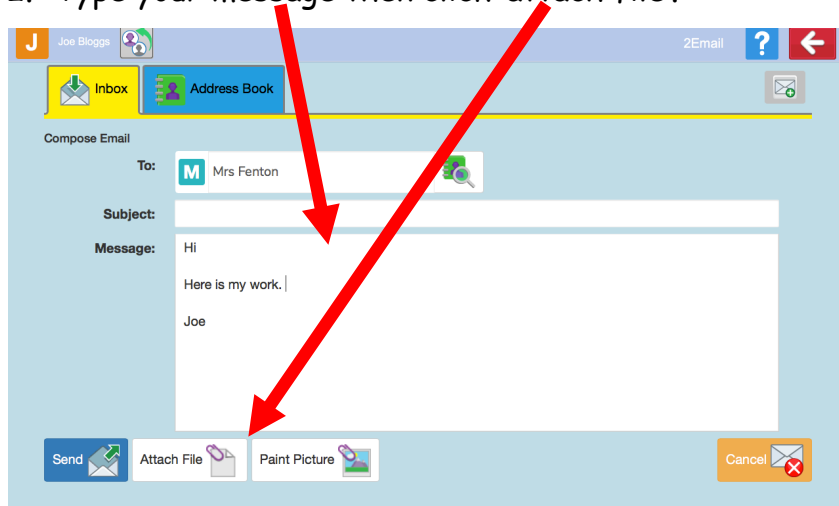
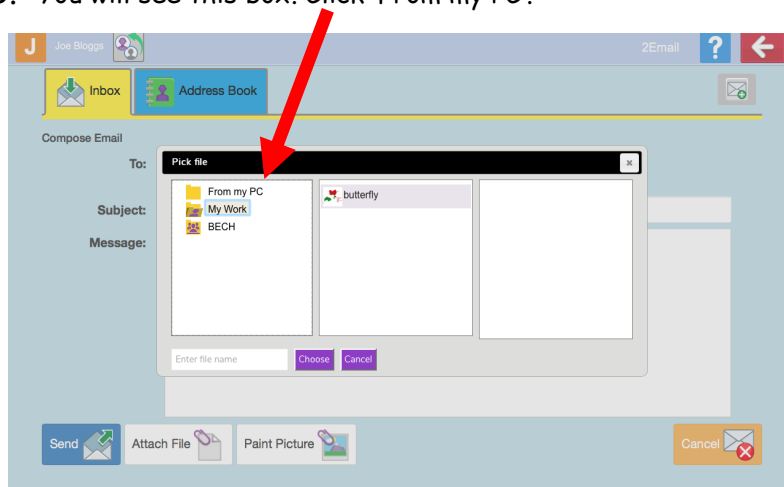


Sending a document or picture via email.

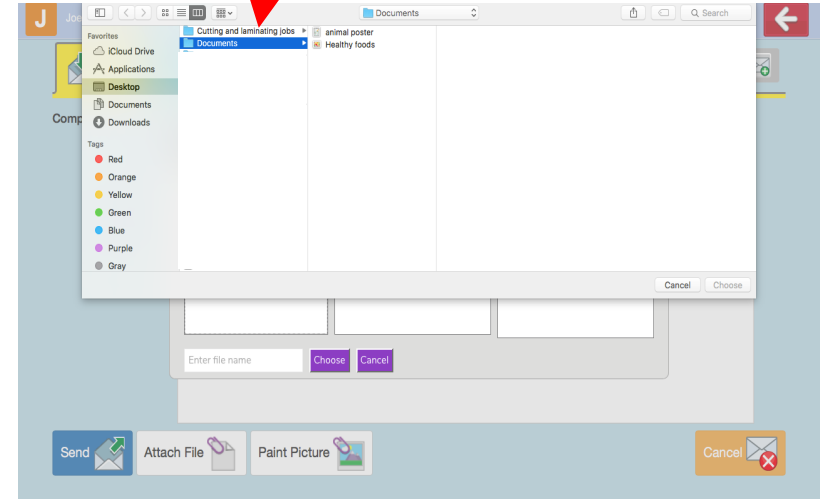
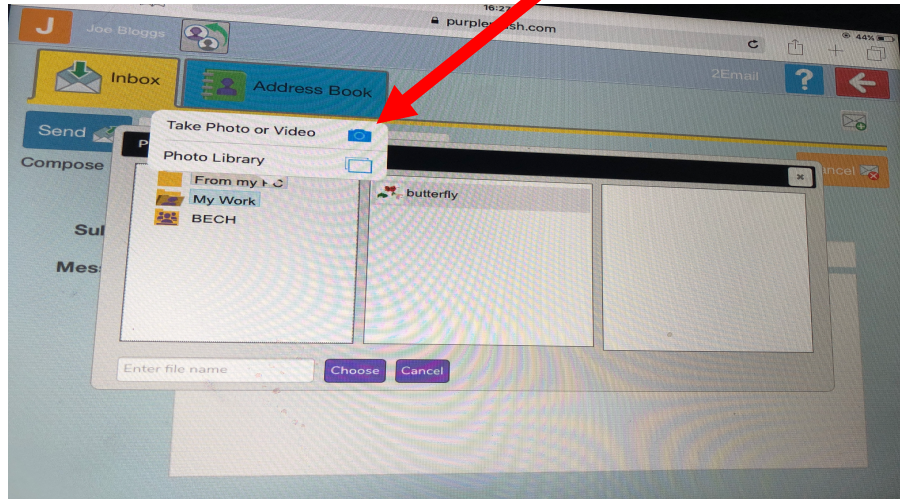
1. Go onto the emails following the above steps.
2. Type your message then click 'attach file'.



3. You will see this box. Click 'From my PC'.



4. On a tablet/Ipad it will ask you to press 'Photo Library' or on a PC it will take you to your documents where you can select the document or picture you would like to attach.



5. The document or picture will then appear at the bottom of the email. Then press send.

