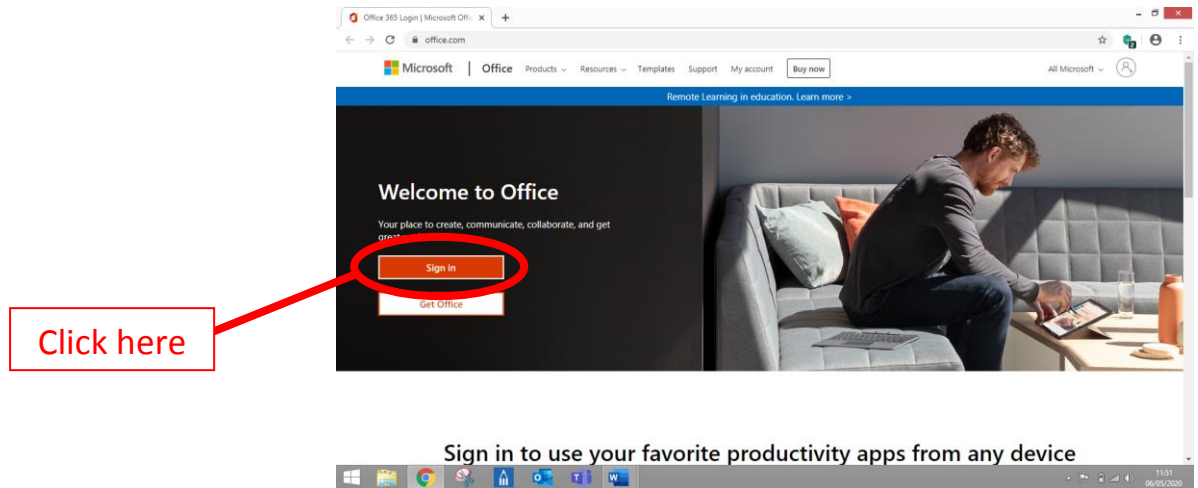


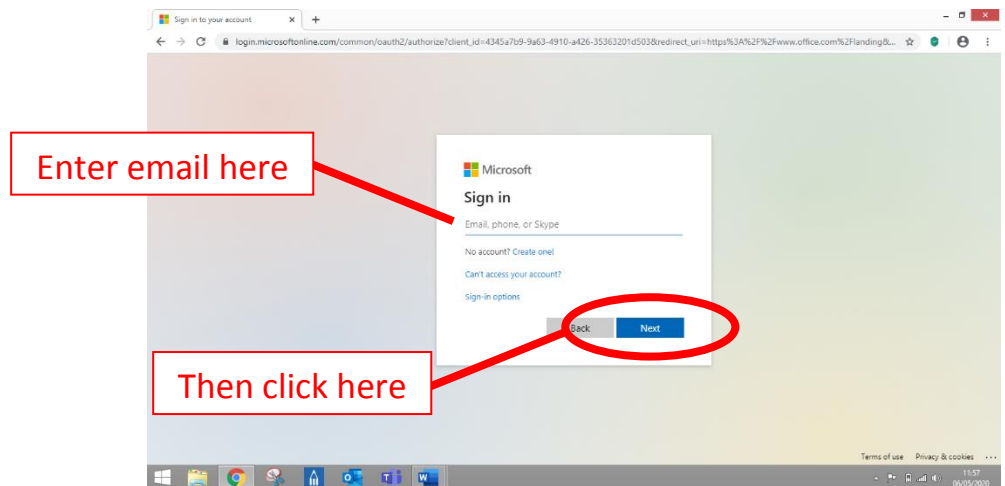
Using OneDrive to share larger files via Email

Instead of sending larger files with emails as attachments (which is limited to a file size of 20MB), you can use OneDrive to share larger files such as videos. This can be accessed using your child's school-issued email login details. In order to do this, please follow the steps below:

