



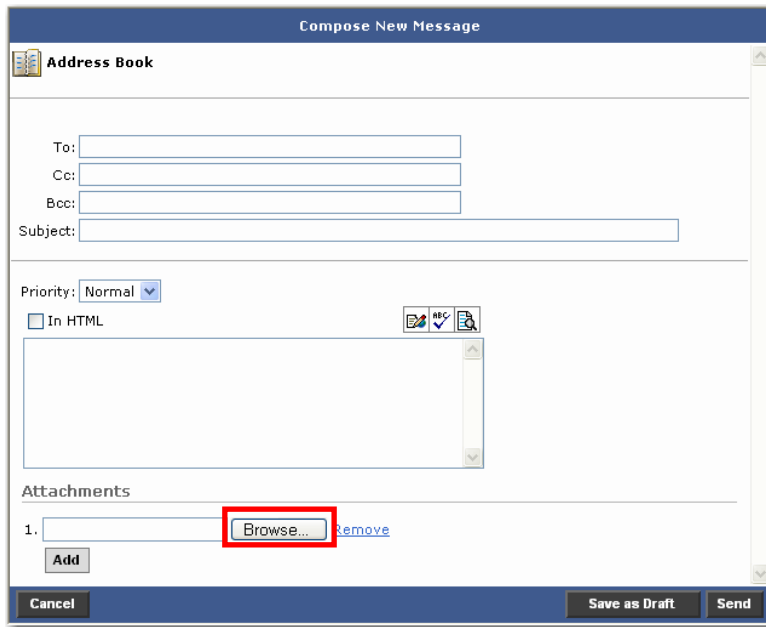
Educational Technology Student Orientation to D2L

Attaching a File to an Email

Step 1

From the Compose New Message screen:

SELECT the **Browse...** button from the Attachments Section.

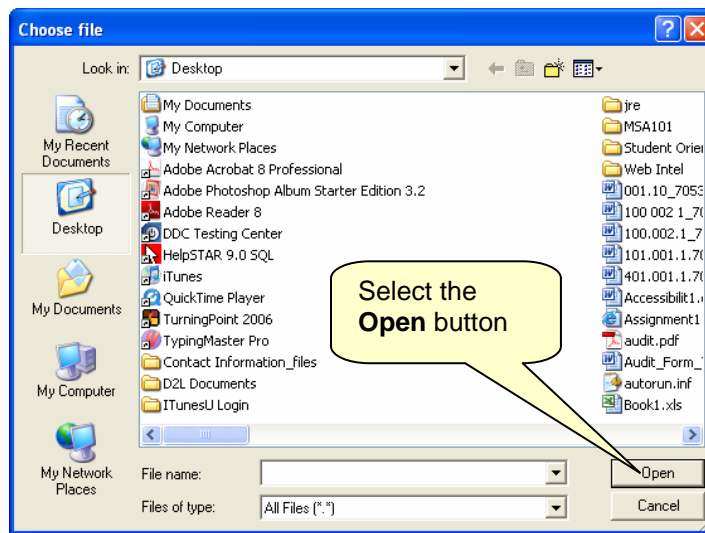


Step 2

The Choose File screen opens:

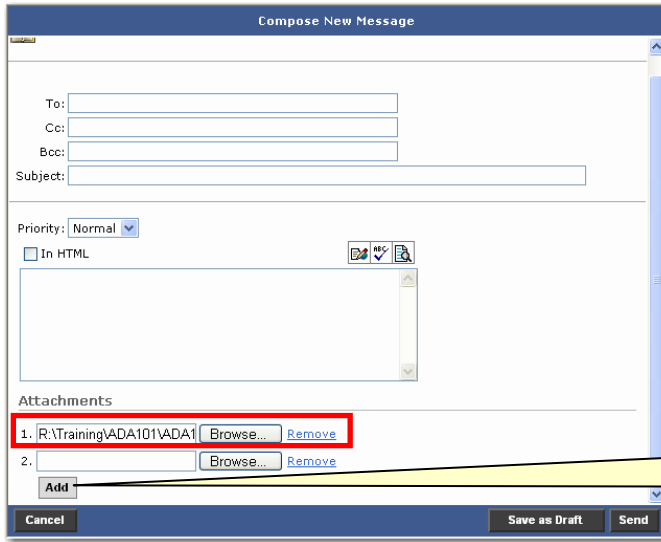
Navigate to the file you wish to attach and SELECT the Open button.

The file should now appear in the text box to the left of the browse button



Step 3

The file should now appear in the text box to the left of the browse button



To add a second attachment, select the **Add** button. Repeat for additional files.

To add a second attachment, SELECT the **Add** button below the 1st attachment. A second line will appear. Repeat to attach additional files.