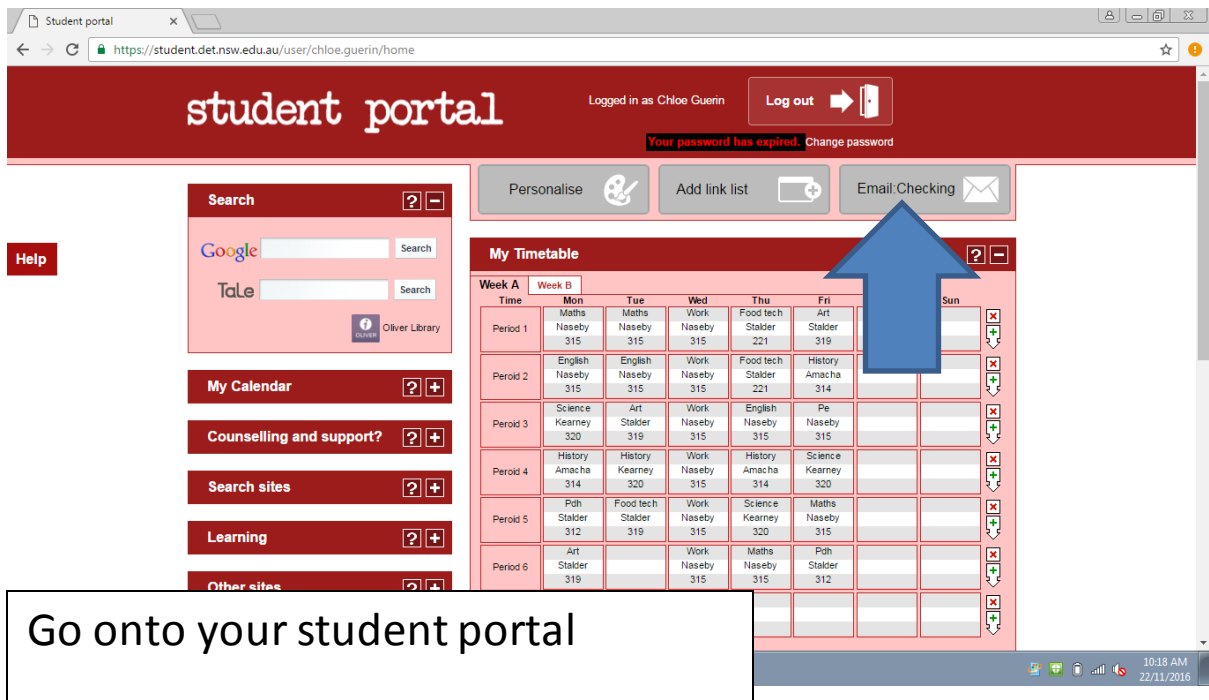
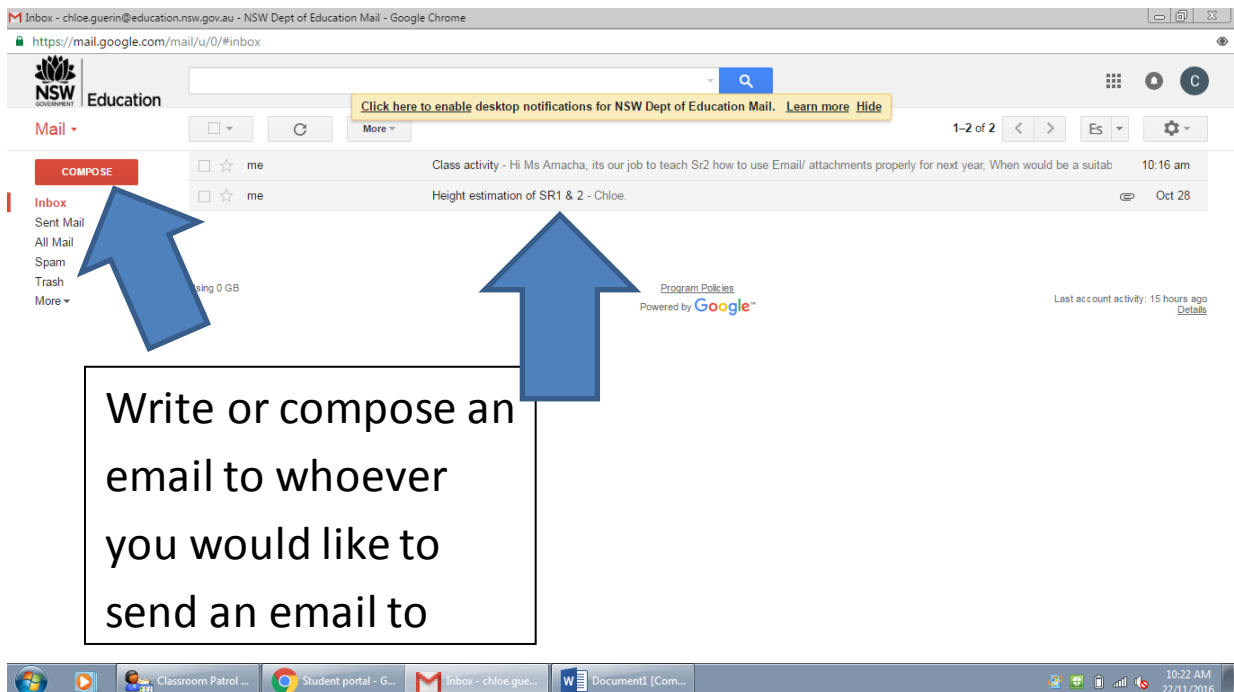


