

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**

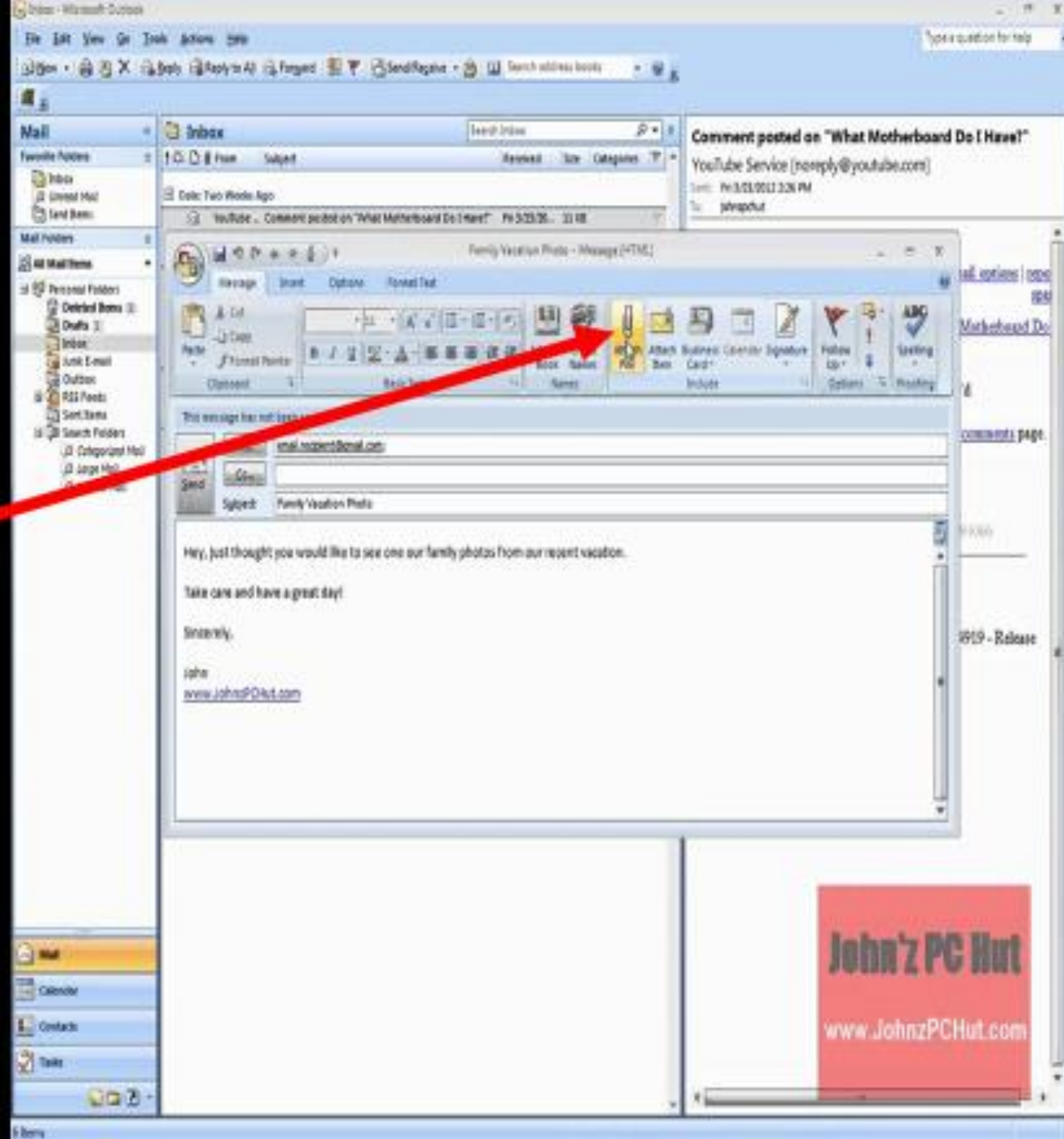
REMEMBER

**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.



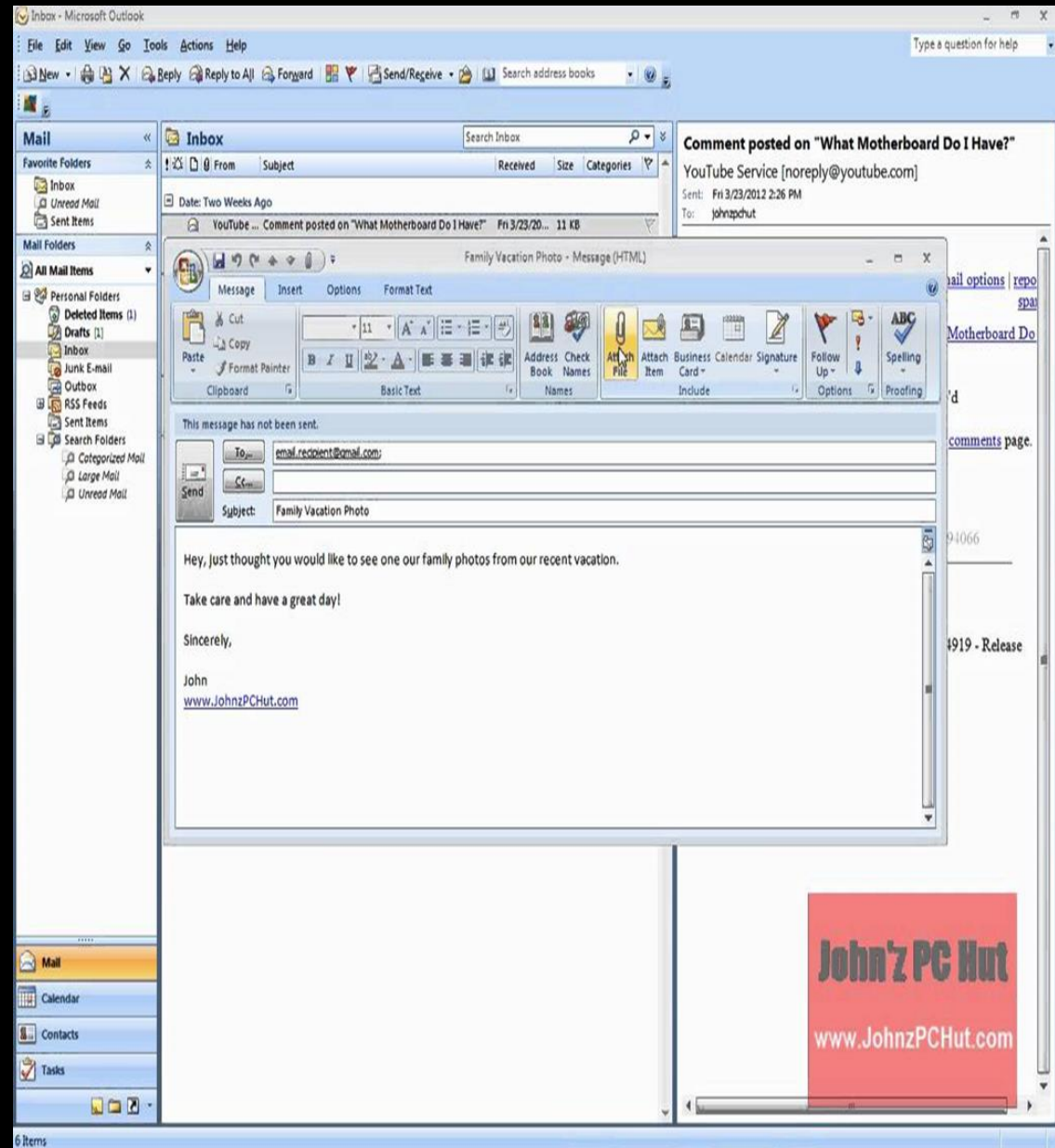
BROWSE TO FIND THE FILE YOU WANT TO SEND

Example: This is the folder where your file was saved

The screenshot shows a Windows desktop with various application icons. A File Explorer window is open to the 'Documents' folder. The 'Documents' folder in the left-hand navigation pane is circled in red. In the main pane, the folder 'Jordan 041818' is selected and highlighted in blue. A red arrow points from the text 'Example: This is the folder where your file was saved' to the 'Jordan 041818' folder. The taskbar at the bottom shows the Start button, search icon, task view icon, and several open applications including File Explorer, Edge, and PowerPoint.

