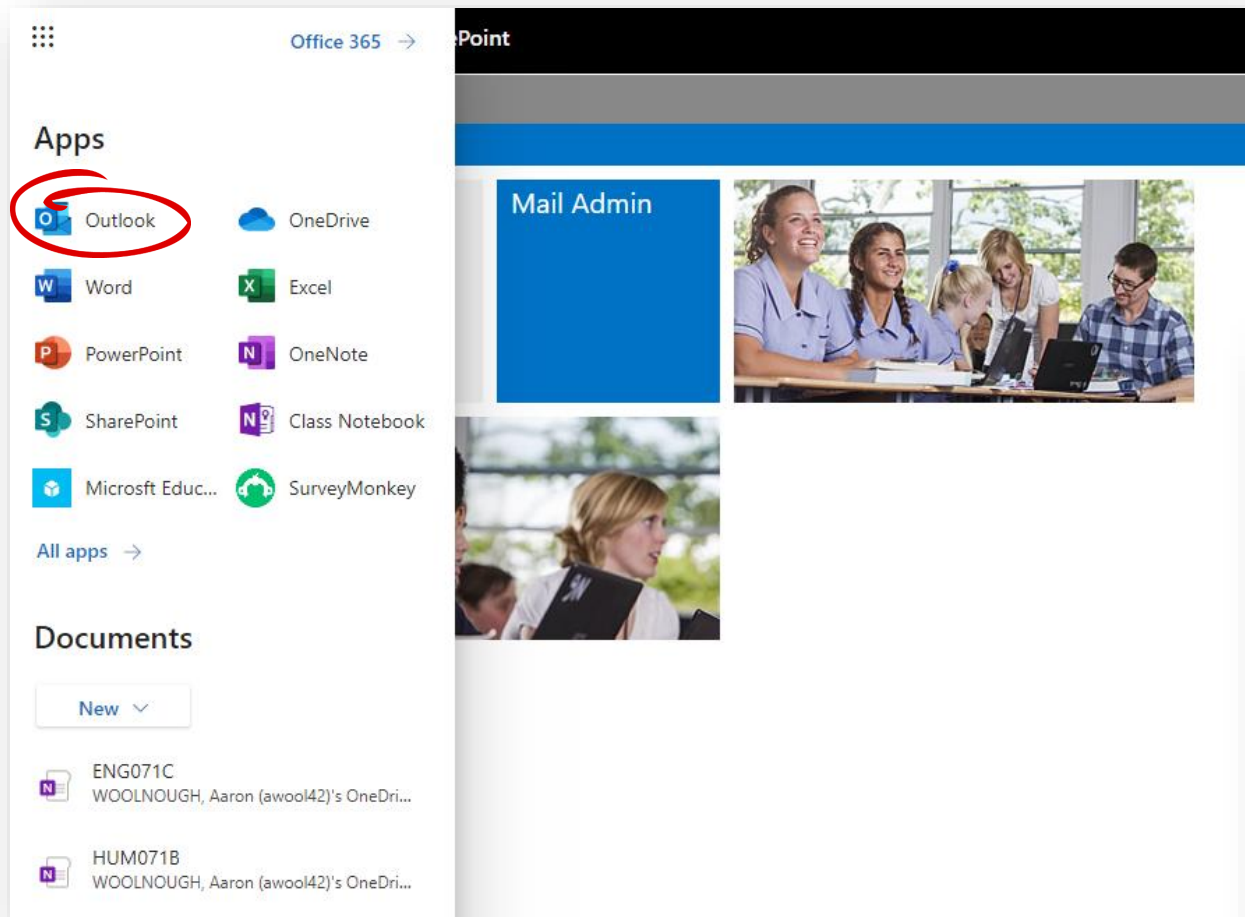


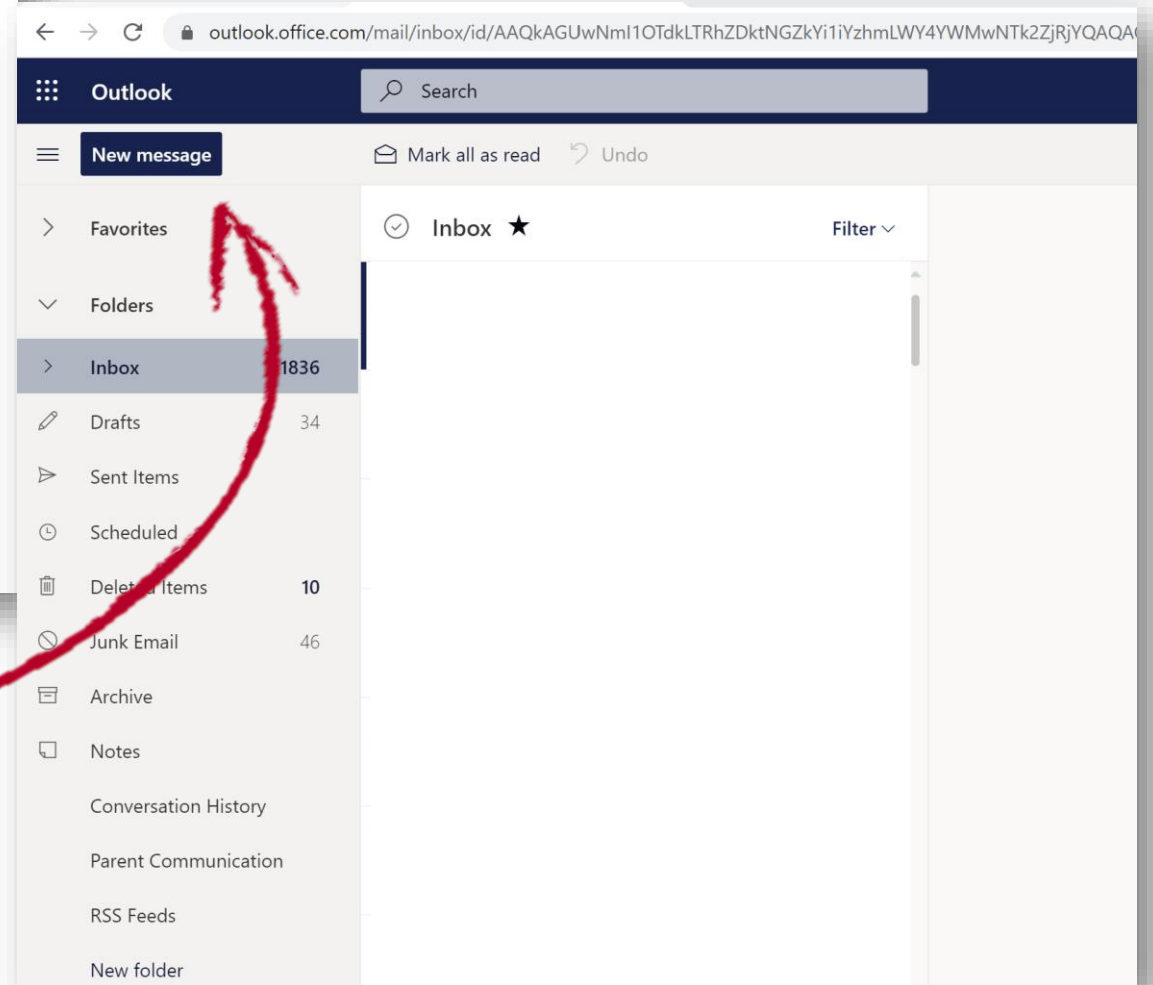
# Emailing an Online Office Document to my Teacher

The screenshot displays the Office 365 application launcher on the left, with the Word icon circled in red. The main area shows a 'Mail Admin' sidebar and a 'Demonstration Document' in Word Online. The document content reads: 'This is a demonstration document for training purposes.' A red arrow points from the bottom left towards the document area. A small Word icon is visible in the bottom right corner.

You have been working in *Word Online (OneDrive)* and you wish to email the document to your teacher.



## Step 1: Open Outlook Online




## Step 2: Select New Message

# Step 3: Select Attach

The screenshot shows an email composition interface. At the top, there is a toolbar with buttons for 'Send', 'Attach', 'Discard', and a menu icon. The 'Attach' button, which features a paperclip icon, is circled in red. Below the toolbar are fields for 'To', 'Cc', and 'Bcc'. The main body of the email contains the text 'Add a subject', 'Sincerely,', and the signature 'Aaron Woolnough, Head of Department Technology' with a 'Nerang' logo. At the bottom, there is a rich text editor toolbar with various icons for text formatting and a secondary toolbar with 'Send' and 'Discard' buttons, along with icons for attachments, emojis, and a pencil icon.

