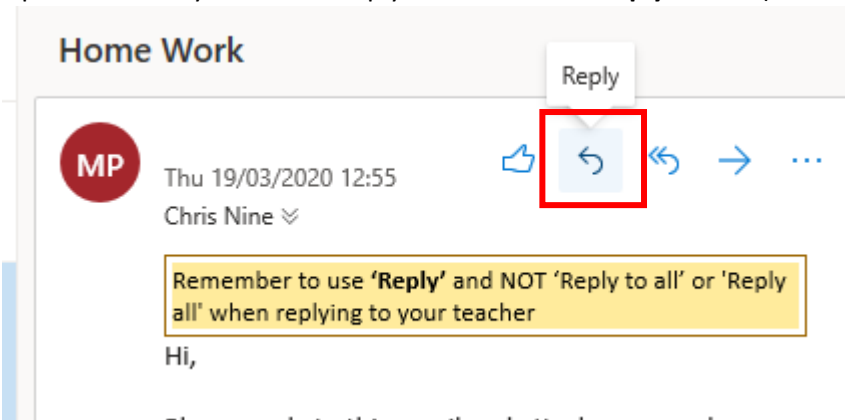
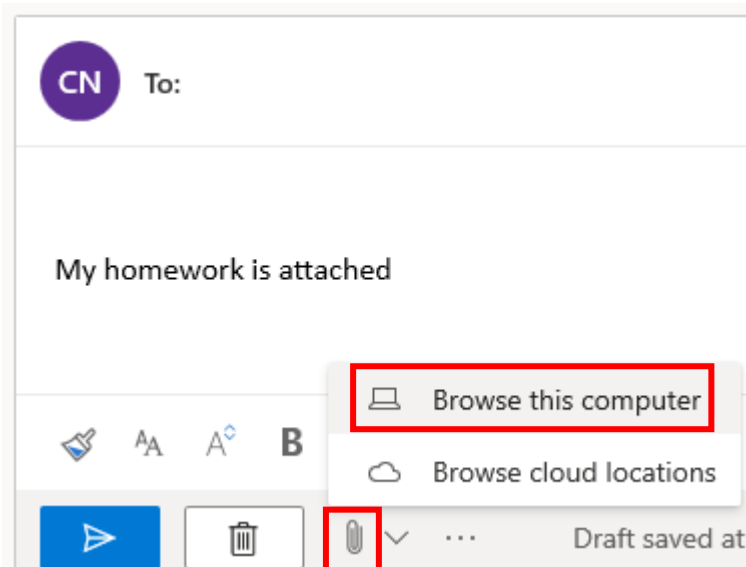


Pupil Use – How to Attach a File to an Email

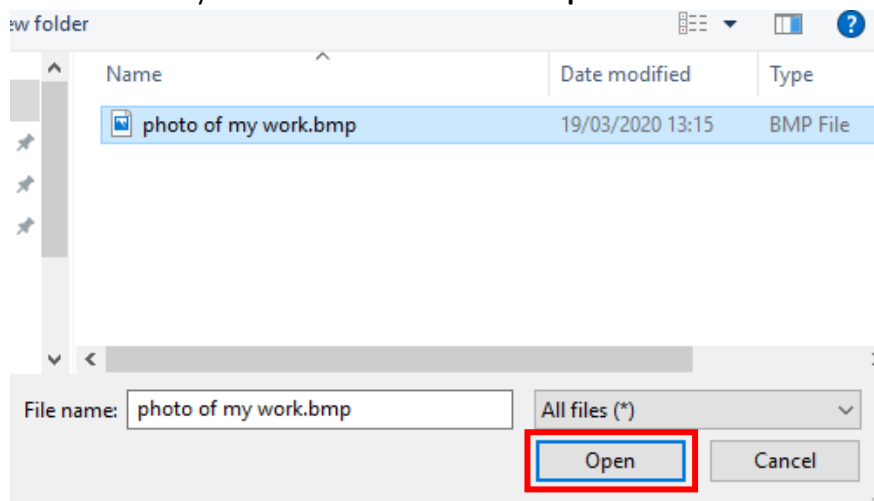
1. Login to your school email (see Appendix for details on how to do this)
2. Open the email you want to reply to and click the **Reply** button (**Do not click reply all**):



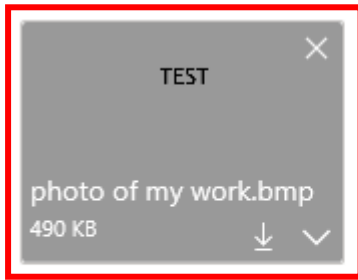
3. Click the paper clip icon then choose **Browse this computer**



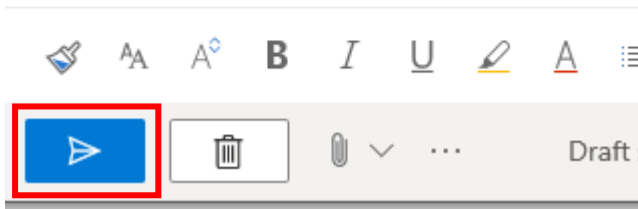
4. Choose the file you want to attach then click **Open**



5. Check your work is attached then click **Send**



My homework is attached



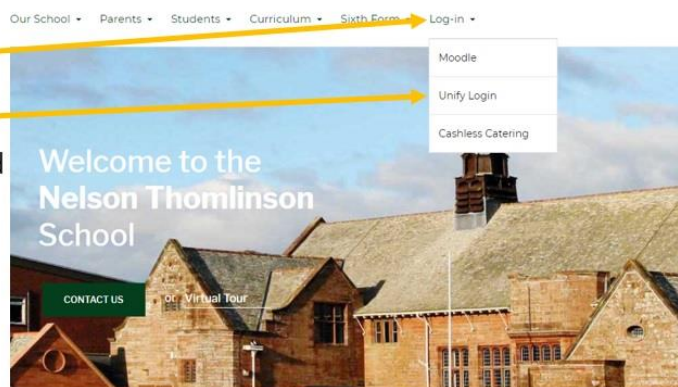
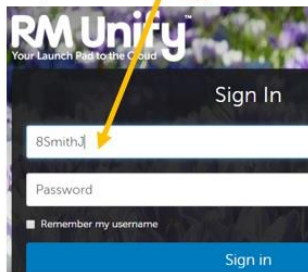
Appendix

How to access your school email

Pupil email access from home

Go to the main NTS Website – www.nts.cumbria.sch.uk

1. Click 'Log-in'
2. Click 'Unify Login'
3. Login with NTS username and password. eg 8SmithJ



Do **NOT** Google 'RM Unify' or 'NTS email' always go to the main Nelson Thomlinson School website and follow the links.