How to send an email with an attachment



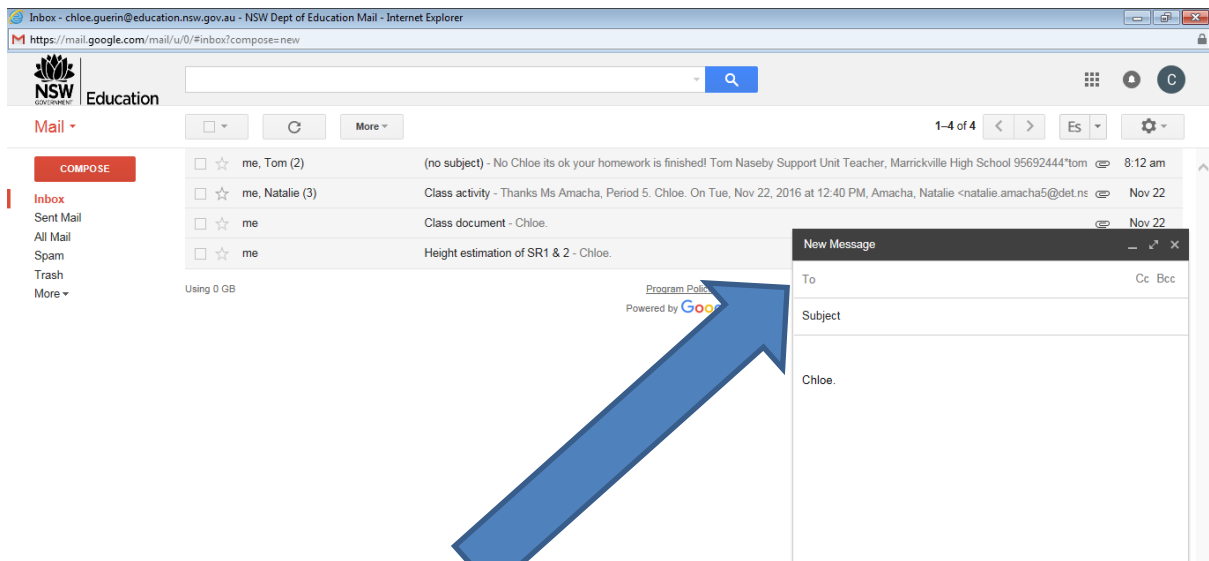
The screenshot shows the NSW Student Portal interface. At the top, it says "student portal" and "Logged in as Chloe Guerin". There is a "Log out" button and a message "Your password has expired. Change password". Below the header, there are several navigation buttons: "Personalise", "Add link list", and "Email Checking" (highlighted with a blue arrow). On the left, there is a search bar and a "Help" button. Below the search bar, there are links for "My Calendar", "Counselling and support?", "Search sites", "Learning", and "Other sites". In the center, there is a "My Timetable" section showing a grid of classes for Week A and Week B. A blue arrow points to the "Email Checking" button.

