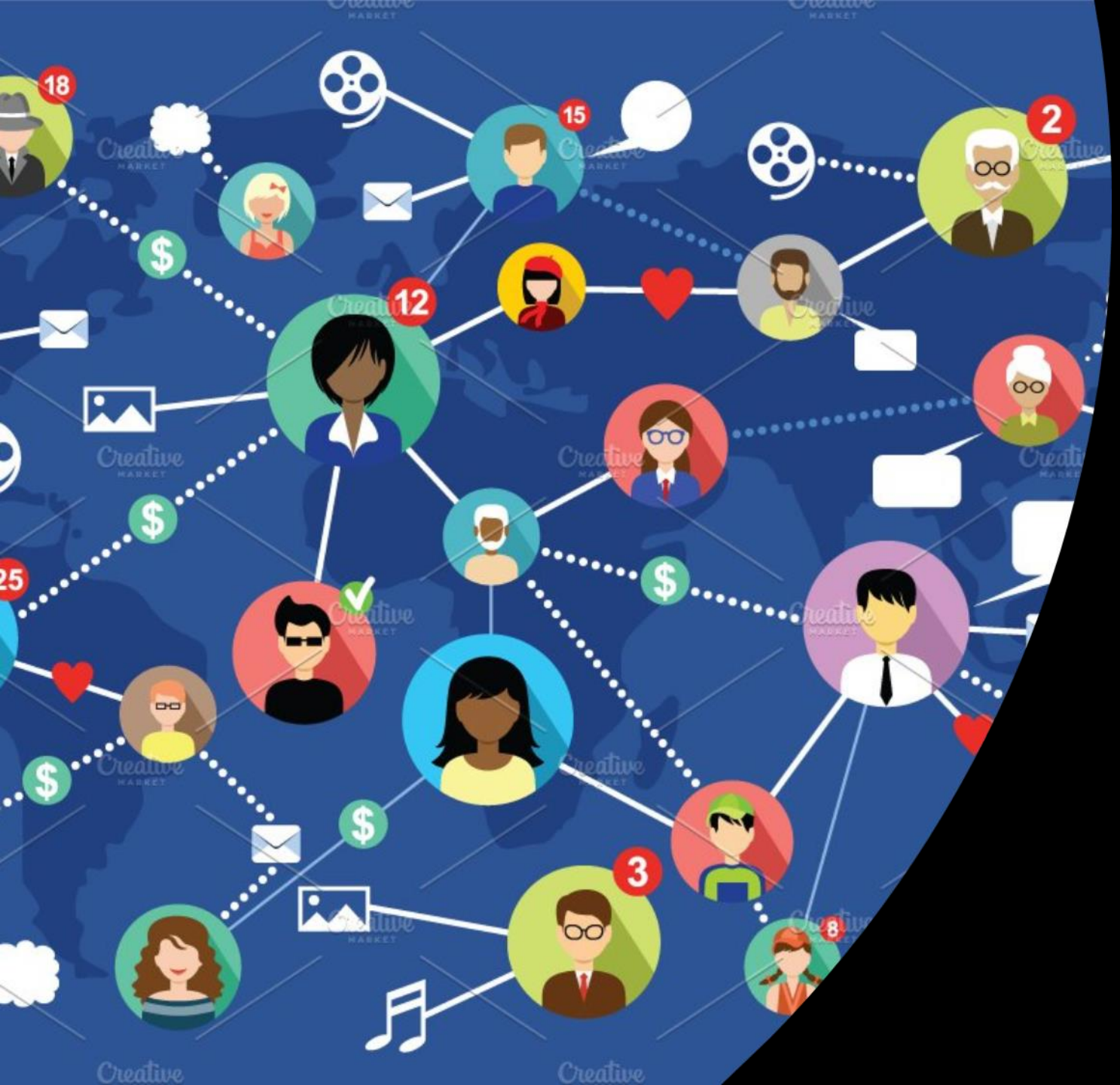


ONLINE COMMUNICATION CHARTER 4: SENDING ATTACHMENTS

General Guidelines for
St Kilian's Community School

REMEMBER…

