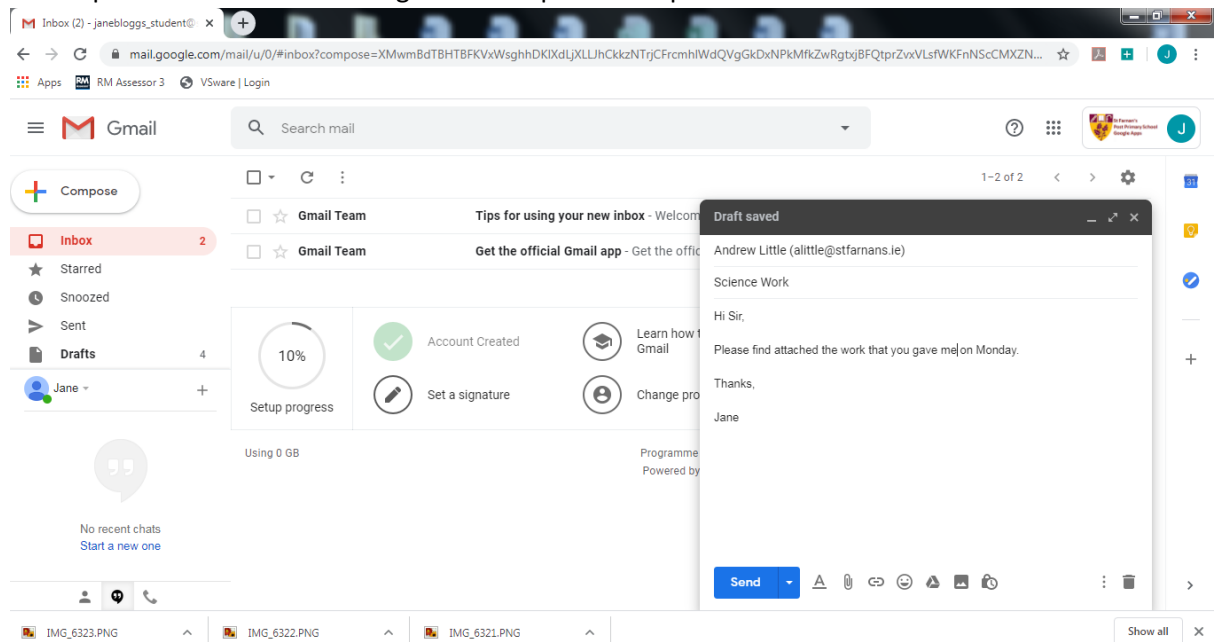




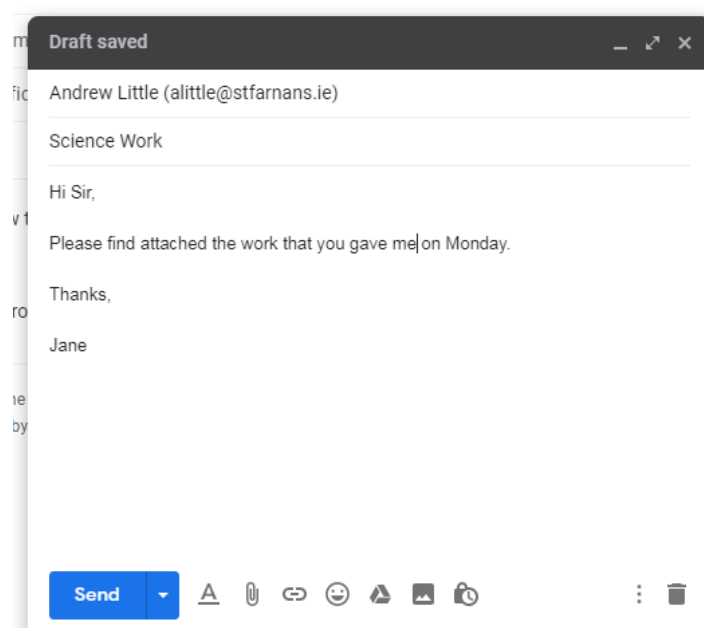
St. Farnan's Post Primary School

Tutorial 3: Attaching a file or picture to an email

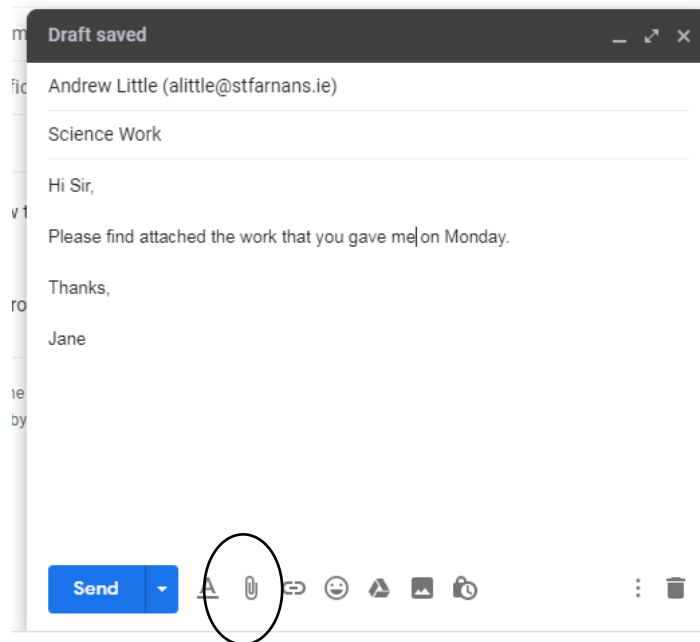
1. Now that you know how to send an email, you may need to attach a file or picture of your work for your teacher to correct. We do this the same way we sent an email. So, follow all the steps in Tutorial 2 for sending an email up until the point below.