## Your Options.



 Browse this computer

*These are documents that are stored **locally** on your computer.*

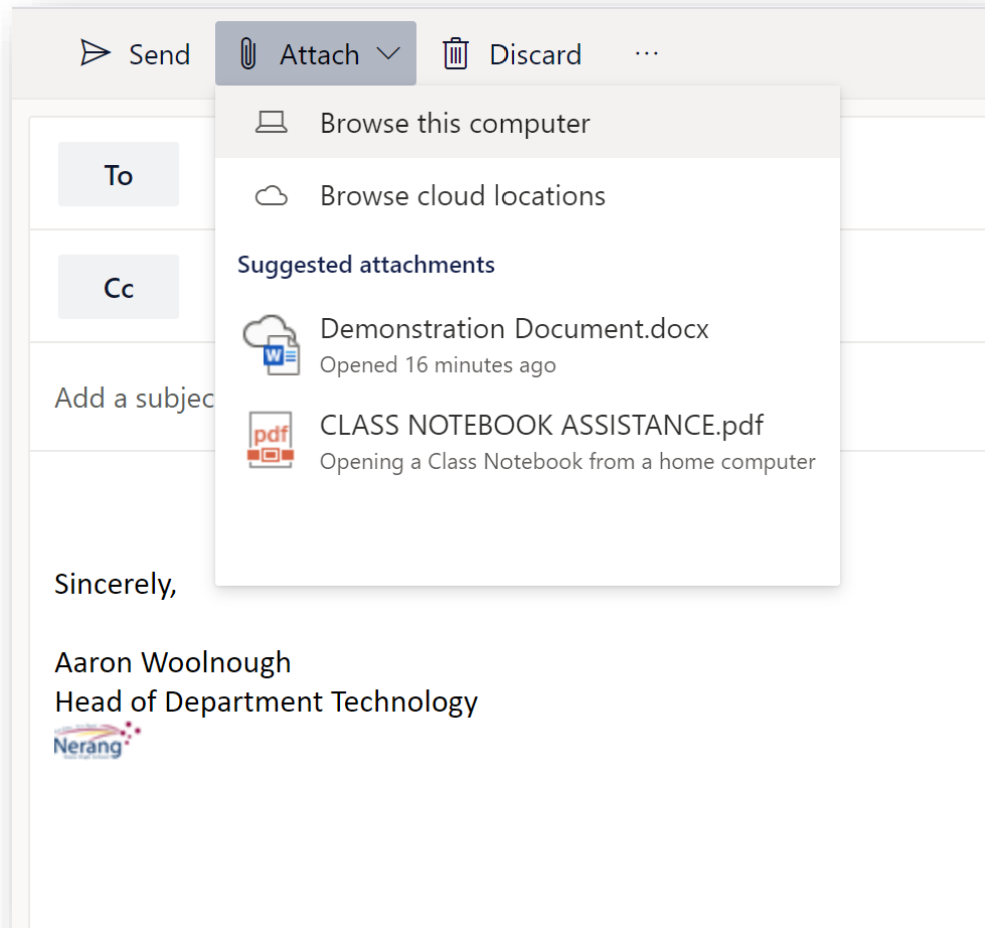
 Browse cloud locations

*These are documents that are stored on your **OneDrive**.*

### Suggested attachments

-  Demonstration Document.docx  
Opened 16 minutes ago
-  CLASS NOTEBOOK ASSISTANCE.pdf  
Opening a Class Notebook from a home computer

*These are documents you've recently had open. Notice, one has a **cloud**? This is informing you, it's on your **OneDrive**.*



