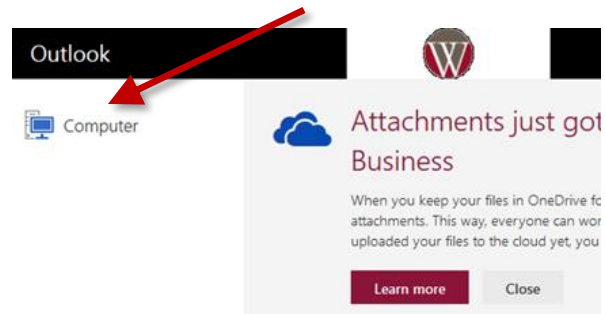
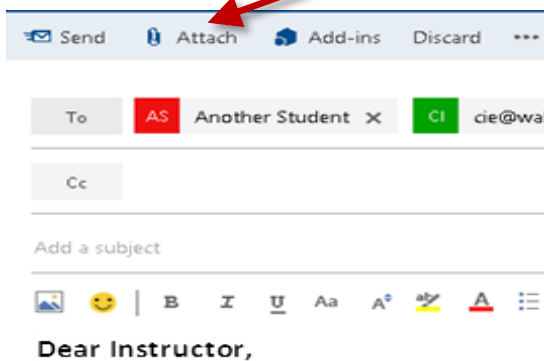


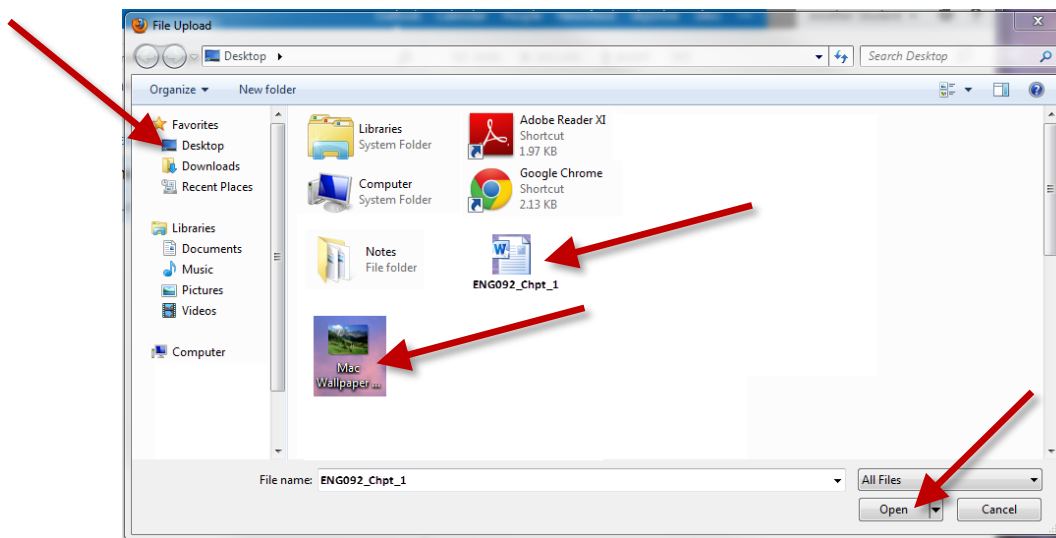
Adding Attachments Using Your Student E-mail Account

This Student Help Document was created to help you better understand how to use the attachment features in your Student Email Account.

1. To add an **Attachment**, you will need to do the following:



- a. Click on **Attach** to add the file you want to attach.
- b. Once you see the **File Upload/Choose File to Upload** page, click on **Computer**.



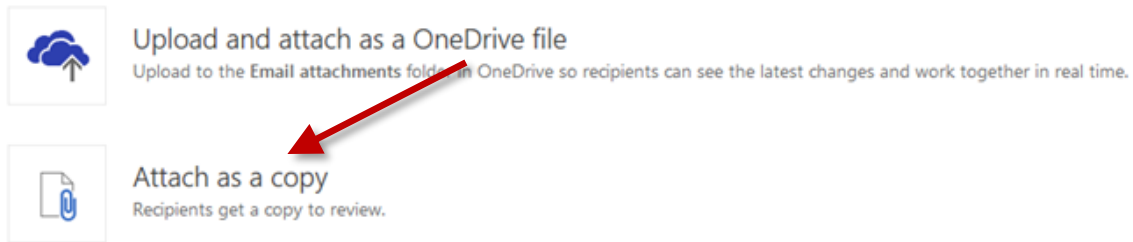
- c. Choose **Desktop** or drive which you want to retrieve the file from. For example, the diagram above shows **Desktop**.
- d. Click on the **file** you want to attach. This could be a **Word document** or **picture**.
- e. Click on **Open**.



