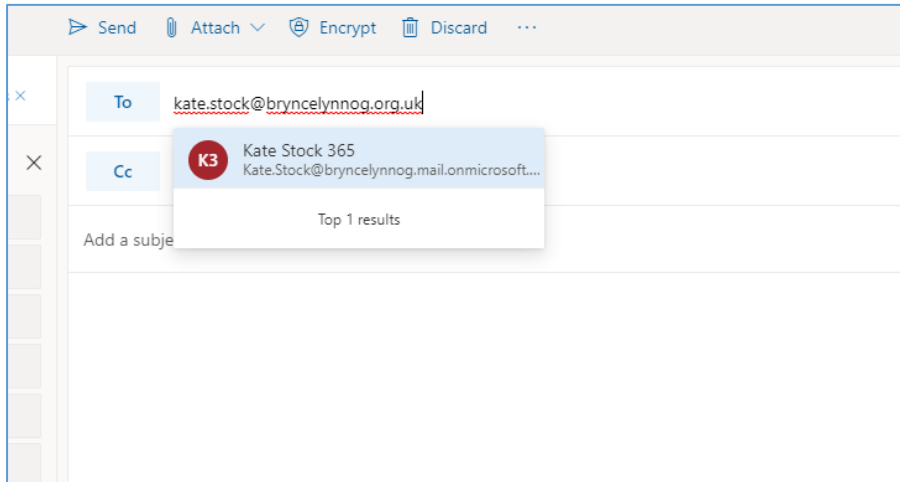
Alternatively if you type their name into the box their email address will appear





Step 5

Next Press the Enter button on your keyboard



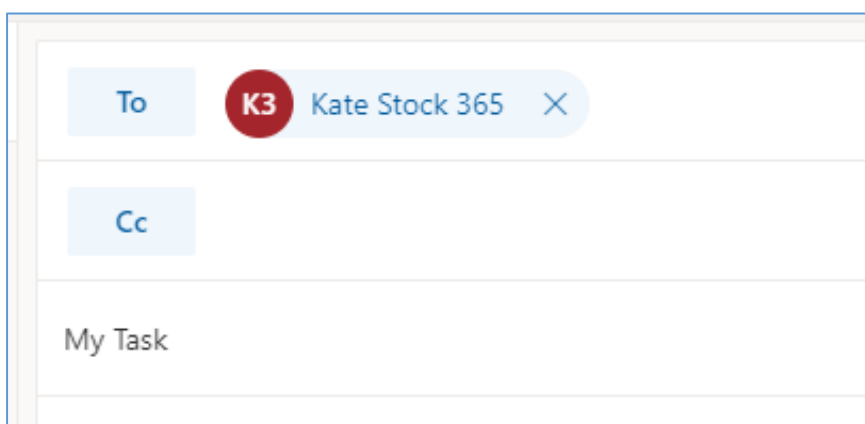
Step 6

In the 'Subject' box write a title for your email.

For example:

“Jack’s Task”

“My Task”





Step 7

Next write a message for your teacher

To K3 Kate Stock 365 ×

Cc

My Task

Hi Miss,

I have attached my task to this email.

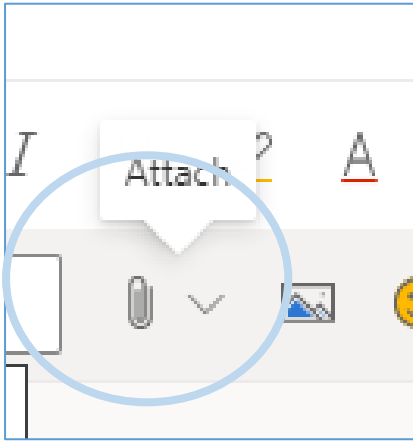
Thank you
Student



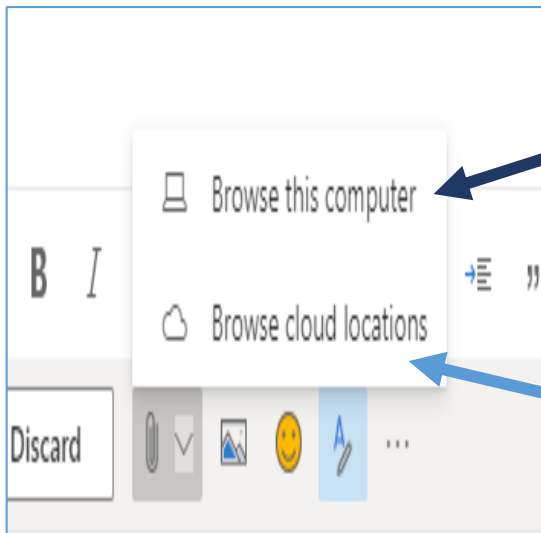
Step 8

You are now ready to attach your work to the email.

