<u>Creating, downloading & saving documents on a shared computer that you</u> <u>would like to email:</u>

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.

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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.

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