Adding Attachments Using Your Student E-mail Account

How do you want to attach this file?

✕

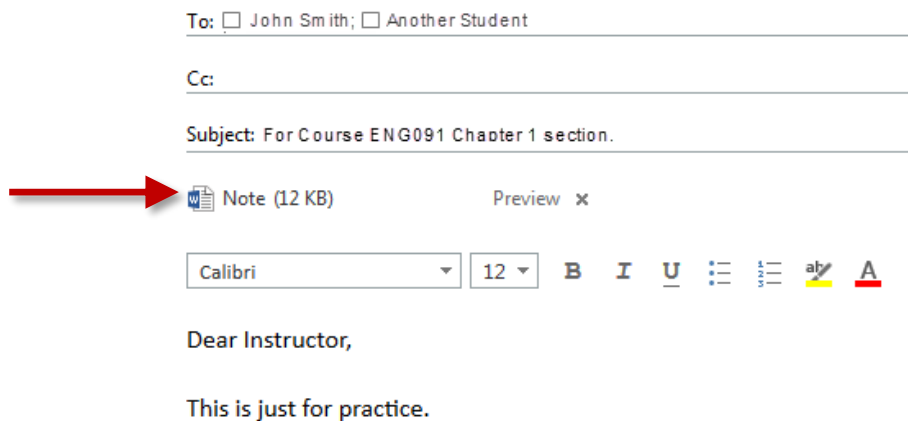


Upload and attach as a OneDrive file
Upload to the Email attachments folder in OneDrive so recipients can see the latest changes and work together in real time.

Attach as a copy
Recipients get a copy to review.

f. Click on **Attach as a copy**.

Note: If you have setup OneDrive from your Office 365 Student E-mail Account, you can Upload the file to OneDrive and attach the file at the same time using **Upload and attach as a OneDrive file**.



To: John Smith; Another Student

Cc:

Subject: For Course ENG091 Chapter 1 section.

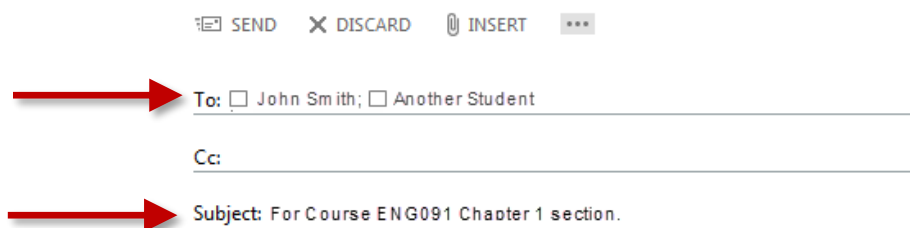
Note (12 KB) Preview ✕

Calibri 12 **B** **I** **U** [List] [List] [List] **A**

Dear Instructor,

This is just for practice.

g. You should see the icon appear above the font menu. For example, the diagram above shows **Note** document as the file that has been attached.



SEND DISCARD INSERT ...

To: John Smith; Another Student

Cc:

Subject: For Course ENG091 Chapter 1 section.

2. You can now **fill in** the **To;** **Cc;** **Bcc;** and **Subject**.

3. Click on **Send**.



Adding Attachments Using Your Student E-mail Account

For more information about using your Student Email try the following links:

- **Student E-mail Help Documents:**
http://www.wallace.edu/current_students/student_email_information.aspx
- **Uploading a file to OneDrive:**
http://video.wallace.edu/wcc/stuemail/Uploading_File_To_OneDrive_Using_Student_Email.pdf
- **Adding Attachments From OneDrive Using Your Student E-mail Account:**
http://video.wallace.edu/wcc/stuemail/Adding_Attachments_From_OneDrive_Using_Your_Student_Email.pdf
- **Inserting Image/Picture in the message area using your Student E-mail:**
http://video.wallace.edu/wcc/stuemail/Inserting_Image_Using_Your_Student_Email.pdf