The Code of Behaviour applies online as well as in school

REMEMBER

ONLINE TIME

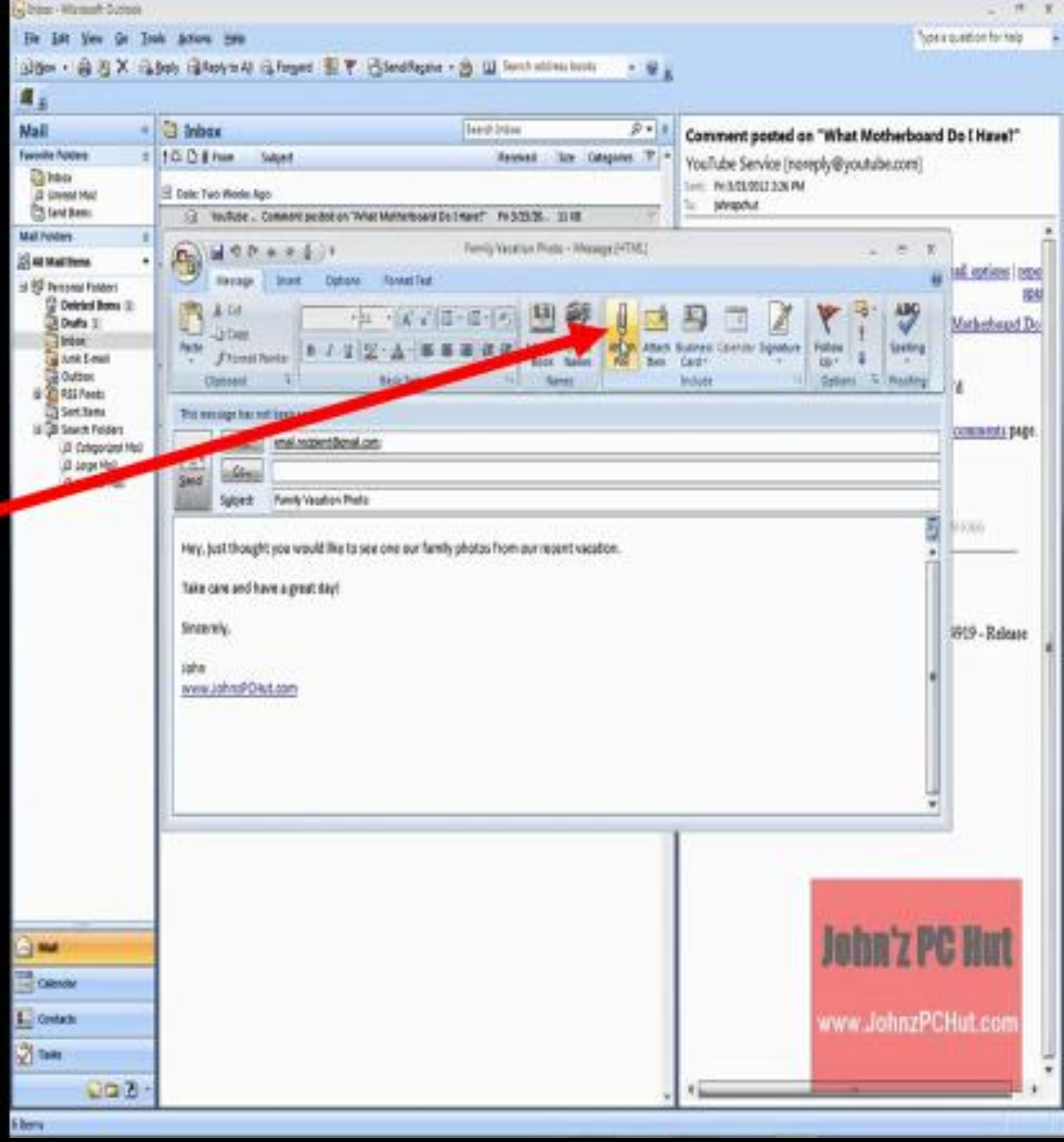
IS

SCHOOL TIME

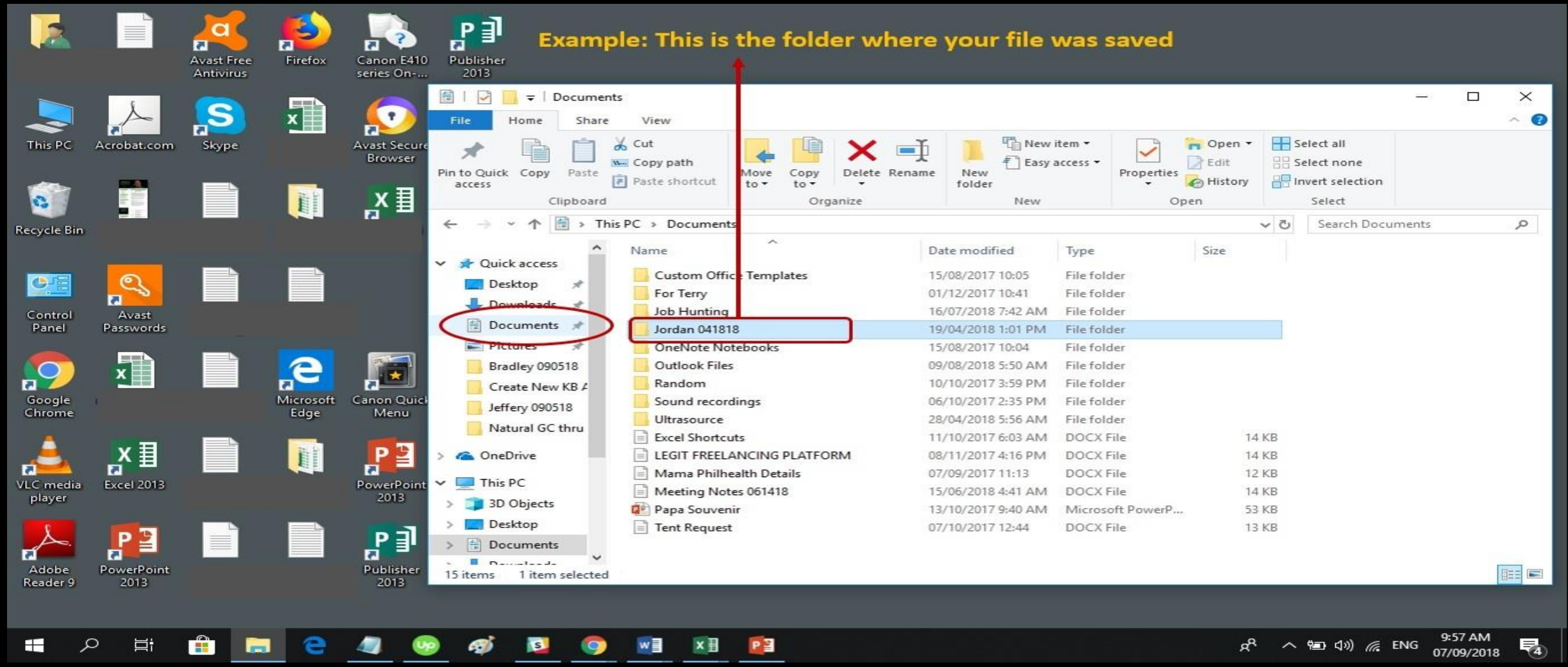
- BY NOW, WE HAVE COMPOSED OUR E-MAILS AND WE MAY WANT TO ADD ATTACHMENTS.
- THESE CAN BE FILES INCLUDING WORD DOCUMENTS, POWERPOINTS, CHARTS, MP3, MP4, PHOTOGRAPHS etc.

