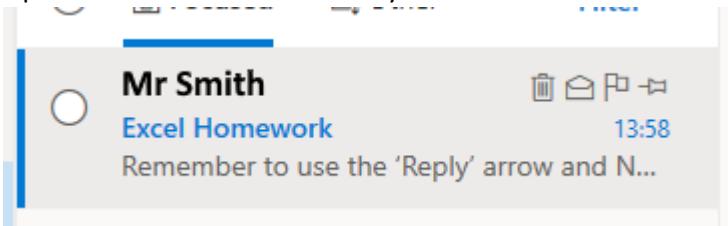
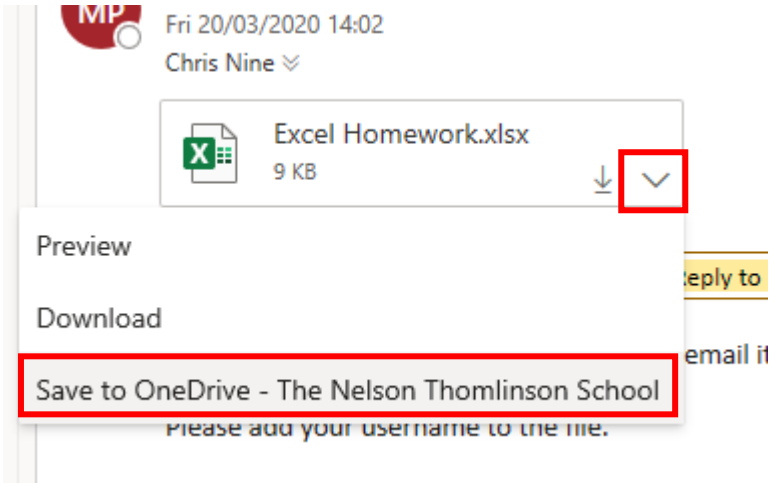


Pupil Use – Opening Files Online (Word, Excel etc Email Attachments)

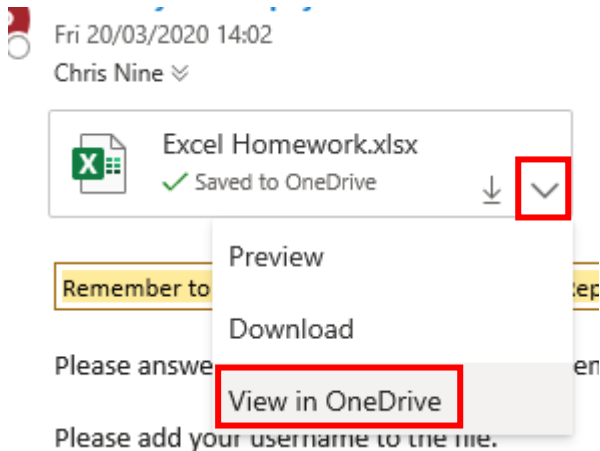
1. Login to your school email (see Appendix for details on how to do this)
2. Open the email that has the file you need to edit



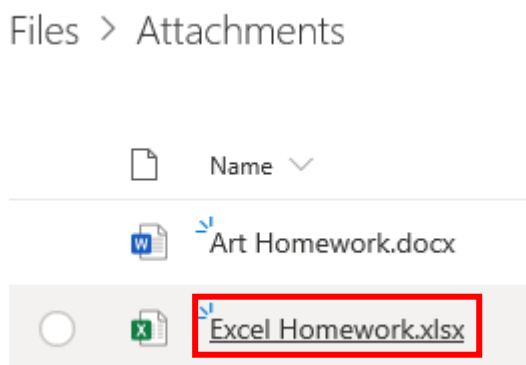
3. Click the **More Actions** arrow and choose **Save to OneDrive – The Nelson...**



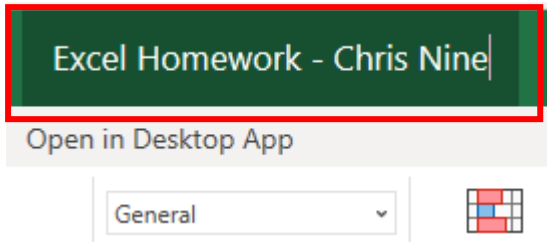
4. Click the **More Actions** arrow and choose **View in OneDrive**



