

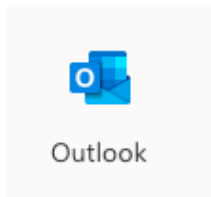
# How to Use Email on Hwb

Log in to Hwb.

On the main Hwb page click on 'Office 365'.

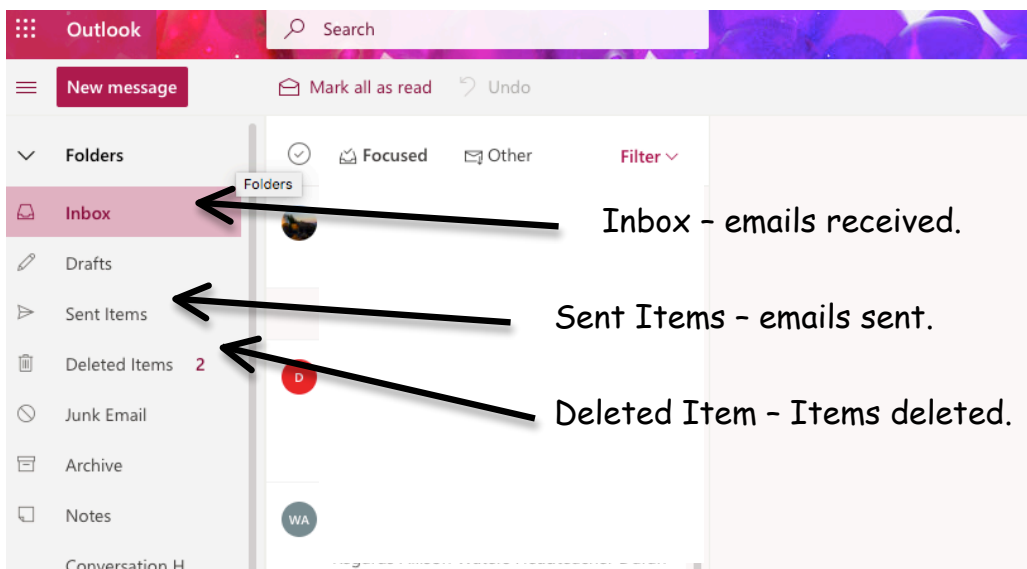


Click on



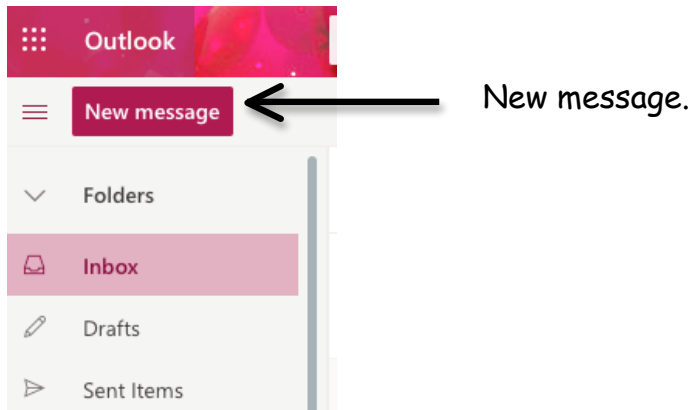
You now have access to your email main page where you can see any emails that have been received and sent etc.

NB. Children will only be able to send and receive emails from other Hwb email addresses. They will not be able to send or receive emails from other email addresses.