SENDING ATTACHMENTS

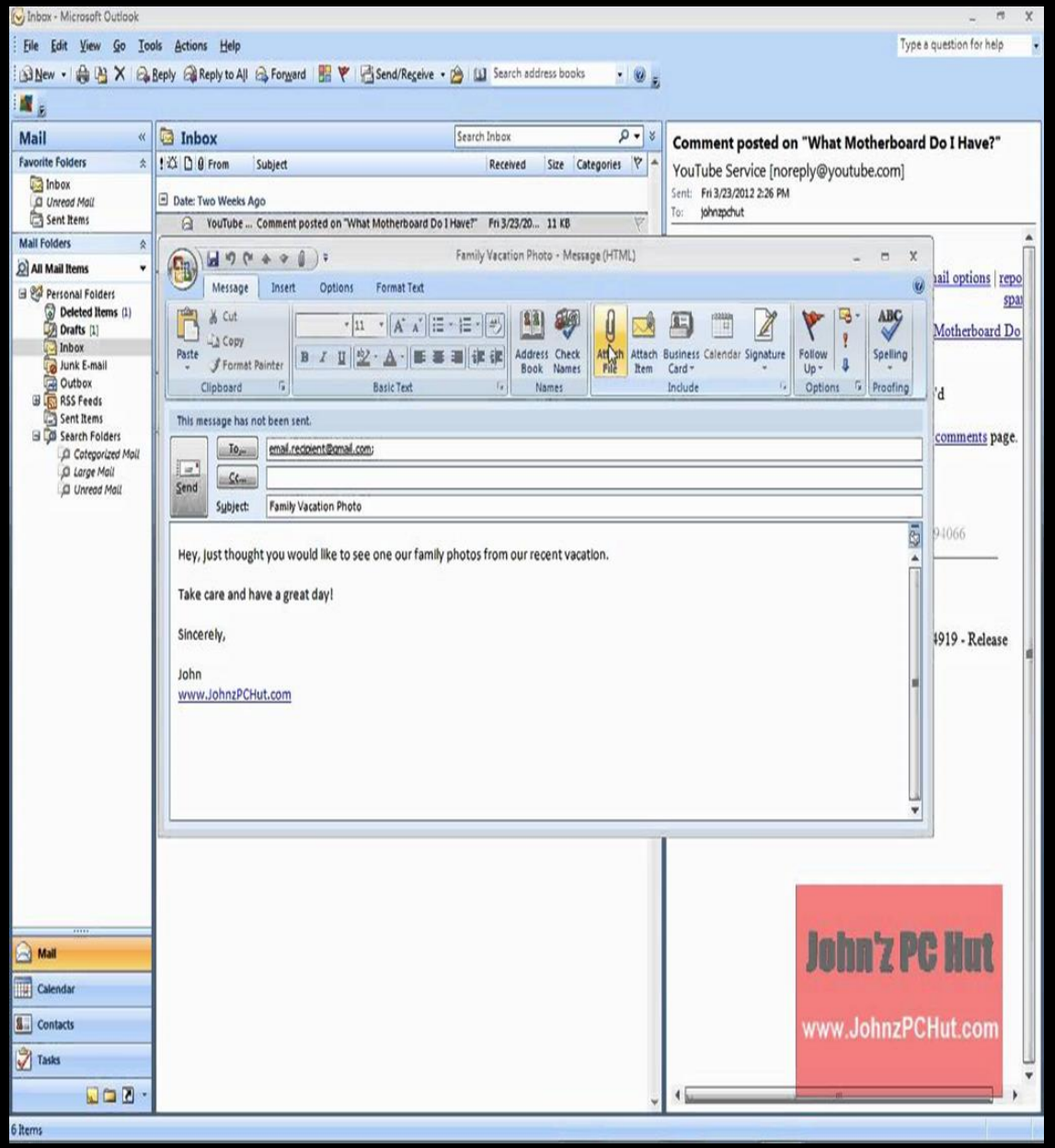
Click on the paper-clip icon shown here in the picture in yellow.



