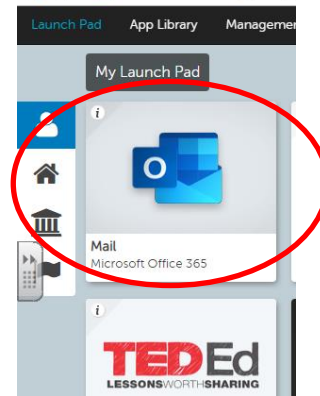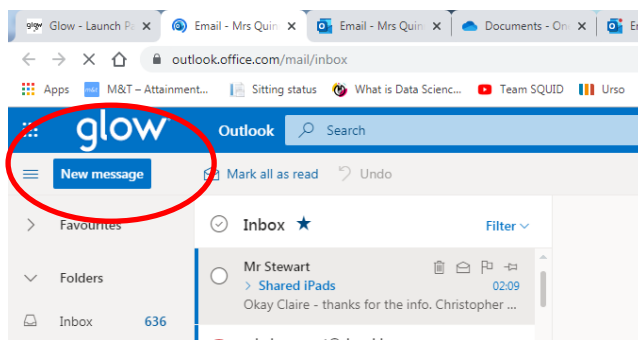# Email Attachment from One Drive

1. From the Glow Launchpad select **Outlook**
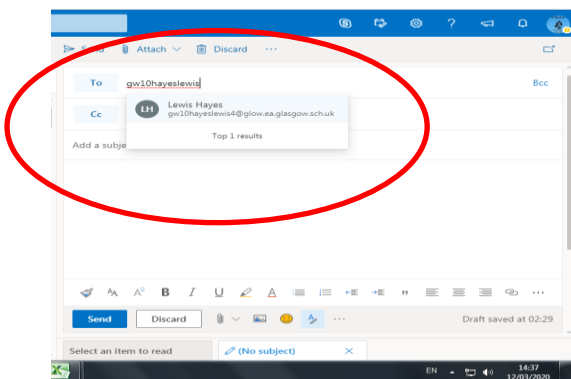
2. In Outlook(Glow) select **New Message**

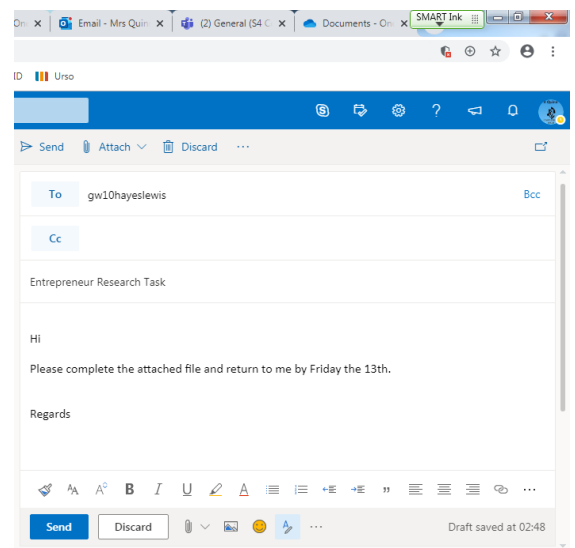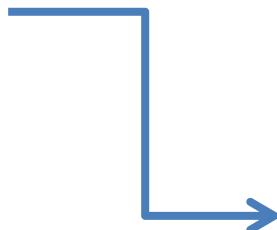3. Enter the pupil email. E.g gw10hayeslewis4@glow.sch.uk

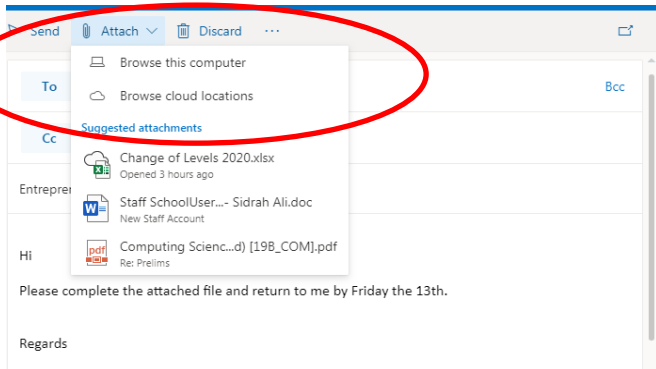(Check the Glow pupil list for correct email addresses)

Add a subject

Compose your message

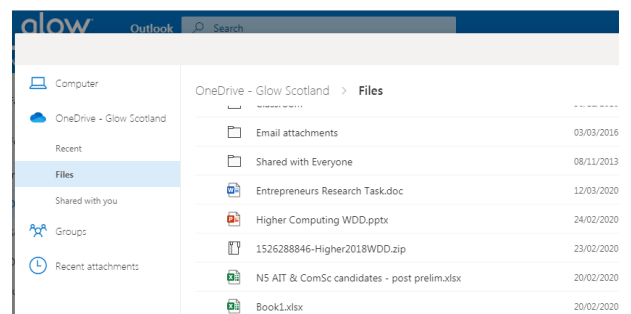**4.** Click on Attach (Paperclip icon) and select Browse Cloud locations

Select your file and click Next

5. Select Attach as a Copy