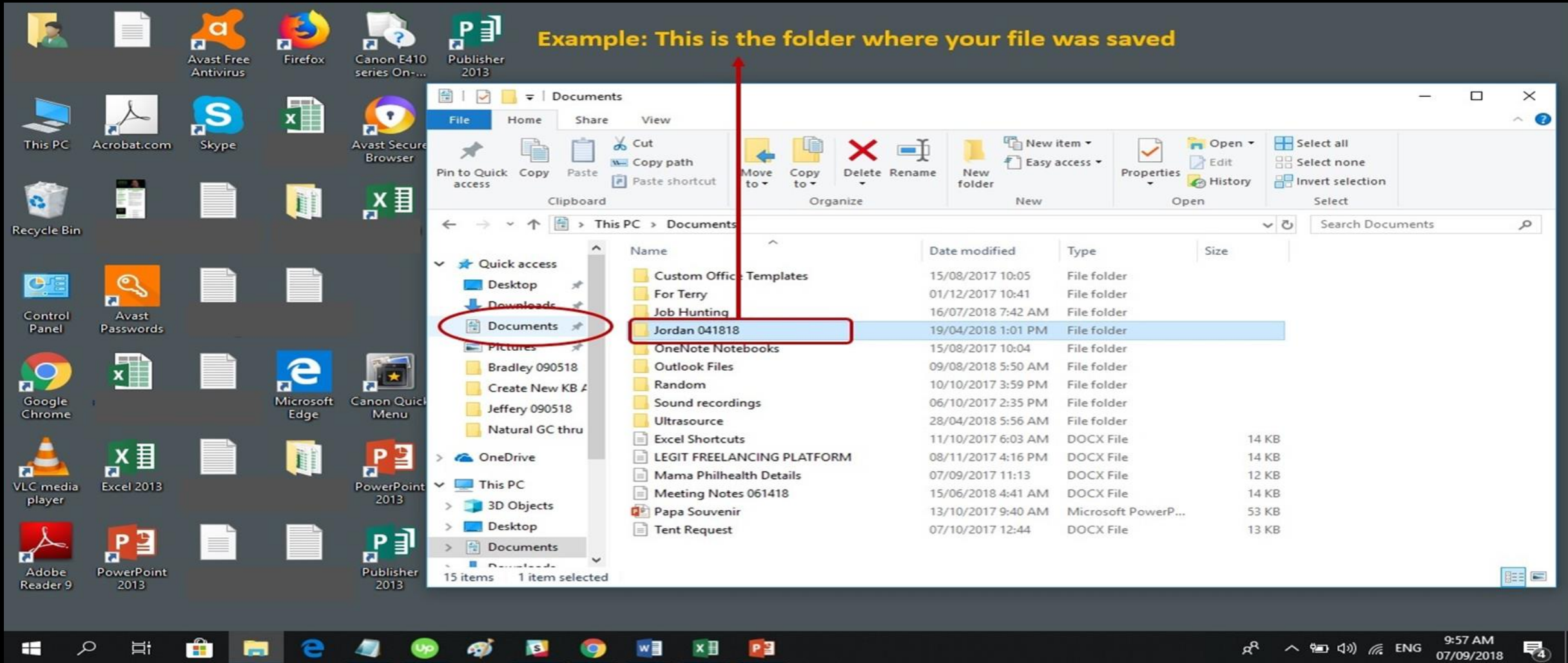
Name	Date modified	Type	Size
Custom Office Templates	15/08/2017 10:05	File folder	
For Terry	01/12/2017 10:41	File folder	
Job Hunting	16/07/2018 7:42 AM	File folder	
Jordan 041818	19/04/2018 1:01 PM	File folder	
OneNote Notebooks	15/08/2017 10:04	File folder	
Outlook Files	09/08/2018 5:50 AM	File folder	
Random	10/10/2017 3:59 PM	File folder	
Sound recordings	06/10/2017 2:35 PM	File folder	
Ultrasource	28/04/2018 5:56 AM	File folder	
Excel Shortcuts	11/10/2017 6:03 AM	DOCX File	14 KB
LEGIT FREELANCING PLATFORM	08/11/2017 4:16 PM	DOCX File	14 KB
Mama Philhealth Details	07/09/2017 11:13	DOCX File	12 KB
Meeting Notes 061418	15/06/2018 4:41 AM	DOCX File	14 KB
Papa Souvenir	13/10/2017 9:40 AM	Microsoft PowerP...	53 KB
Tent Request	07/10/2017 12:44	DOCX File	13 KB

**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

Example: This is the folder where your file was saved



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**



Office Lens

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.