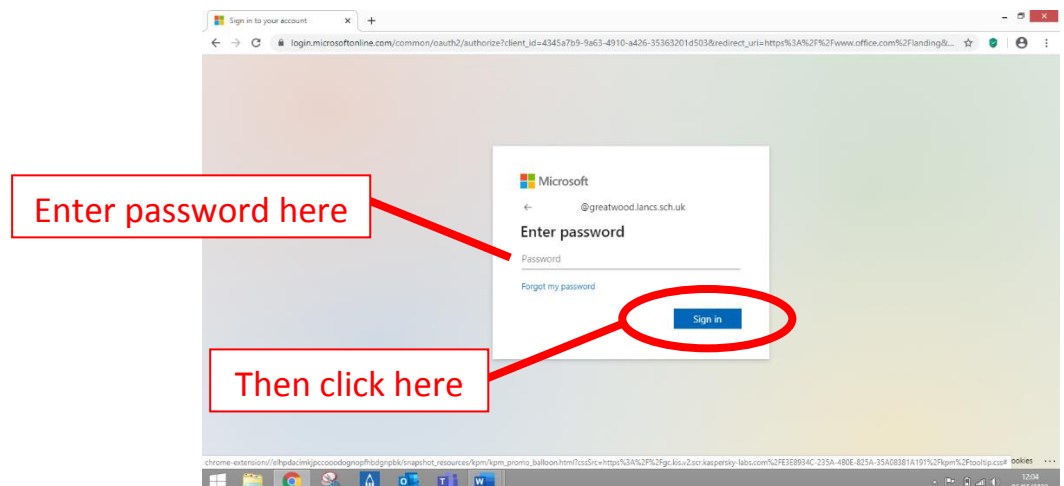
- 1) Go to <http://www.office.com> and click on the 'Sign in' button.



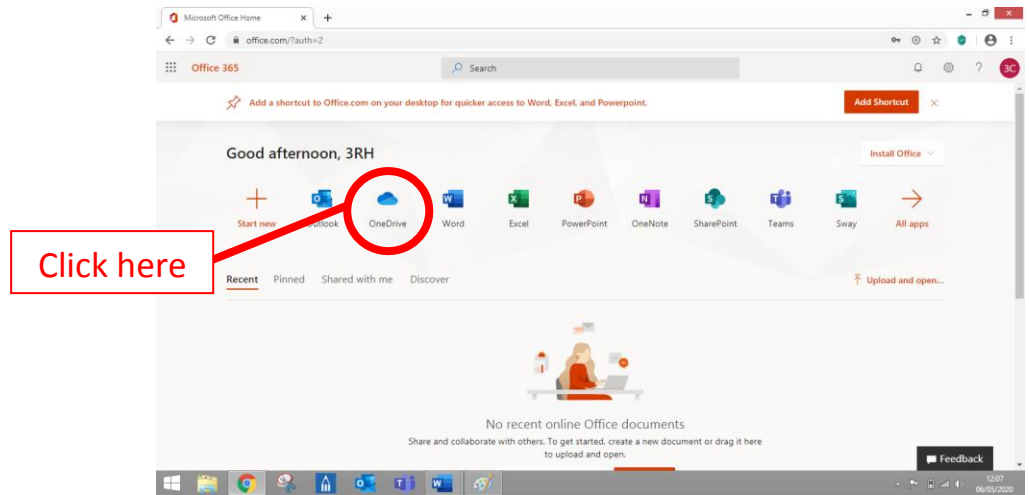
- 2) Enter your child's school-issued email address and click the 'Next' button.



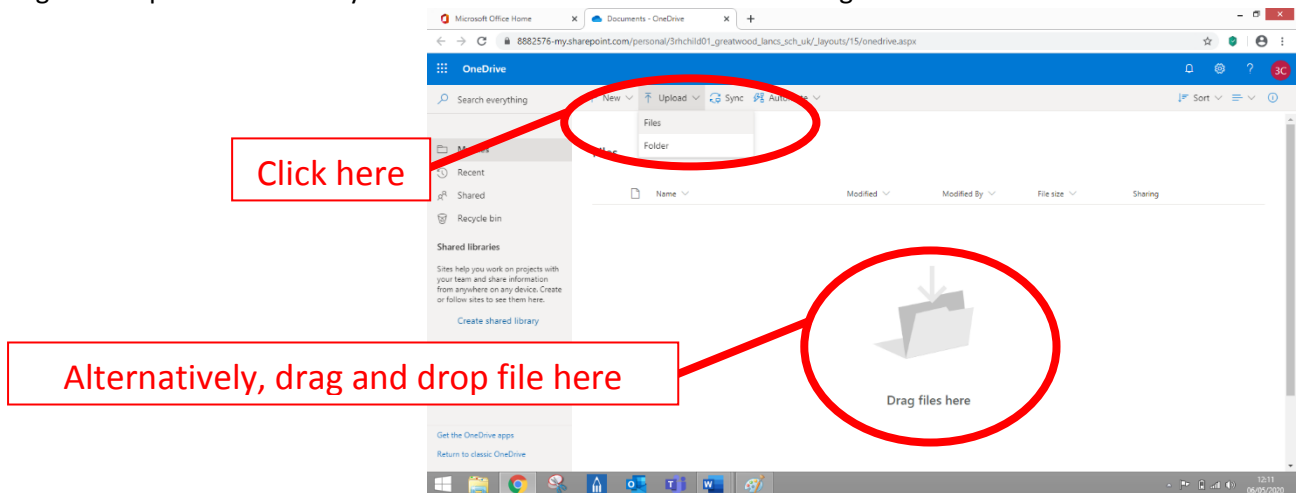
- 3) Enter your child's school-issued email password and click the 'Sign in' button.