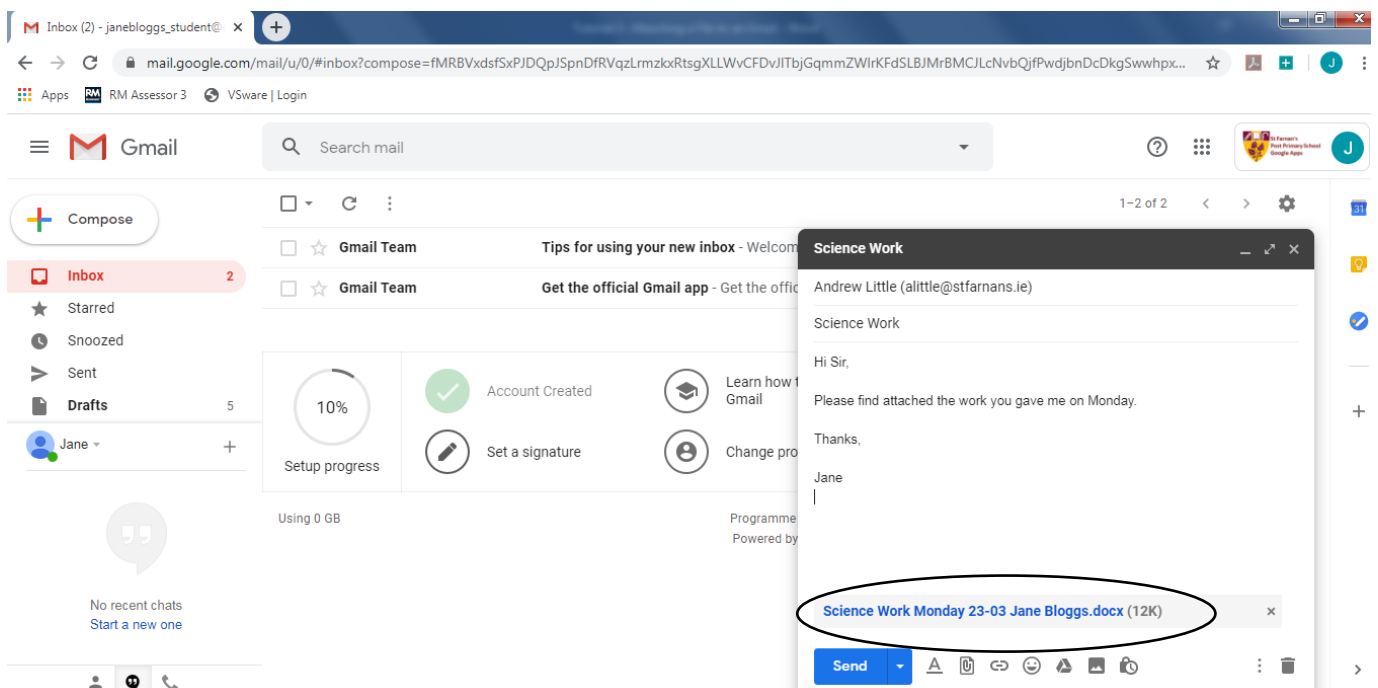
Let's take a closer look at the email



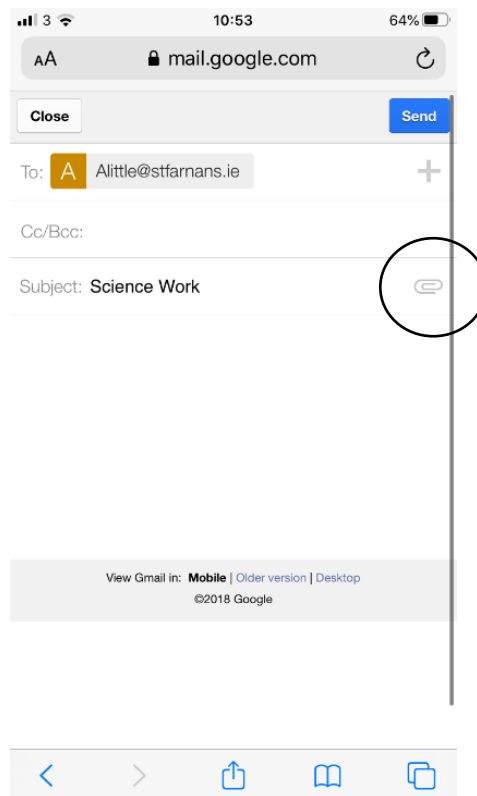
2. We need to attach the work you have completed. If you typed up your work and you want to attach a word document or PowerPoint presentation we click the paperclip that is circled.