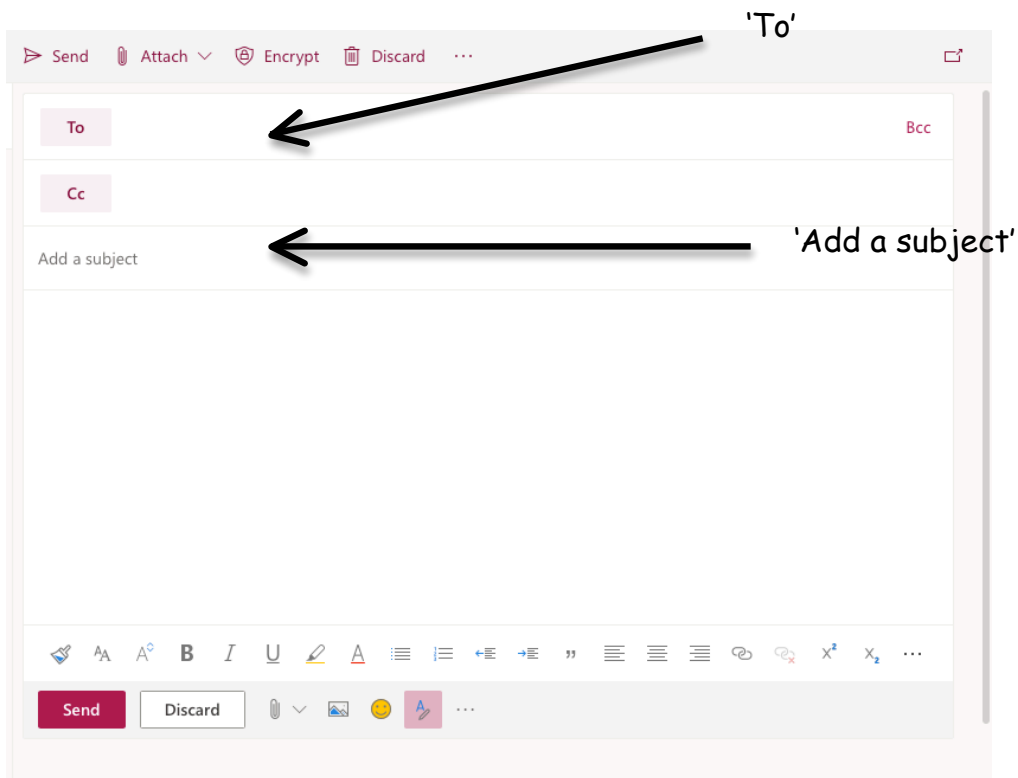


## Sending an Email

On the email main page select 'New Message' in the top left corner.



A new message box will appear.



Type the email address of the person you are sending the email to on the 'To' line.

Enter the subject of the email on to the 'Add a subject line' so the receiver knows briefly what the email is about.

Type the email message into the large box underneath.

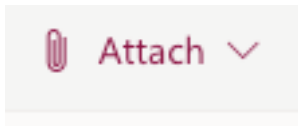
Click  or  when you have finished

writing the email to send it to the email address on the 'To' line.

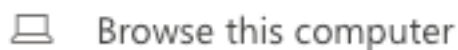
## Adding an Attachment to an Email

Complete the previous steps on 'Sending an Email' - but do not press the send button.

To add an attachment e.g. a word document, photo or PowerPoint click on



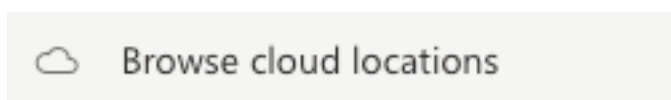
To add an attachment (file) that is saved on the PC/laptop click



A 'Browse file' box will appear for all documents saved on the PC/Laptop or from an external hard drive/USB. Select the file you wish to attach and click 'Choose'.

Your file will be added to the email. Click 'Send' to send the email with the attachment.

To add an attachment (file) that is saved on Hwb click



A 'Browse file' box will appear for all documents saved on OneDrive on Hwb. Select the file you wish to attach and click 'Next'.



It will then ask 'How do you want to share the file?'

How do you want to share this file?



 Your file is pretty large: 10 MB. You can keep your email small by sharing with OneDrive - AWE Live IDP.



Share as a OneDrive link

Recipients can see the latest changes and work together in real time.



Attach as a copy

Recipients get a copy to review.

Remember my choice for files from OneDrive and attach files the same way in the future 

Select 'Attach as a copy'.

Your file will be added to the email. Click 'Send' to send the email with the attachment.

## Opening an Attachment

Click on the email to open the email. Click on the attachment. It will then open. Remember before clicking and opening any attachment make sure you know who has sent it and trust that it will be safe to open.