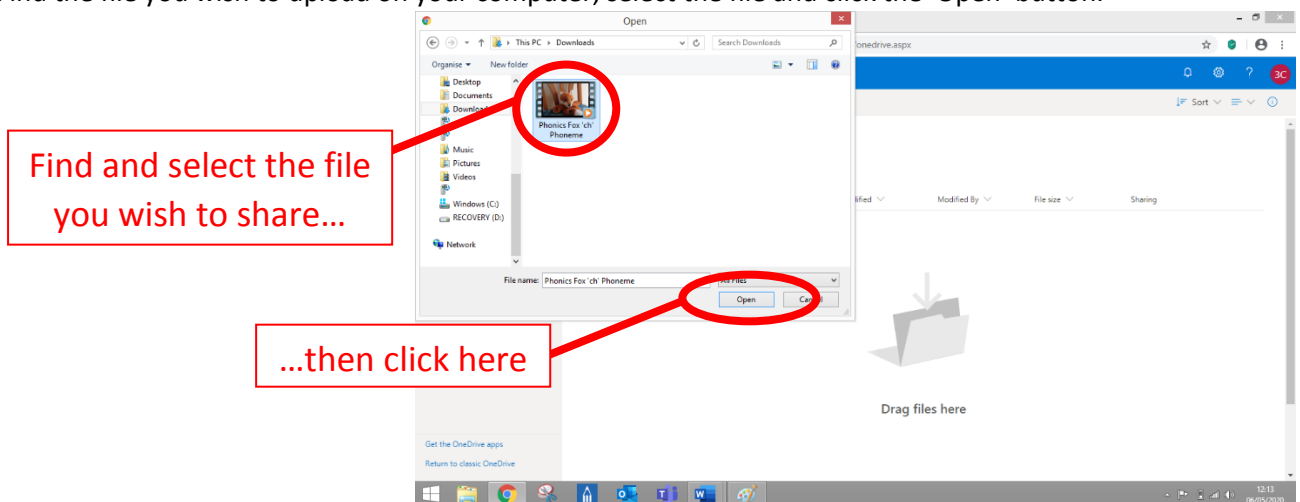
4) Click the 'OneDrive' icon.




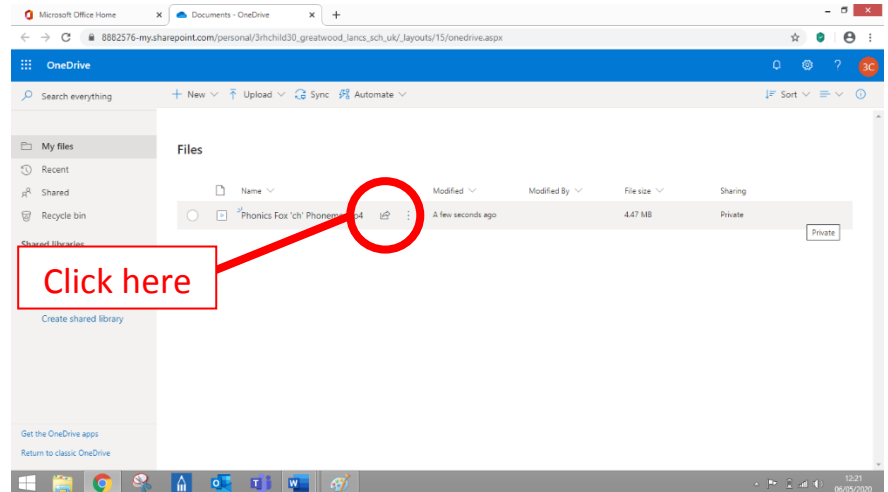
5) Click on the 'Upload' button and click on 'Files' in the dropdown menu that appears. Alternatively, you can drag and drop the files directly into the window where it indicates 'Drag files here'.