Click on the **paperclip** icon



Step 9



If you saved your work on
your computer or device
Choose

'Browse this computer'

If you saved your work on
O365

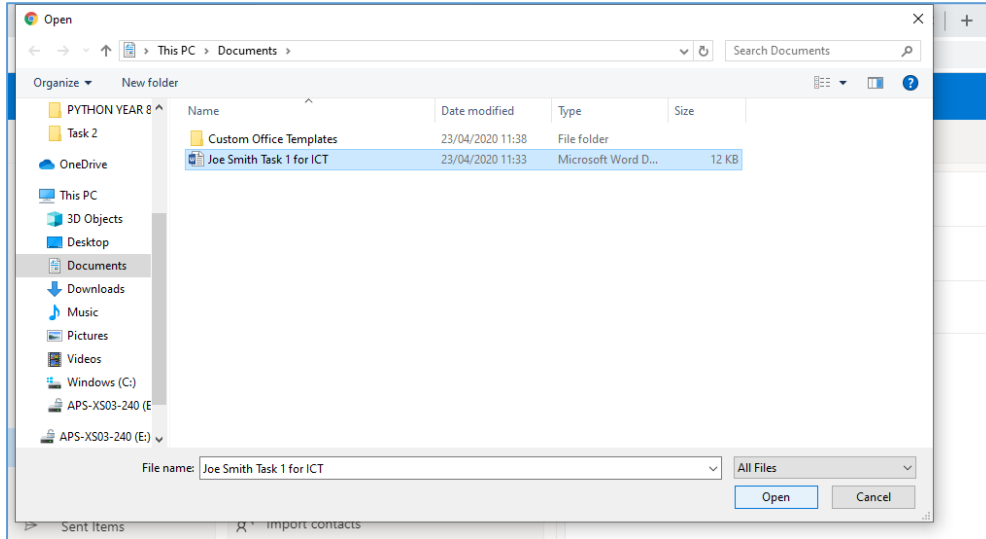
Choose

'Browse cloud locations'



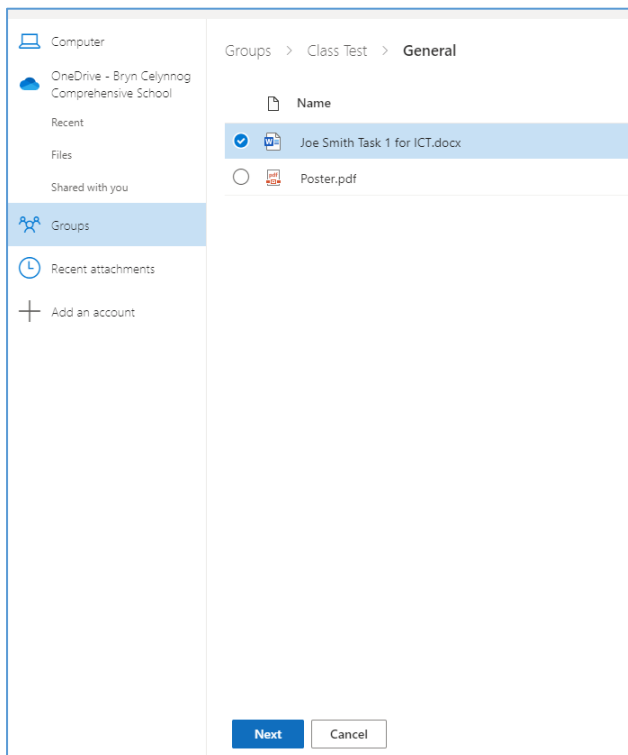
Finding work saved on computer

You will now need to find your work, click on the file and select 'Open'



Finding work saved on Cloud

You will now need to find your work, click on the file and select 'Next'





Final Step

After writing your message and attaching your file you can now send your email.

Click on the 'Send' button.

