

## Sending an attachment

1) Start the process to create a new email, once started select "Attach"



2) You will have an option of loading the document to be attached from your OneDrive, Group files of from your computer. Simply select the location of the file, and then select the file.

	Office 365	Outlook	Cleveland State University
Search Mail and People			Attachments just got better with OpeDrive
🕞 Folders		🍊 OneDrive - Clevela	When you keep your files in OneDrive for Business, you can insert them in email as r everyone can work on the latest file at the same time. If you haven't uploaded your
.∡ Fa	avorites	Recent	when you attach them.
	Inbox 1	My files	Learn more Close
	Clutter	Shared with me	
	Sent Items		
	Deleted Items	Group files	
	ngage At CSU		Name Modified
	Inbox 1	Computer	access a shared calendar.docx Monday, August 03, 2015 2:17:24 PM
			Tuesday, July 07, 2015 2-58-02 PM