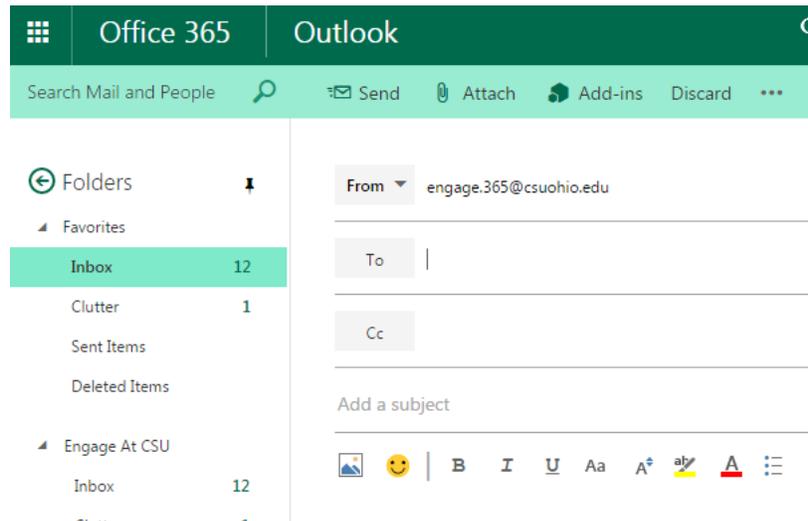




Sending an attachment

- 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 or from your computer. Simply select the location of the file, and then select the file.