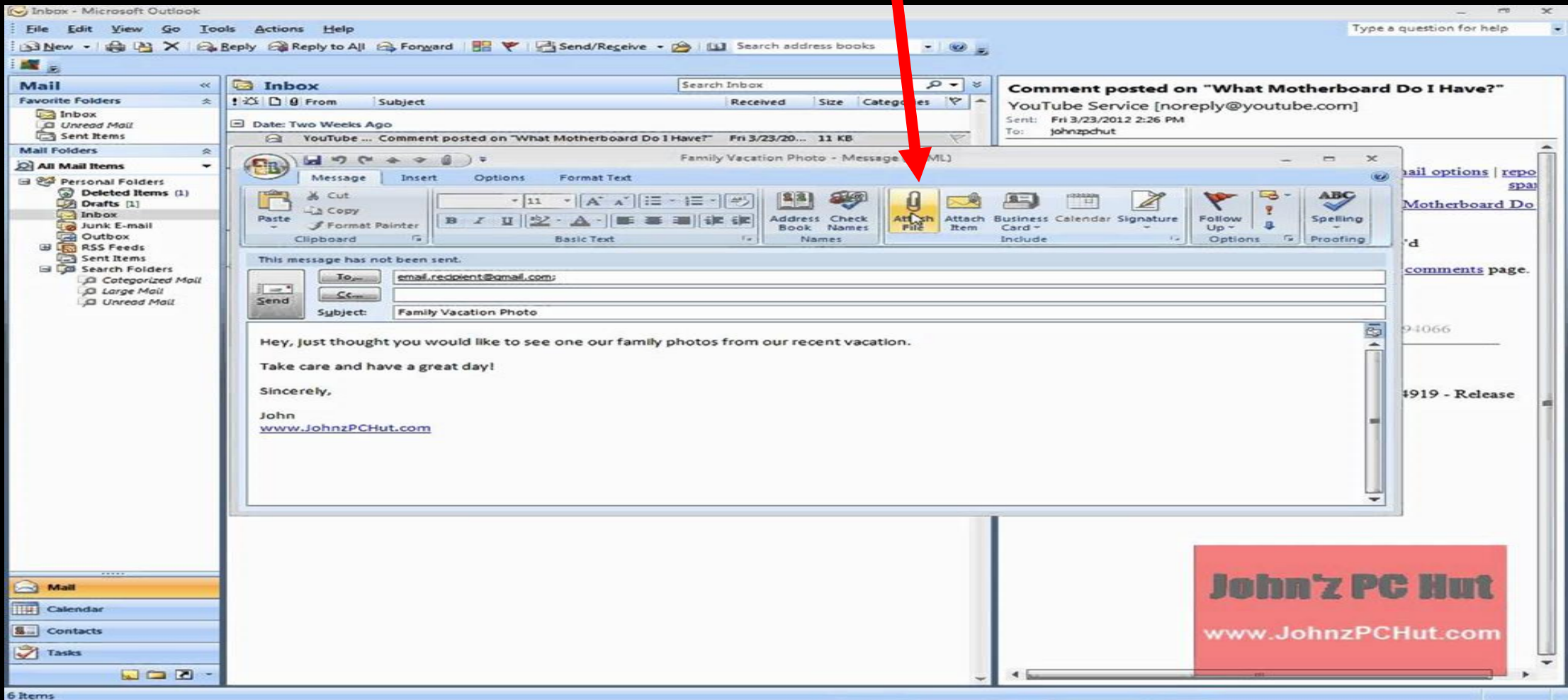


This photo is too dark.

Light and dark, good and bad, right and wrong; they all abide within the one thing that makes us human - our perception.

Amy Larson
amyjalapeno.com

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



WHEN SENDING AN ATTACHMENT IN E-MAIL

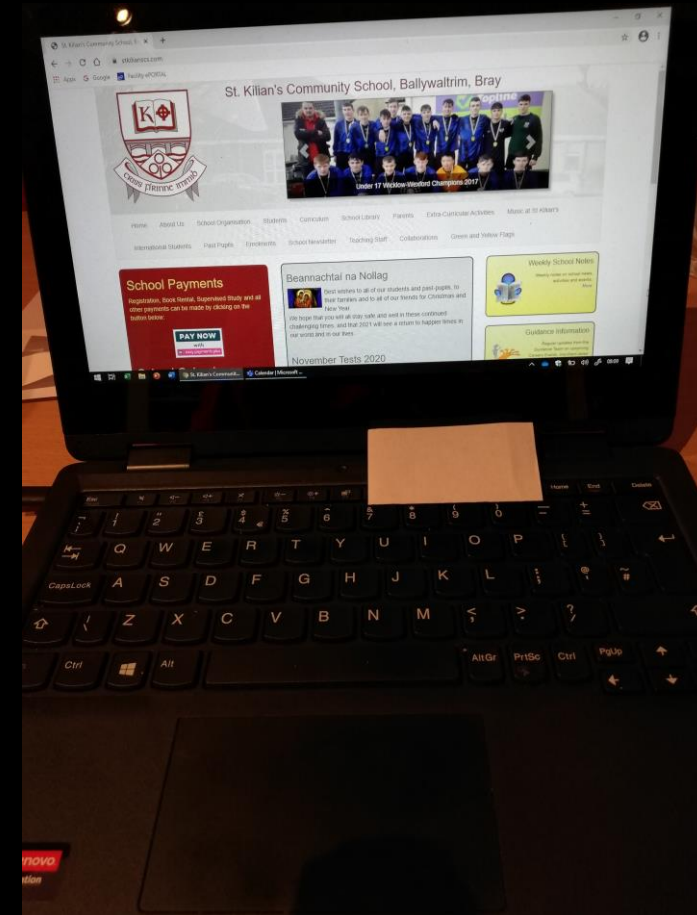
CHOOSE AND ATTACH FILE

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