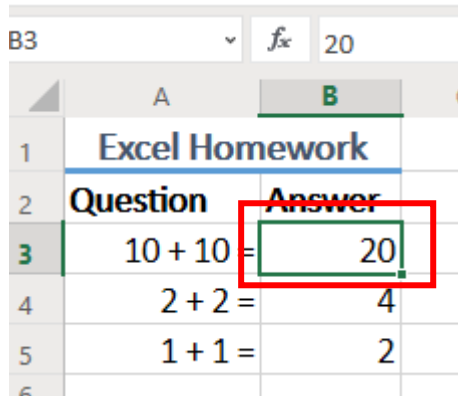
5. Click the file you want to open



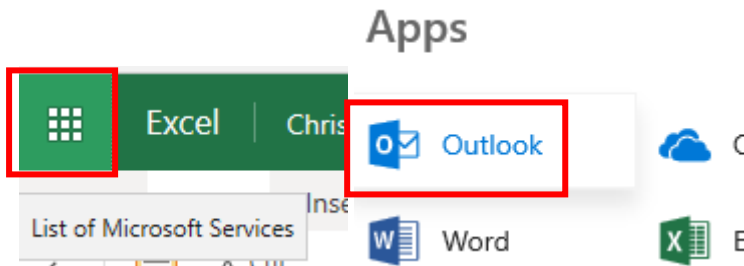
- At the top of the screen click the file title and add your **Full name** to the end. This will help the teacher identify your file when you send it back .



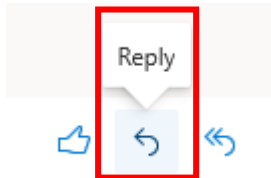
- Edit the file



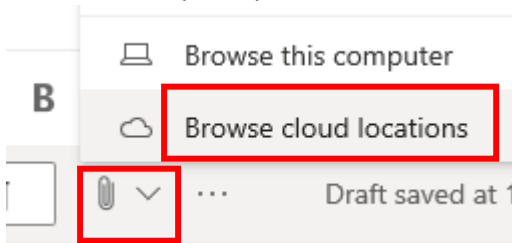
- Click the **Apps Menu** in the top left corner and choose **Outlook**



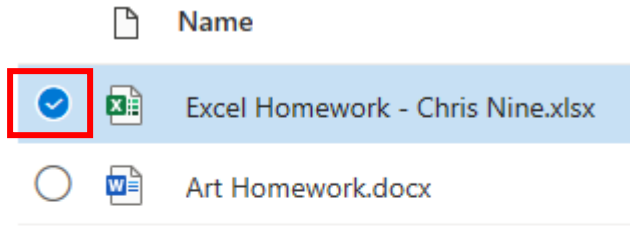
- Open the email and click **Reply (DO NOT CLICK REPLY ALL)**



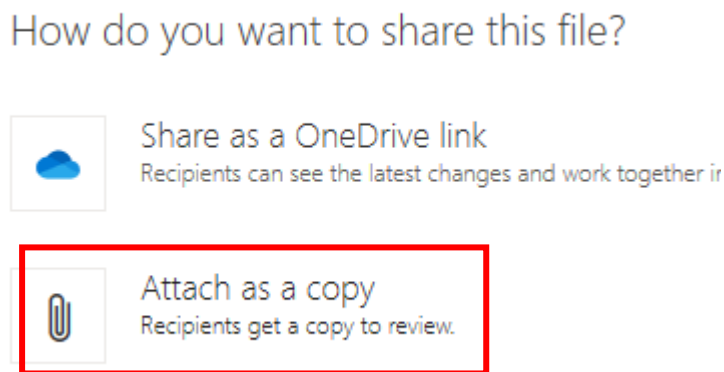
- Click on the Paper clip and choose **Browse cloud locations**



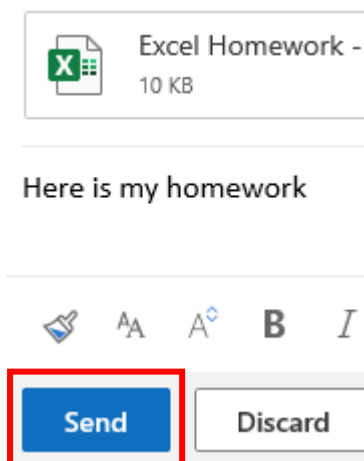
11. Click the OneDrive file you want to attach and click **Next**



12. Click **Attach as a copy**



13. Click **Send** to email the file



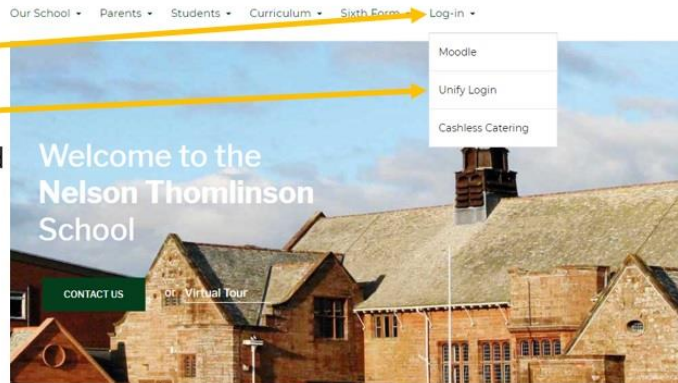
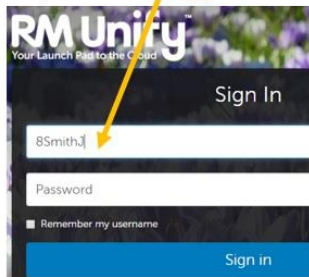
Appendix

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.