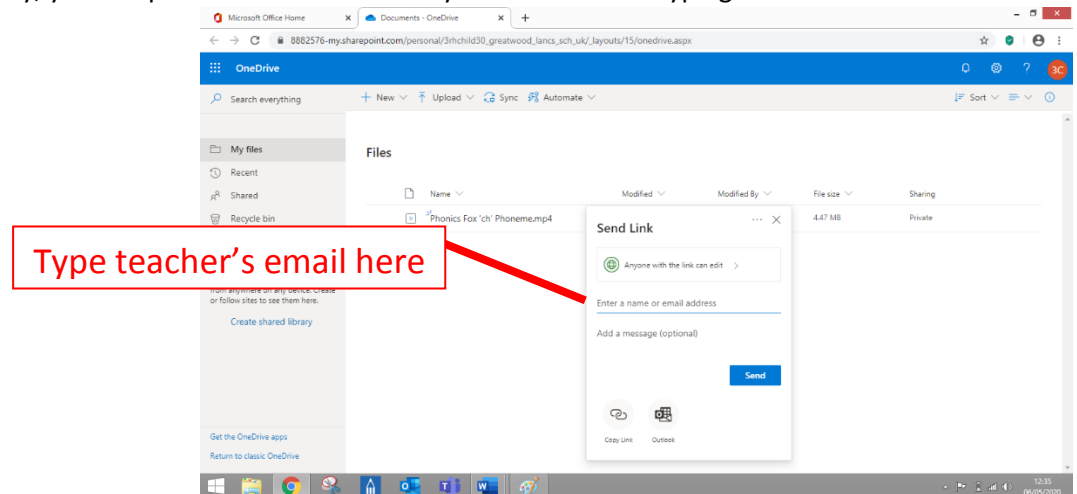
6) Find the file you wish to upload on your computer, select the file and click the 'Open' button.



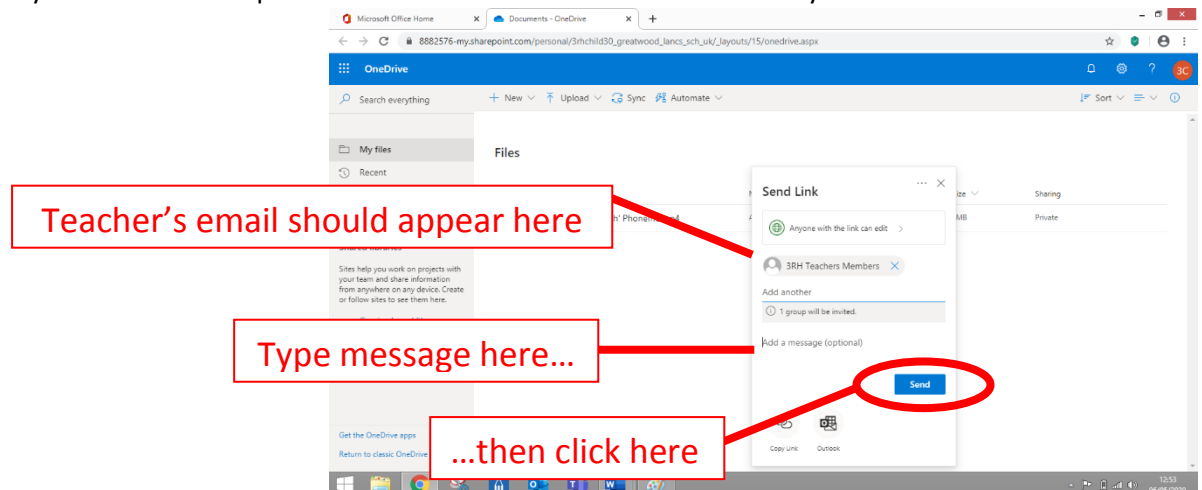
- 7) Your file will be uploaded and appear on the screen. To share the video with your class teacher, place your cursor over the file you wish to share and it will be highlighted blue. Click on the  symbol that appears next to the filename.



- 8) In the box that appears, type the email address of your teacher and click the correct email from the list that appears. Alternatively, you can press enter button once you have finished typing the email.



- 9) Once your teacher's email appears in the send list as shown in the image, you can type in an accompanying message if you wish and then press the 'Send' button to send the file link to your teacher.



10) You should get a notification that your link has been sent and your teacher should receive a link to access the file.