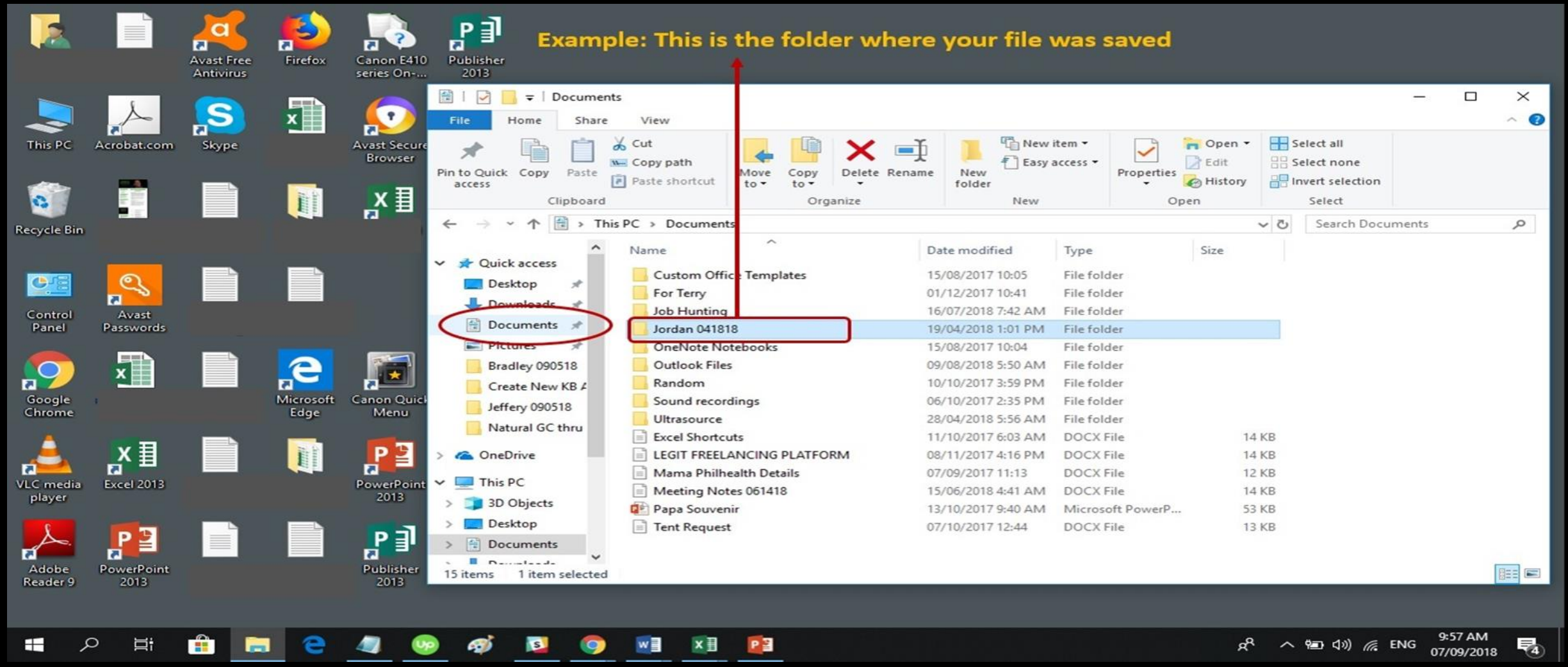
BROWSE TO FIND THE FILE YOU WANT TO SEND



Make sure your attached file has a name e.g. Essay 3 or Exercise 22, etc.



CHOOSE AND ATTACH THE FILE YOU WANT TO SEND



CLICK SEND

- CHECK THAT YOU HAVE PUT IN THE E-MAIL ADDRESS OF THE PERSON TO WHOM YOU ARE SENDING YOUR WORK.
- CHECK THAT YOU HAVE THE ‘SUBJECT’ LINE FILLED IN BEFORE YOU SEND IT.
- CLICK SEND WHEN YOU ARE HAPPY THAT YOU HAVE INCLUDED EVERYTHING.

