## Attachments to email - sending:

291	Glow - Management Console	- U 🗙 🧧 Email - Mr Anderson - Outlook 🗙 🕂
←	→ C ① Not secur	e   outlook.office.com/mail/AQMkADImZGU5YmFILTImMTQt
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>	Favourites	To abc123@aol.com
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>	Inbox	7 Attachments	Opened 1 minute ago
Ø	Drafts	14	Mailing List.docx Opened 1 day ago
$\mathbb{A}$	Sent Items		Mailing List.pdf Opened 1 day ago
6	Scheduled	Regards,	

🖅 Glow - Management Console - U 🗙 🧕 Email - Mr Ande

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.

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>	Favourites		То	Desktop ^	Name	Date modified	Type
				Documents	Scott	23/03/2020 15:12	File folder
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D)	Scheduled		Regards,	Documents	i Mailing List	23/03/2020 13:03	PDF File
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R.	Deleted Items		Scott Ande Principal Te	Music	Next step 2 year olds	29/01/2020 21:47	OpenDocumer
	Deleted items		Education	Pictures	Nursery Planning	31/01/2020 11:22	OpenDocumer
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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.

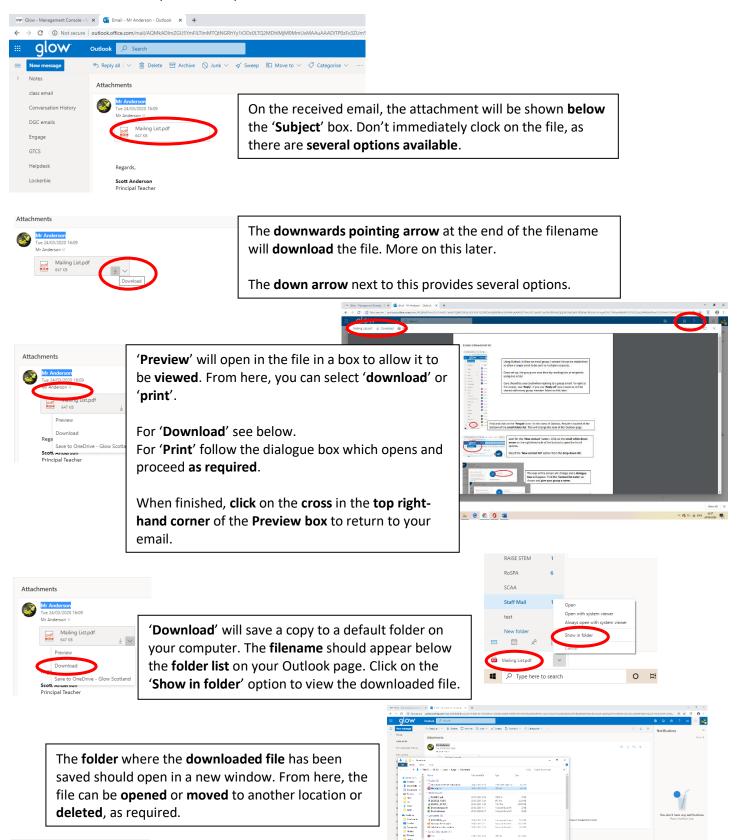
You can view the attachment is the correct file by **double-clicking** on the box showing the **filename**.

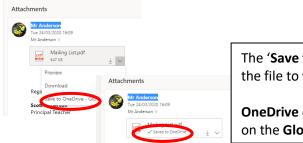
The screen will grey-out and your file should be visible. When ready, **click** on the cross in the top right-hand corner of the window showing the attachment to **return** to your message.

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:





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).



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