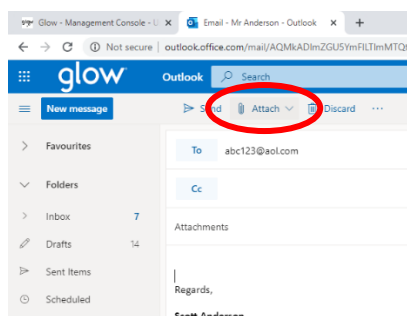
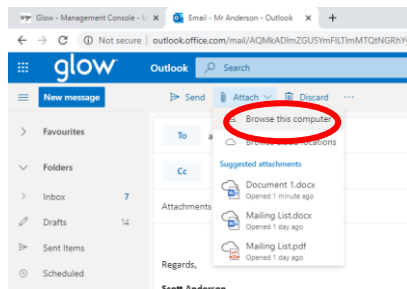


Attachments to email - sending:



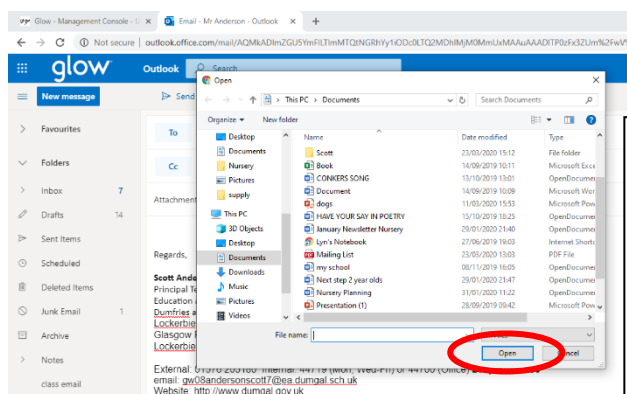
Once logged-in to Glow, select **Outlook** from the **Launch-Pad** and open a **new message**.

Click on the **'Attach'** button. A **drop-down list** should appear.



From the **drop-down list**, select **'Browse this computer'** to view items saved on your computer.

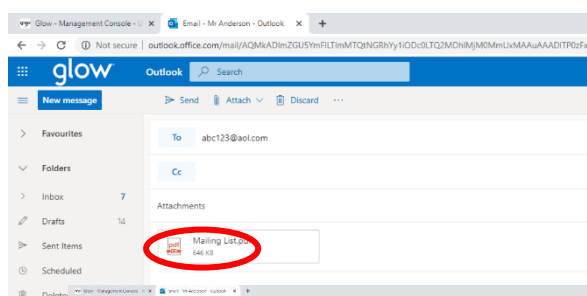
Selecting **'Browse cloud locations'** could take you to any cloud-based service, such as **OneDrive** or **Google**. You should find the process for using this and have your username / password for that service ready.



For your files on your computer, a **dialogue box** will open. To attach a file, **navigate to its location** and **click** on the required file.

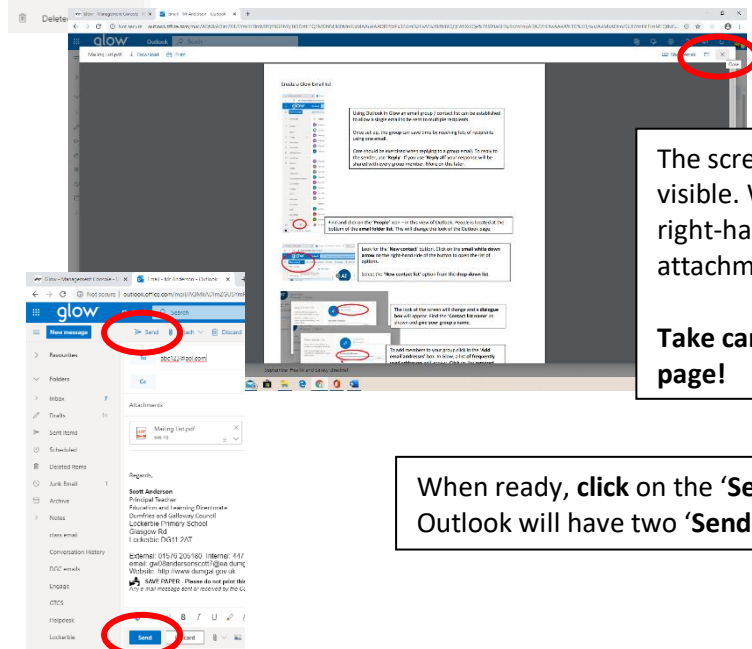
Attach the required file to your message by either:

- Clicking on **'Open'** or
- Clicking twice on the required file



The view should change back to your message. The attached file should be visible **below the Subject box**.

You can view the attachment is the correct file by **double-clicking** on the box showing the **filename**.

