






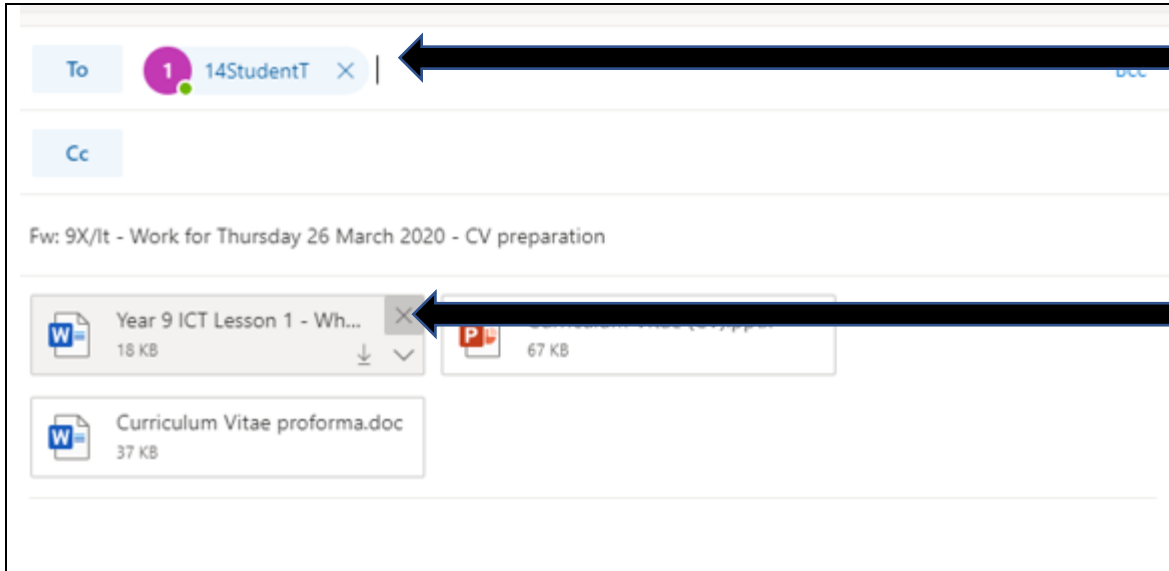


How to send your work to your school email address.

<p>9X/It - Work for Thursday 26 March 2020 - CV preparation</p> <p>[Redacted] Wed 25/03/2020 16:39 14StudentT</p> <p> Year 9 ICT Lesson 1 - What to... 18 KB</p> <p> Curriculum Vitae (CV).pptx 67 KB</p> <p>Show all 3 attachments (122 KB) Download all Save all to OneDrive - Heart of England School</p> <hr/> <p>Sent: 25 March 2020 08:42 To: 9T/lc1 <9T_lc1@heart-england.co.uk>; 9S/lc1 <9S_lc1@heart-england.co.uk> Subject: 9 IT - Work for Thursday 26 March 2020 - CV preparation</p> <p>Hi Read the instructions. Read the PowerPoint Do the work!</p> <p>I will also be putting this on Microsoft Teams for you to complete. It would be good if you did it and then pasted your completed CV in your Notebook in Teams. There are instructions on how to use Teams here</p> <p>This is genuinely helpful work for your long term future. so don't ignore it.</p>	<ol style="list-style-type: none">1. When you have logged into Office.com you will find some work has been sent to you.<ul style="list-style-type: none">• Read it carefully• Download what needs to be downloaded• Do the work• Save your work on your computer
<p>[Redacted] Wed 25/03/2020 16:39 14StudentT</p> <p>    </p>	<ol style="list-style-type: none">2. Next you need to send the work to yourself at school:<ul style="list-style-type: none">• Click on the forward button →

