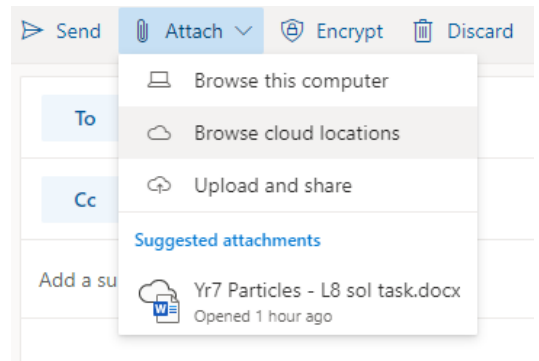
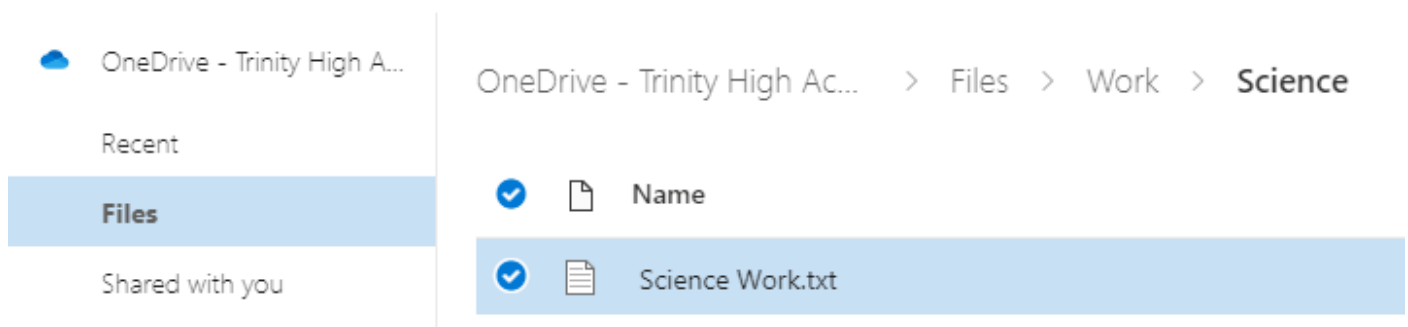


How To Upload Work From OneDrive To Email [On Computer]:

When creating a new email, click '**Attach**' at the top of the page and select '**Browse cloud locations**'



From here you can select **Files** to see all your OneDrive Files and locate the work you're looking for.



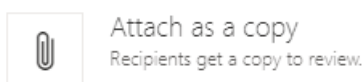
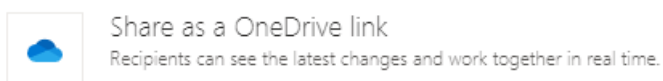
Select the work you would like to attach and click **Next** at the bottom of the page.

You will then be asked how you wish to share this file.

Share as a OneDrive link will give the person you're sending it to access to the file on your OneDrive where they can edit it. **ONLY DO THIS IF YOU NEED THEM TO MAKE CHANGES.**

Attach as a copy will send a copy of your file. This means that any changes they make will not affect your original file on your OneDrive.

How do you want to share this file?



We would recommend always selecting **Attach as a copy** when possible, however if the file is too large you will only be able to Share as a OneDrive link.