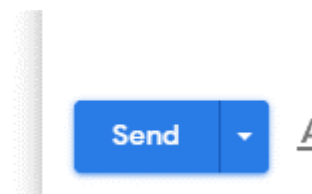
3. A new window will open and from there you can select the files you want to upload. Just click the file you want and press open. This file will then be added to your email and look something like this. The file is in blue writing and I have circled it at the bottom of the email.



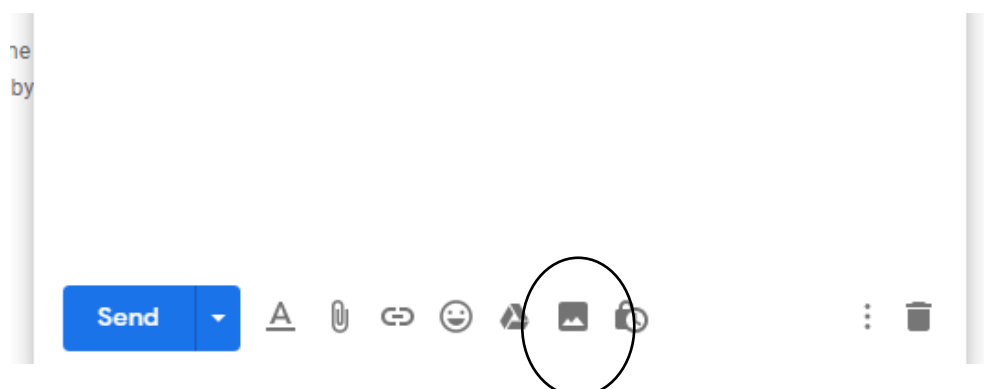
If you are using a phone or tablet, you need to do this a little different. To attach a file press the paper clip on the right of the subject bar. It's circled below.



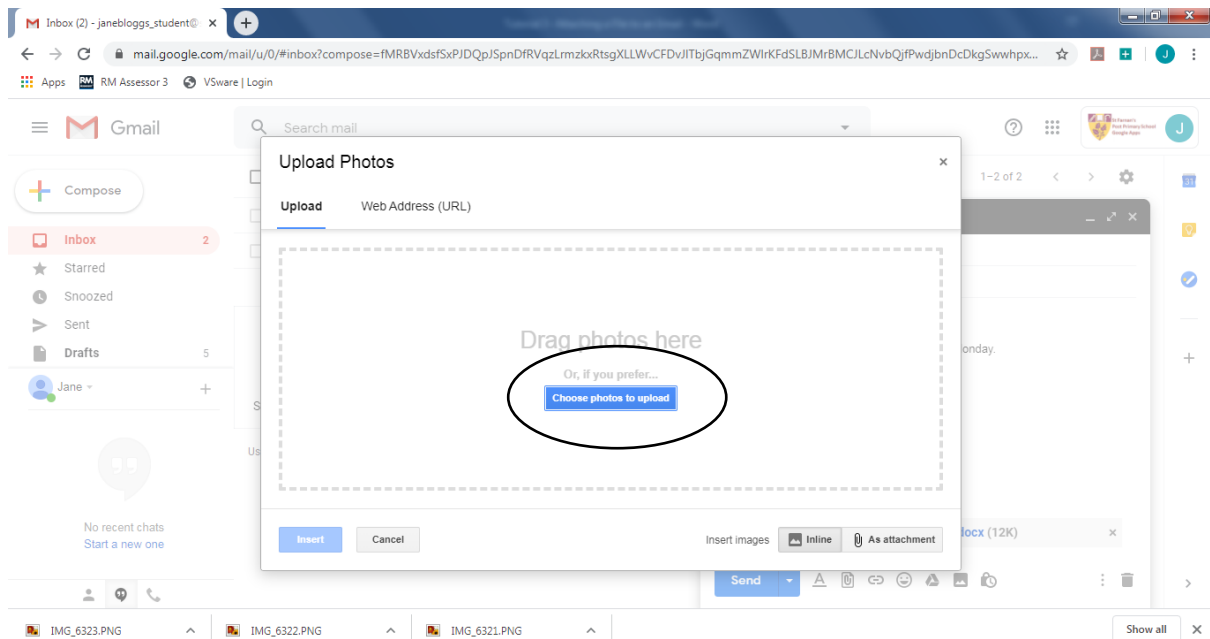
4. You can now send your email by pressing the blue send button as before.



5. If you want to attach a picture of your work. Instead of pressing the paper clip, you need to press the picture symbol circled below.



6. A new screen will open where you can select the picture you want to send. Just click the blue 'Choose photos to upload' button that is circled.



If you are using a phone or tablet when you select the paperclip symbol it will ask you if you want to upload a picture and then bring you to your camera roll where you can select the picture you want to send.

7. You have now attached an image to your email and can send as normal by pressing the blue SEND button.

