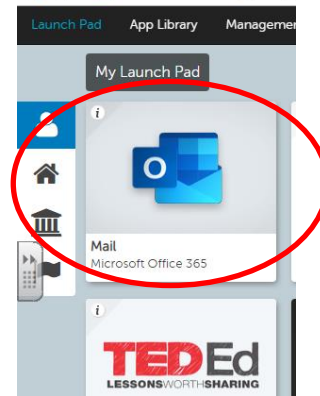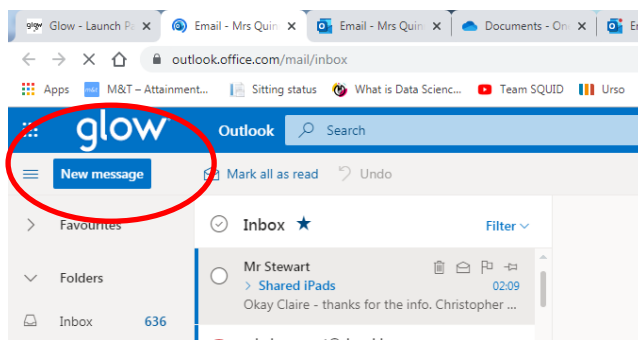# Email Attachment from One Drive
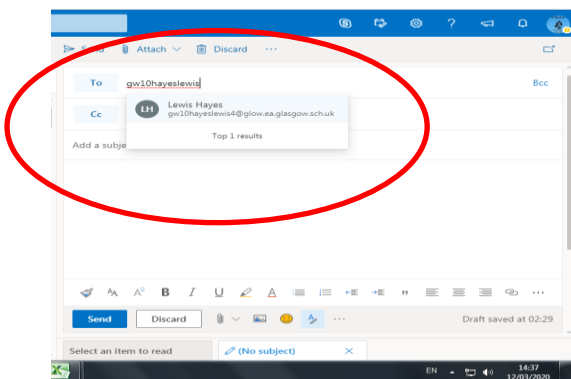
1. From the Glow Launchpad select **Outlook**

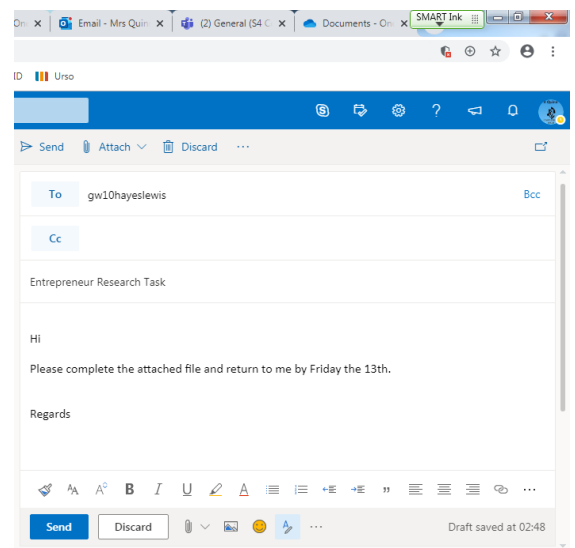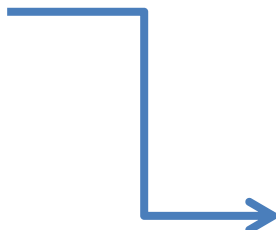2. In Outlook(Glow) select **New Message**

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

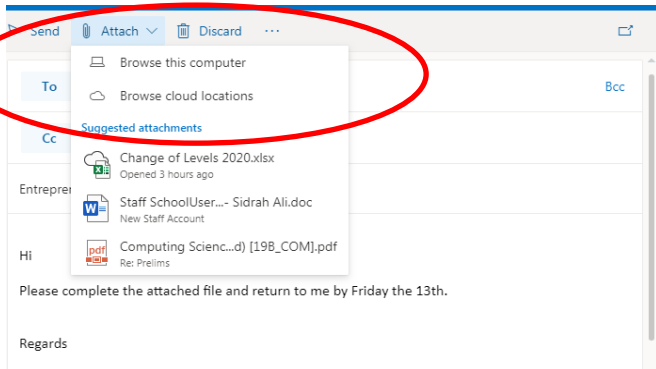(Check the Glow pupil list for correct email addresses)

Add a subject

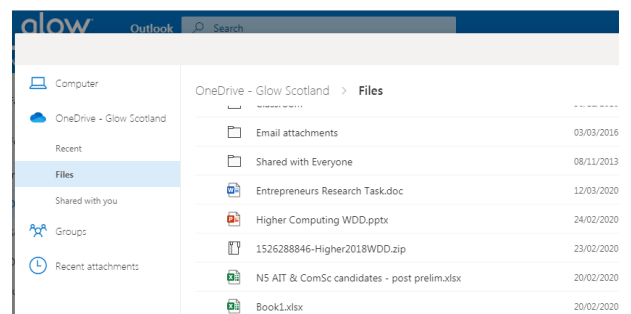Compose your message

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

Send   Attach ⌄   Discard   ⋯

 Browse this computer
 Browse cloud locations

Suggested attachments

To   Bcc

Change of Levels 2020.xlsx
Opened 3 hours ago

Cc

Staff SchoolUser...- Sidrah Ali.doc
New Staff Account

Entrepr

Computing Scienc...d) [19B_COM].pdf
Re: Prelims

Hi

Please complete the attached file and return to me by Friday the 13th.

Regards

Select your file and click Next

glow   Outlook   🔍 Search

 Computer

 OneDrive - Glow Scotland

Recent

Files

Shared with you

 Groups

 Recent attachments

OneDrive - Glow Scotland > Files

 Email attachments   03/03/2016
 Shared with Everyone   08/11/2013
 Entrepreneurs Research Task.doc   12/03/2020
 Higher Computing WDD.pptx   24/02/2020
 1526288846-Higher2018WDD.zip   23/02/2020
 N5 AIT & ComSc candidates - post prelim.xlsx   20/02/2020
 Book1.xlsx   20/02/2020

5. Select Attach as a Copy

 Attachments 1   12/03/2017

How do you want to share this file?   ✕

 Share as a OneDrive link
Recipients can see the latest changes and work together in real time.

35 KB

 Attach as a copy
Recipients get a copy to review.

6 MB

13 MB

☐ Remember my choice for files from OneDrive and attach files the same way in the future ⓘ

11 MB

 Book1.xlsx   20/02/2020   10 KB

Entrepreneur Research Task

 Entrepreneurs Research Task....
35 KB

Hi

Please complete the attached file and return to me by Friday the 13th.

🖌 ᴬᴬ Aᵒ **B** *I* U ✐ A ≔ ≔ ⫷ ⫸ " ≡ ≡ ≡ 🔗 ⋯

Send   Discard   📎 ⌄ 🖼 😊 Aᵧ ⋯

Entrepreneur Research Task   ✎ Entrepreneur Resear... ✕

EN ⏶ 🗗 🔊   15:17
12/03/2020