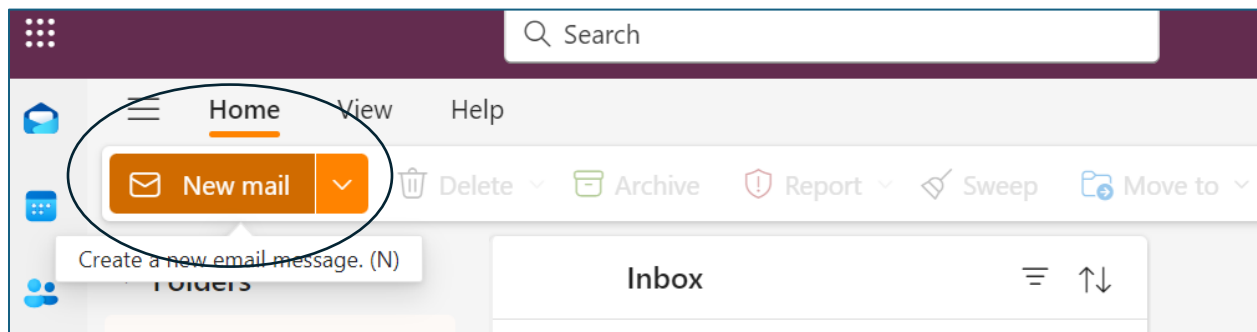


HOW TO ATTACH/UPLOAD A DOCUMENT TO EMAIL

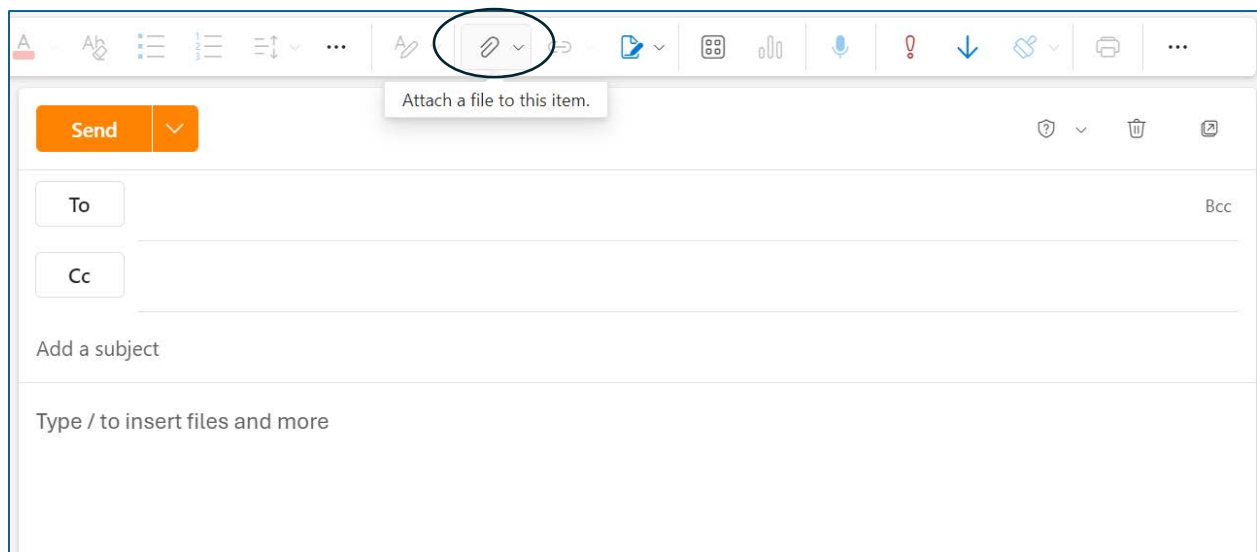
Step 1: Log into your student email via the student portal on a laptop or desktop computer.

- *If you don't know how to log into the student portal or access your email, click here: [*add link to how to access your email guide once it is updated.](#)*

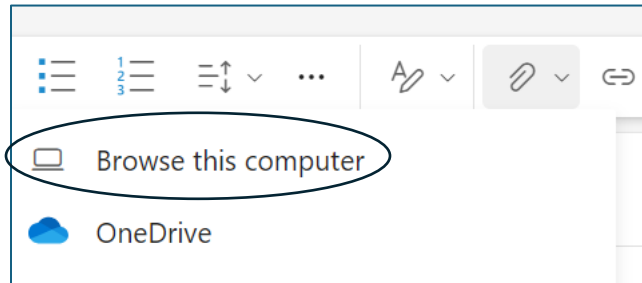
Step 2: Once you're in your inbox, click on the "New Mail" icon in the top left-hand corner



Step 3: Click on the paperclip icon to add an attachment

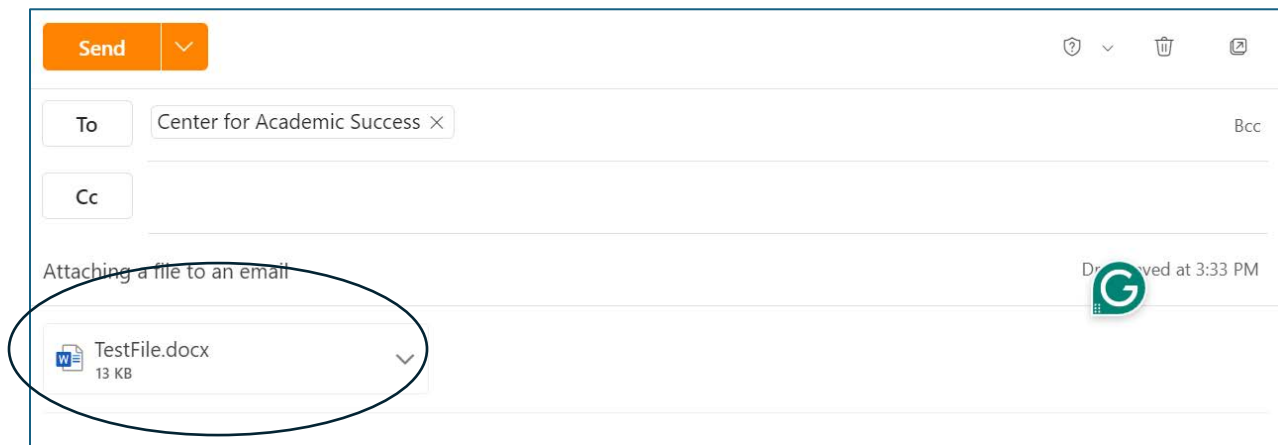


Step 4: Select “Browse this computer”



Step 5: Locate the file from the folder (one drive, desktop, etc.) you saved it in/that you would like to attach

Step 6: Once you’ve selected the file you’d like to attach, your email should look like this with the attachment included:



Step 7: Enter your email recipient and hit send!