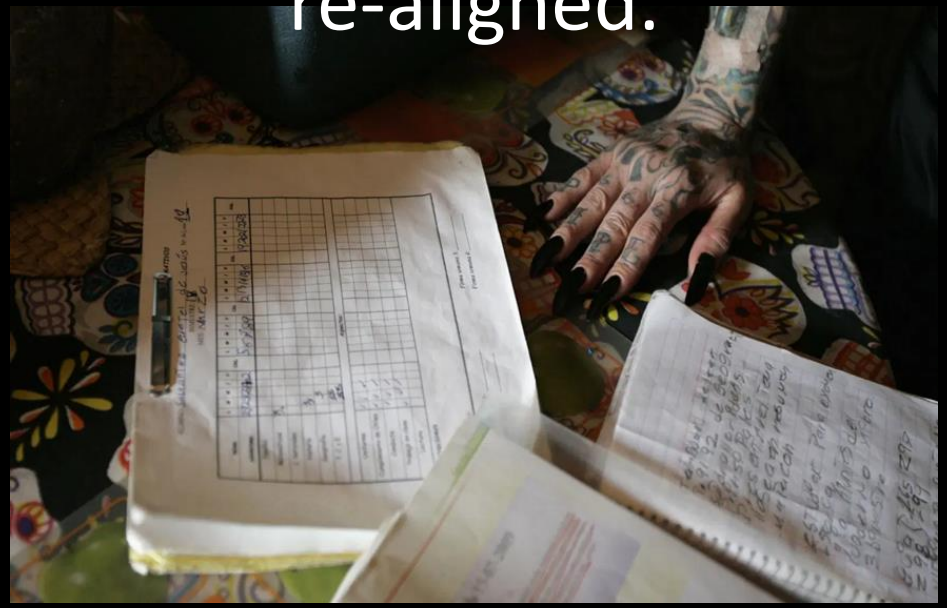
WE ALSO UPLOAD DOCUMENTS TO TEAMS AND ONENOTE

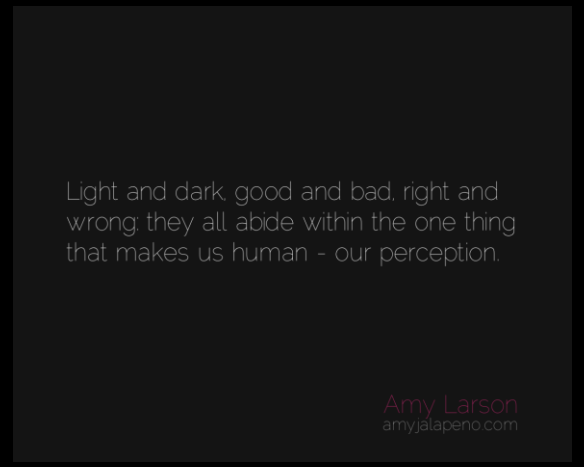
DOWNLOAD THE OFFICE LENS APP ON YOUR PHONE

THIS PREVENTS THE FOLLOWING BECAUSE YOU CAN EDIT YOUR PICTURES ON THE APP

This photo is very blurred.

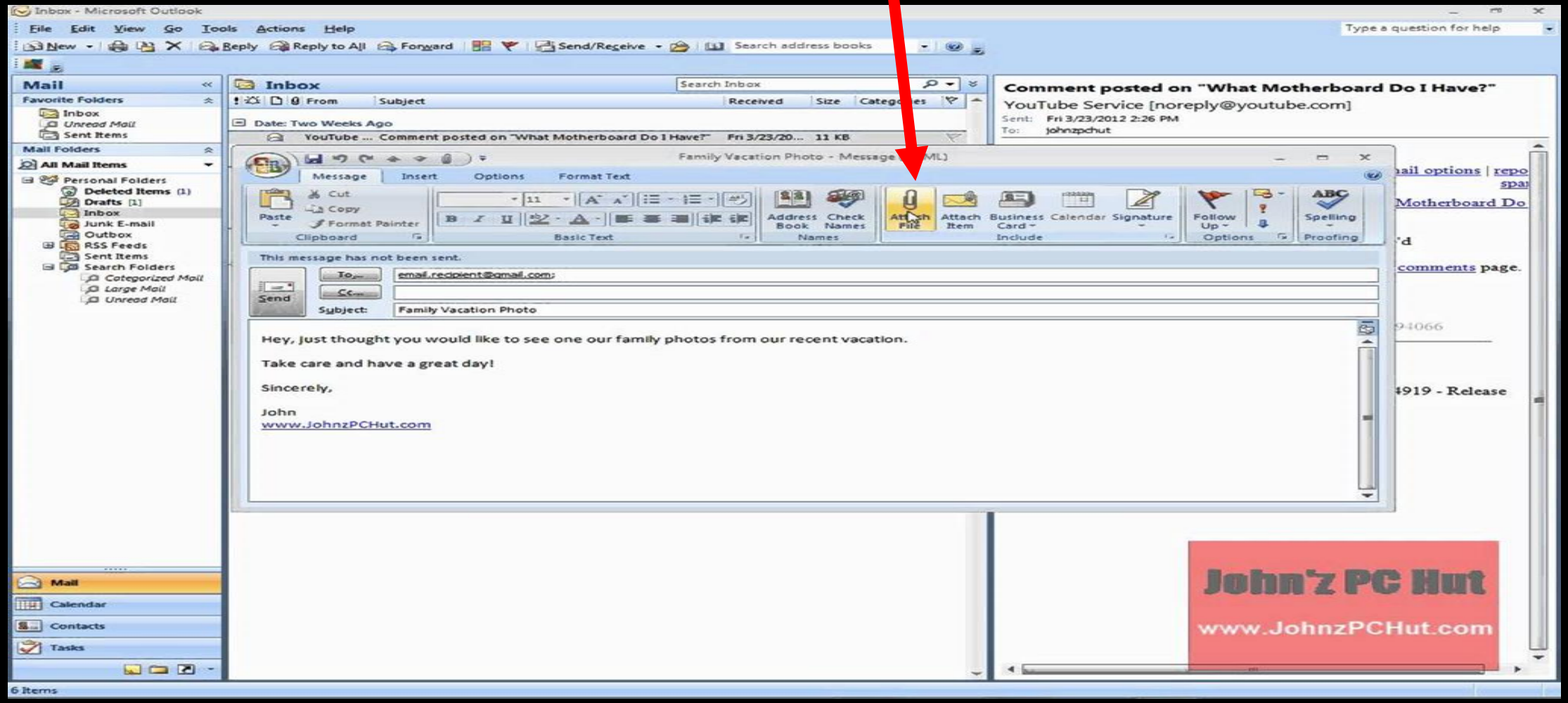
This photo needs to be cropped and re-aligned.