Go onto your student portal

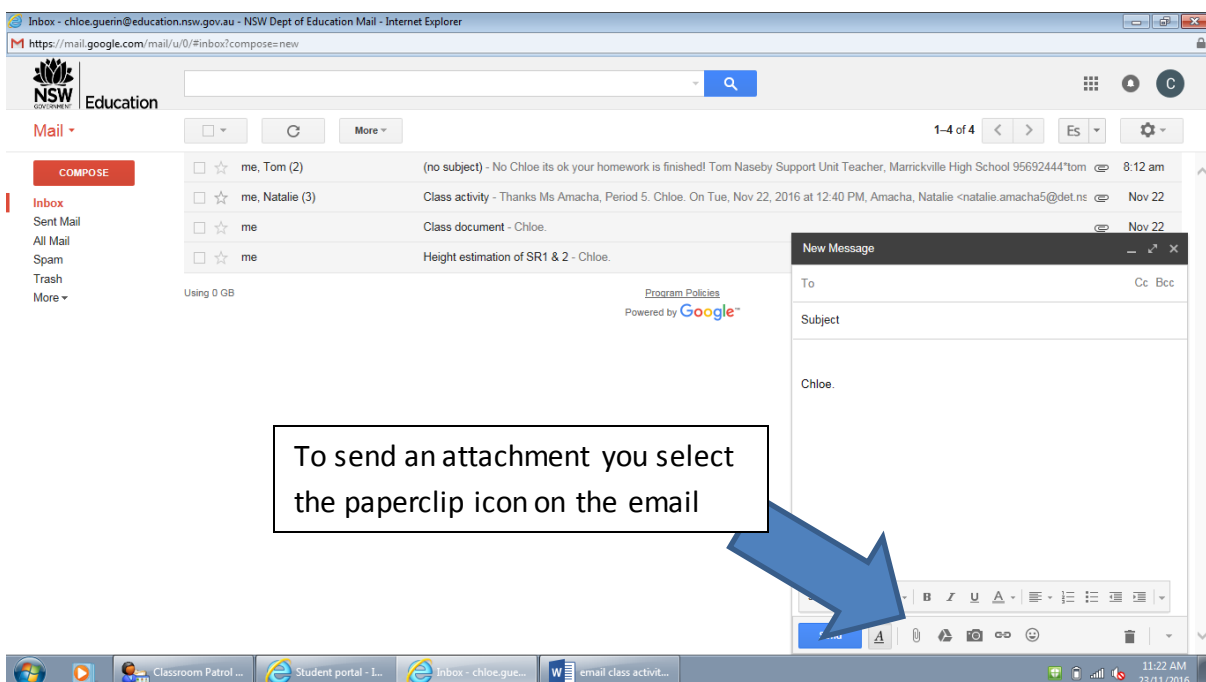


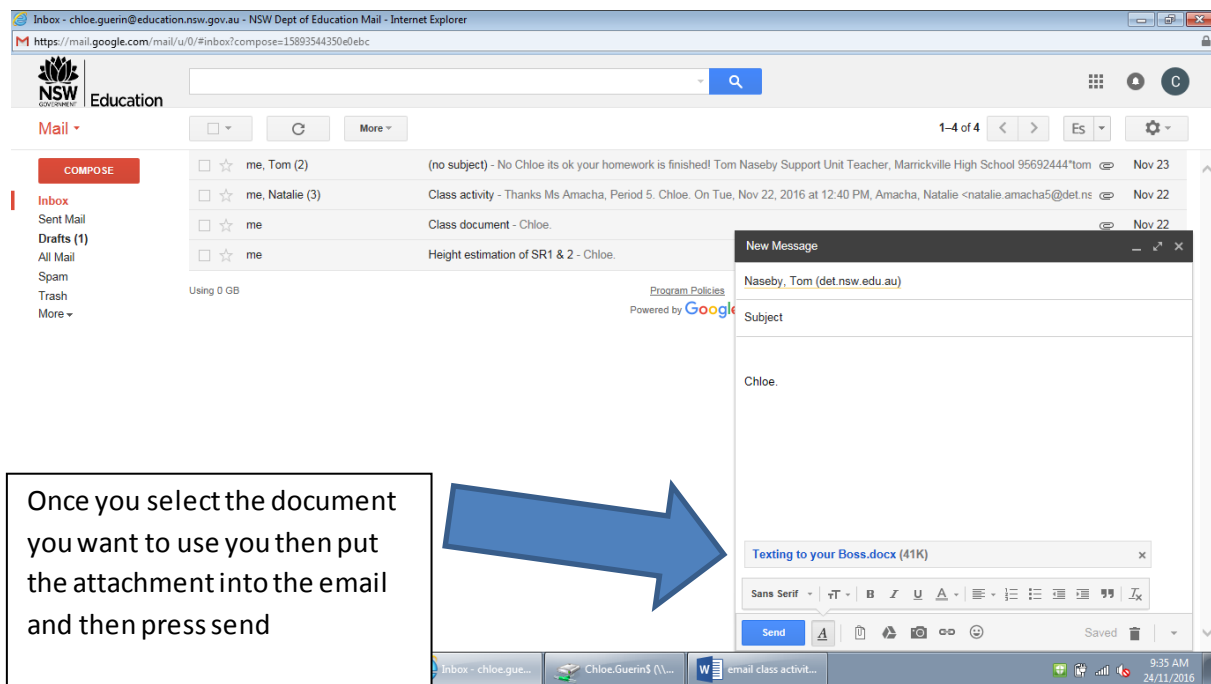
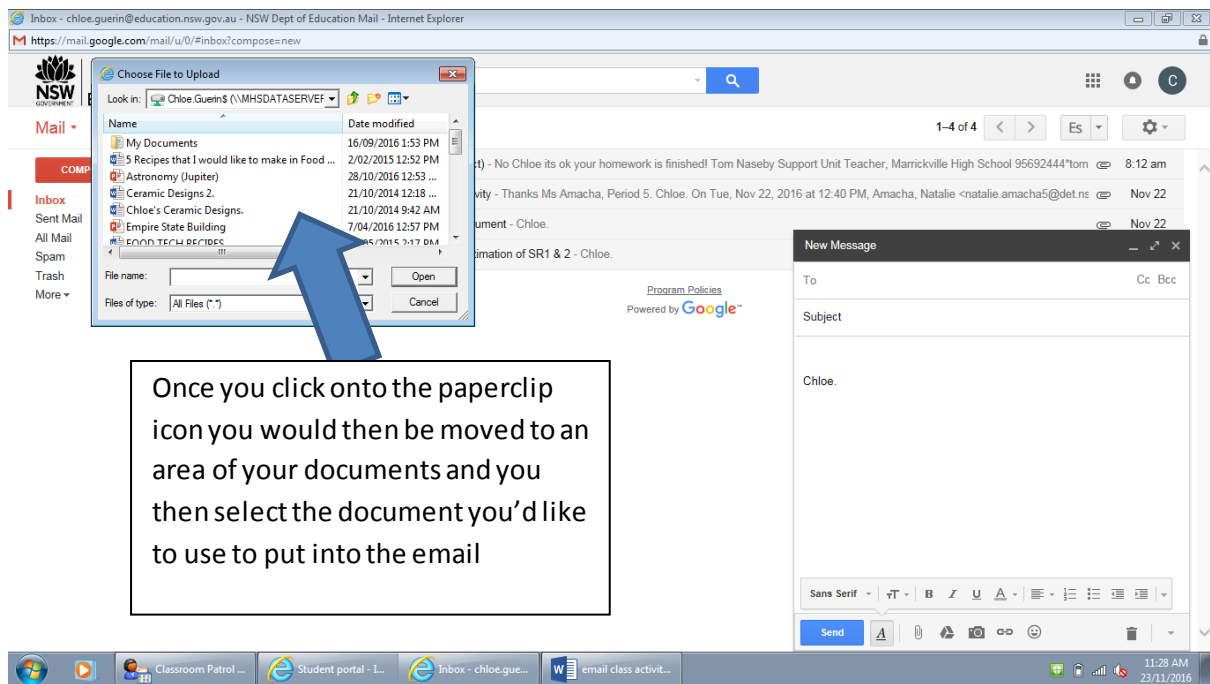
The screenshot shows a Gmail inbox interface. On the left, there is a sidebar with the "Compose" button highlighted by a blue arrow. The inbox shows two emails: "Class activity - Hi Ms Amacha, its our job to teach Sr2 how to use Email/ attachments properly for next year, When would be a suitab" and "Height estimation of SR1 & 2 - Chloe". A blue arrow points to the "Compose" button. Below the screenshot, there is a text box with the instruction: "Write or compose an email to whoever you would like to send an email to".

Write or compose an email to whoever you would like to send an email to



Type the recipient's name into the composing email, and the subject of the topic and write your email and when finished press send





Sent Mail - chloe.guerin@education.nsw.gov.au - NSW Dept of Education Mail - Internet Explorer

https://mail.google.com/mail/u/0/#sent

