

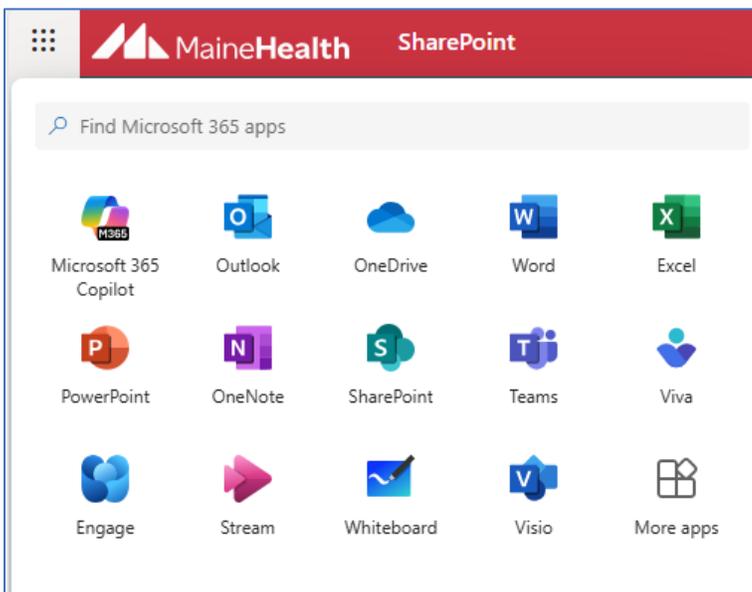
## Creating, downloading & saving documents on a shared computer that you would like to email:

Click on Microsoft Edge to access your One Drive or to search and download documents. Your initials will show in the top right-hand corner.

**(\*\*It is difficult to access documents you have saved or downloaded through Chrome on these computers).**

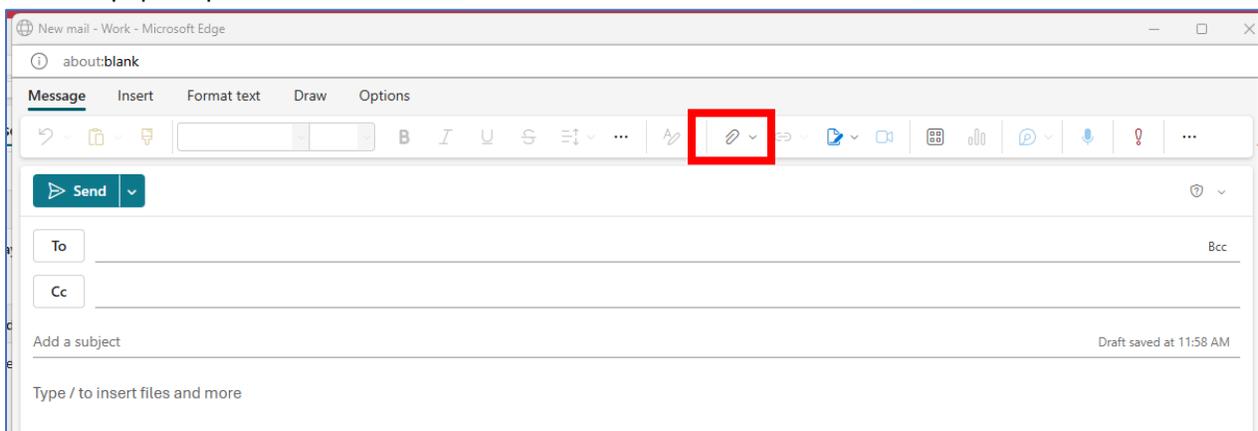


You can click the waffle to access any of your apps (One Drive, Teams, Outlook, etc..)

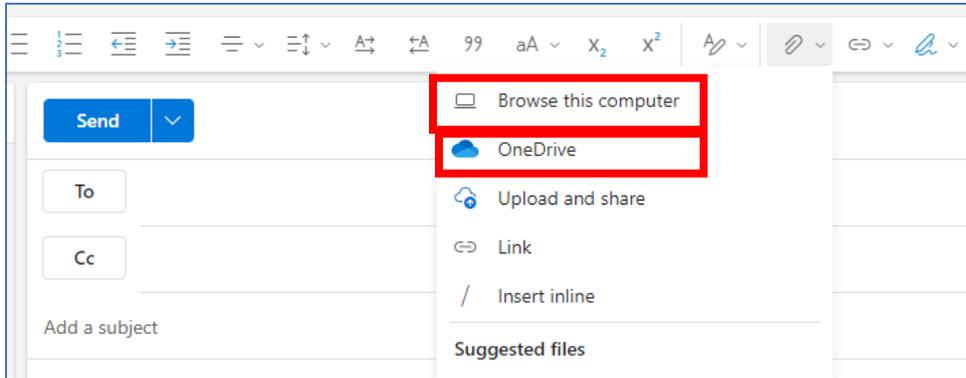


**\*\*\* To see documents that you have saved (on One Drive, in documents or on the desktop) or downloaded, first open a new email, and click attach.**

1. Open a new email.
2. Click the paperclip to attach a file.



3. Browse this Computer or click One Drive to view documents on your personal One Drive.



4. If you saved to **One Drive**, once you click it, you should see your document.  
If saved to **This PC**, look under **Desktop**, **Documents**, or **Downloads** for your document.