☁ Browse cloud locations

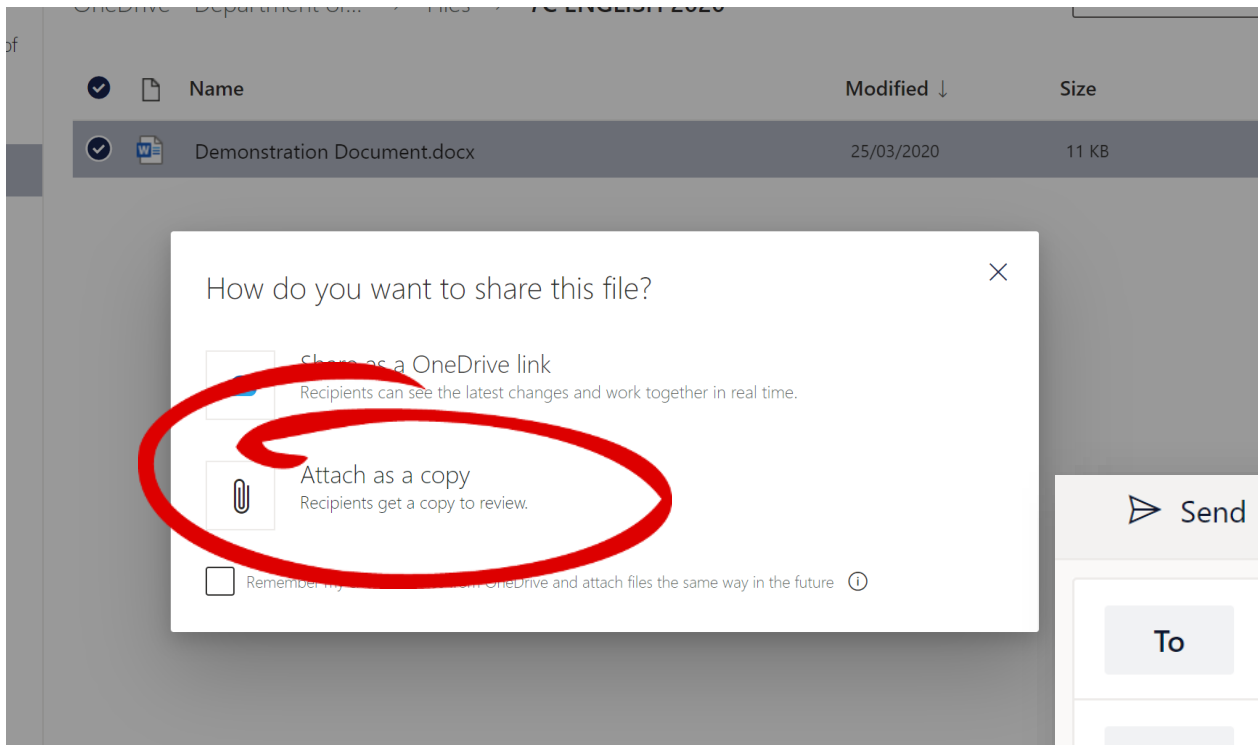
**Step 4:** If it's not a recent document, select [Browse Cloud Locations](#) and then [Files](#).

You will be able to locate your file from there.

Double Click on the document you wish to attach.

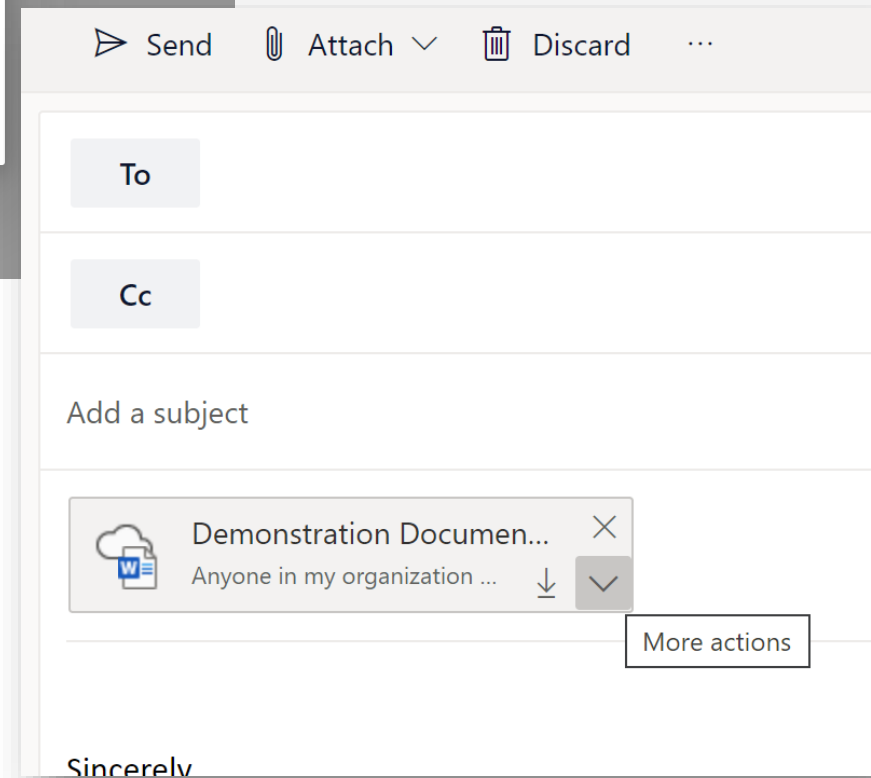
The screenshot shows the OneDrive web interface. On the left sidebar, the 'Files' tab is highlighted with a red circle. The main area displays the breadcrumb path 'OneDrive - Department of... > Files > 7C ENGLISH 2020' and a search box. Below this is a table of files:

Name	Modified ↓	Size
Demonstration Document.docx	25/03/2020	11 KB



## Step 5:

Press [Attach as a Copy](#) and the document will attach to the email.



Option: You have the **option** of locking the document so that it can't be edited by selecting the drop down arrow and *More Actions*.

**Step 6:** Press [Send](#).