This photo is too dark.

SEND YOUR PHOTO AS AN ATTACHMENT WITH A FILE NAME or UPLOAD IT ON TEAMS OR ONENOTE



WHEN SENDING AN ATTACHMENT IN E-MAIL

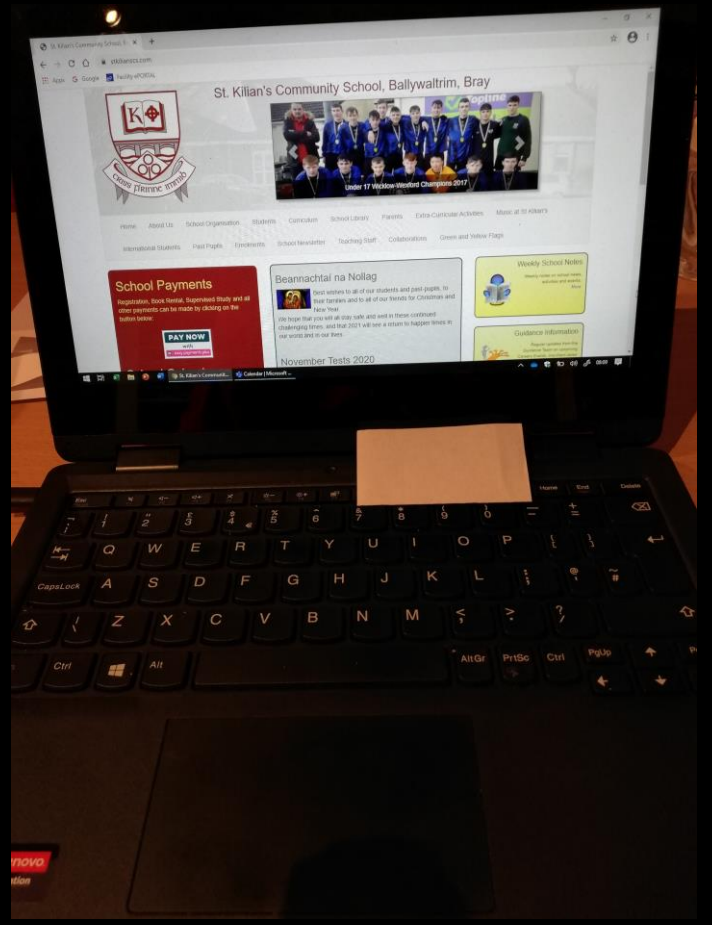
CHOOSE AND ATTACH FILE

CHECK ADDRESS, CONTENTS OF E-MAIL

PRESS SEND

IN THIS SCHOOL, REAL AND VIRTUAL, WE VALUE:

- RESPECT
- COMMUNICATION
- LEARNING
- PARTICIPATION
- CARE



REMEMBER …

- Use only your designated school e-mail account.
- If in doubt about anything, ask your teacher or a member of the ICT Team at ictteam@stkilianscs.com
- Never disclose personal details of your place of residence, bank details, or share personal photographs online.
- Never send anything offensive to anyone.

ENJOY YOUR DAY