NSW Education

Mail

COMPOSE

Inbox
Sent Mail
All Mail
Spam
Trash
More

1-5 of 5

<input type="checkbox"/>	☆	To: Naseby, Tom	(no subject) - Chloe.	9:53 am
<input type="checkbox"/>	☆	To: natalie.amacha5 (3)	Inbox Class activity - Thanks Ms Amacha, Period 5. Chloe. On Tue, Nov 22, 2016 at 12:40 PM, Amacha, Natalie <natalie.amacha5	Nov 23
<input type="checkbox"/>	☆	To: Naseby, Tom (2)	Inbox (no subject) - No Chloe its ok your homework is finished! Tom Naseby Support Unit Teacher, Marrickville High School 95692.	Nov 22
<input type="checkbox"/>	☆	To: Naseby, Tom	Inbox Class document - Chloe.	Nov 22
<input type="checkbox"/>	☆	To: Naseby, Tom	Inbox Height estimation of SR1 & 2 - Chloe.	Oct 28

Using

Program Policies
Powered by Google

Last account activity: 18 minutes ago
[Details](#)

Once you send the email, go to the sent mail area on your student portal and check to see if your email has been sent

Classroom Patrol ... Student portal - L... Sent Mail - chloe... Chloe.Guerin\$ (\\... email class activit...

9:54 AM
24/11/2016