



It's important that you save you work and submit it using the method your teacher has asked you to use.

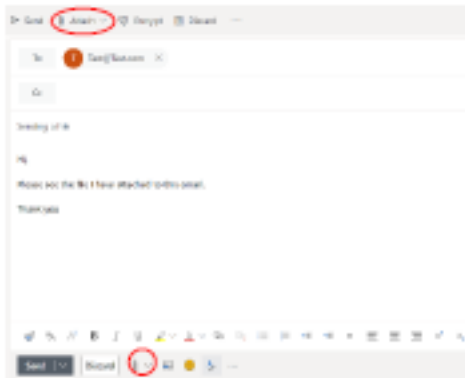


HERE'S HOW:

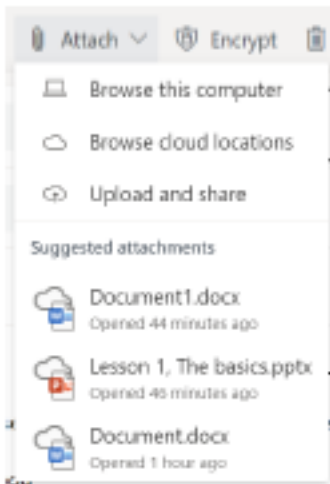
Attaching a file to an email

When in Outlook KSA you can attach a file to the email you are sending using the steps below.

On the compose page, when you are ready to attach a file; click "Attach" on the top bar, or you can click the paperclip icon next to "Send"



Both methods present the same options when selected.



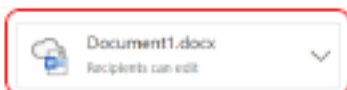
Browse this computer - This option lets you access files saved on your computer or USB drive (not online)

Browse Cloud Locations – Lets your search folders in your OneDrive (online)

Suggested attachments – Shows your most recent worked on documents

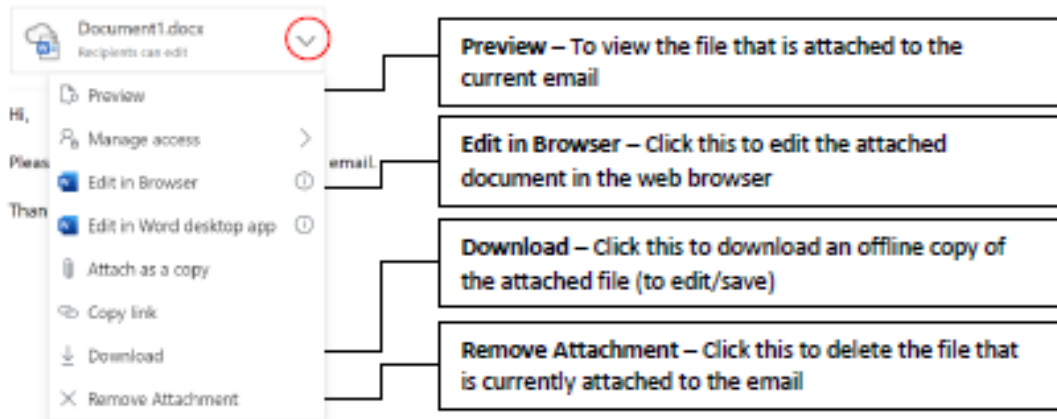
Select the relevant option that you require, for this example we will select the "Suggested attachments" and used Document1.docx. When the file(s) has been successfully uploaded they will appear underneath the subject line. You have now attached a file to your email and are ready to send.

Sending a File



Remember, a title such as 'Document1.docx' is not a helpful title as we don't know what the topic of the file is. Stay organised by naming documents accurately.

Also, to note if you click the downward arrow on the right of the attachment it will give you more options for that attached file.



The screenshot shows an email interface with an attachment named "Document1.docx" and a dropdown menu. The menu options are: Preview, Manage access, Edit in Browser, Edit in Word desktop app, Attach as a copy, Copy link, Download, and Remove Attachment. Callouts explain each option:

- Preview** – To view the file that is attached to the current email
- Edit in Browser** – Click this to edit the attached document in the web browser
- Download** – Click this to download an offline copy of the attached file (to edit/save)
- Remove Attachment** – Click this to delete the file that is currently attached to the email

When you attach a file, you will be given the option to attach as a copy or upload and share as a OneDrive link. If the attachment is too big, you will have to share via OneDrive.

How do you want to share this file?

i This file is too large to send as an attachment. The largest file you can send is 33 MB. Try sharing with OneDrive.



Upload and share as a OneDrive link

Upload to the Email attachments folder. Recipients can see the latest changes and work together in real time.



Attach as a copy

Recipients get a copy to review.

If you attach as a copy, the person receiving your work will have a new copy of the document. If you attach as a OneDrive link, the person receiving the link will be able to edit your document and leave feedback on the original copy. Your teacher will normally tell you which option they would prefer. If you're not sure, ask!