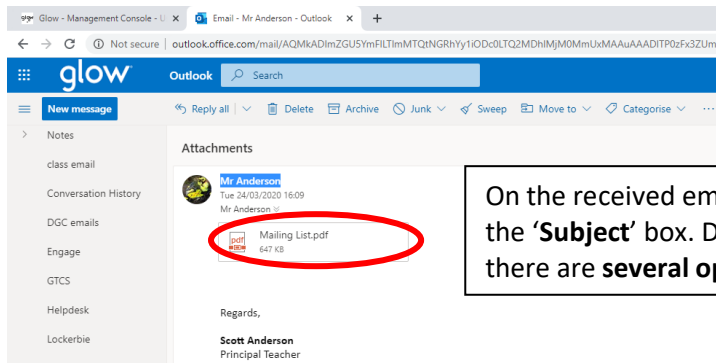


The screen will grey-out and your file should be visible. When ready, **click** on the cross in the top right-hand corner of the window showing the attachment to **return** to your message.

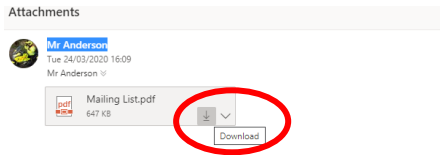
Take care not to click on the cross on the Outlook page!

When ready, **click** on the **'Send'** button, as shown – some views of Outlook will have two **'Send'** buttons. Clicking on either is fine.

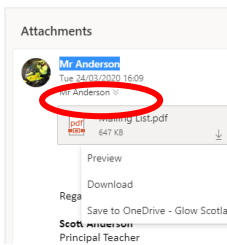
Attachments to email – open on receipt:



On the received email, the attachment will be shown **below** the 'Subject' box. Don't immediately click on the file, as there are **several options available**.



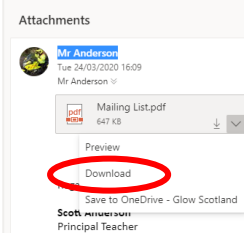
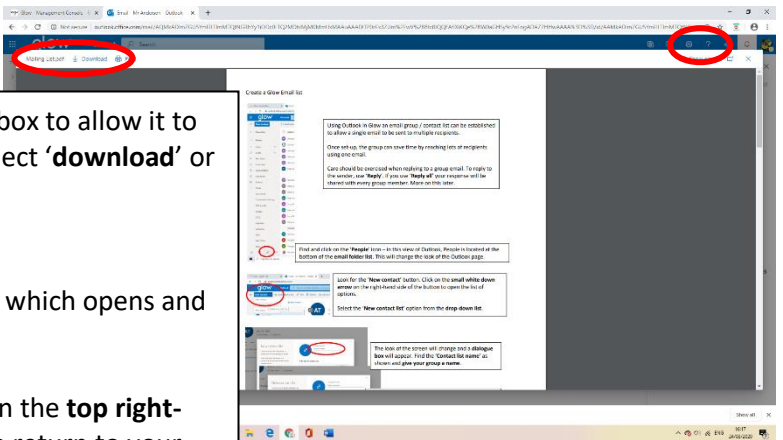
The **downwards pointing arrow** at the end of the filename will **download** the file. More on this later.
The **down arrow** next to this provides several options.



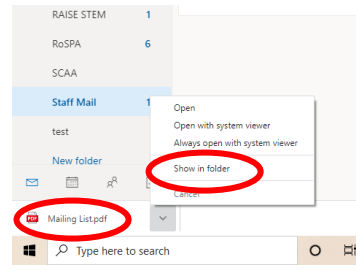
'Preview' will open in the file in a box to allow it to be **viewed**. From here, you can select 'download' or 'print'.

For 'Download' see below.
For 'Print' follow the dialogue box which opens and proceed **as required**.

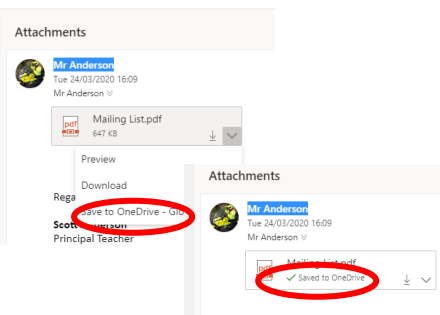
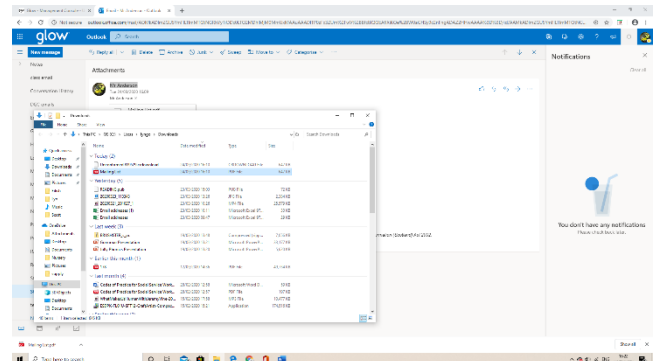
When finished, **click on the cross** in the **top right-hand corner** of the **Preview box** to return to your email.



'Download' will save a copy to a default folder on your computer. The **filename** should appear below the **folder list** on your Outlook page. Click on the 'Show in folder' option to view the downloaded file.



The **folder** where the **downloaded file** has been saved should open in a new window. From here, the file can be **opened** or **moved** to another location or **deleted**, as required.



The 'Save to OneDrive' option will save a copy of the file to your **Glow OneDrive**.
OneDrive can be accessed from the **OneDrive tile** on the **Glow Launch Pad** (shown to the right).