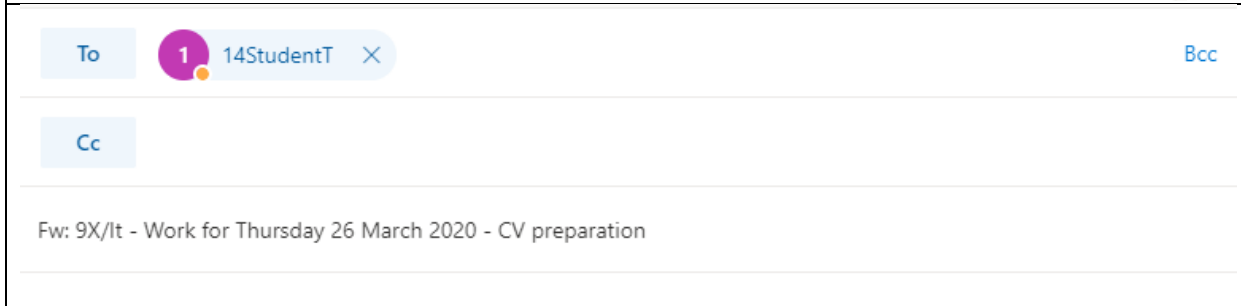


3. Fill in the important details

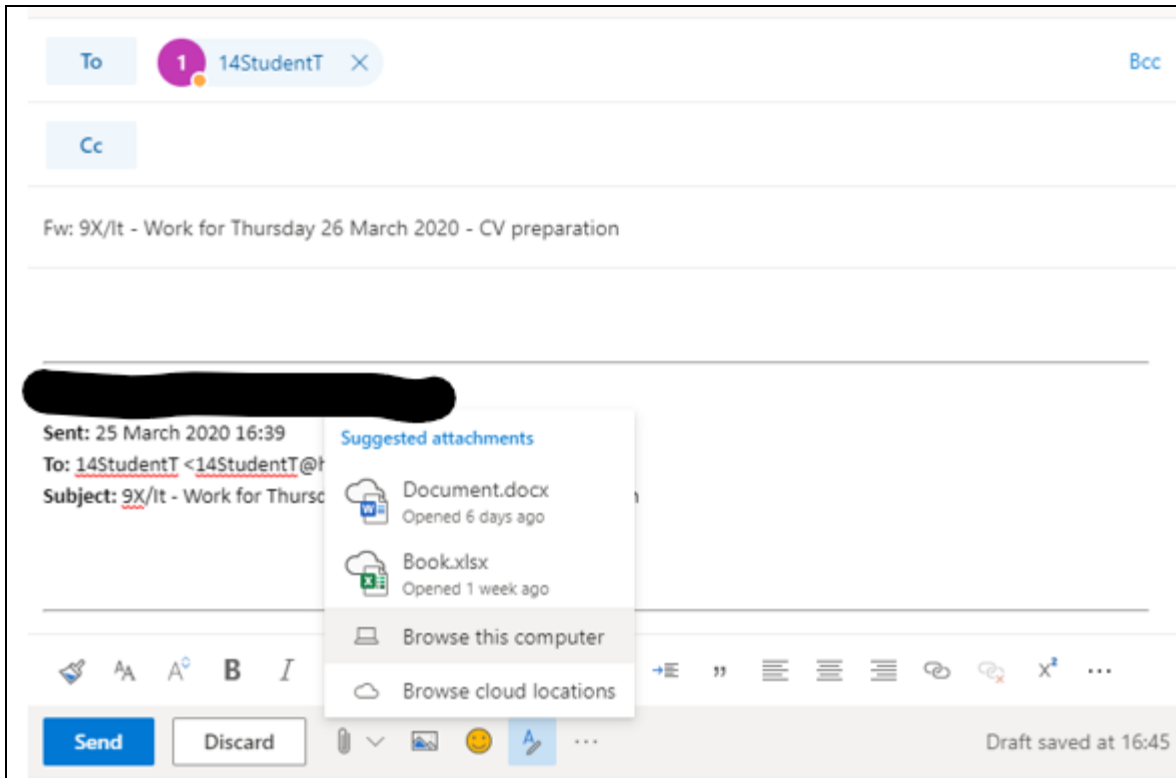
- Your own username

4. Delete the original attachments

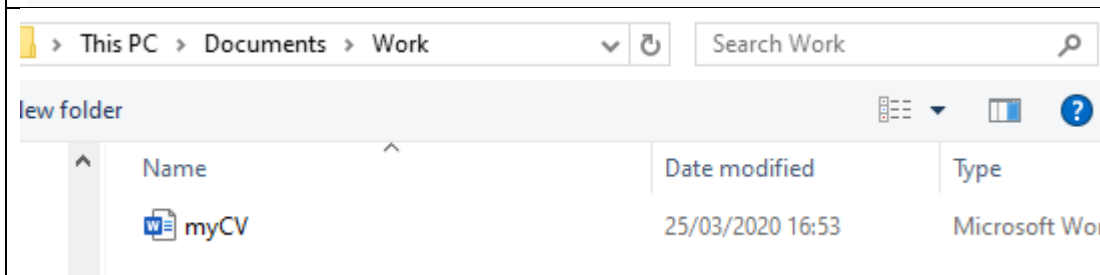
- Click once on each attachment
- Click on the X in the top right-hand corner
- Press the delete button on your keyboard



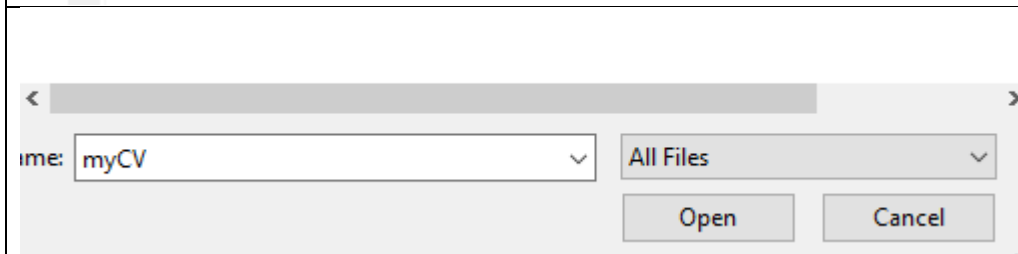
5. Repeat until there you have got rid of ALL the original files from your teacher



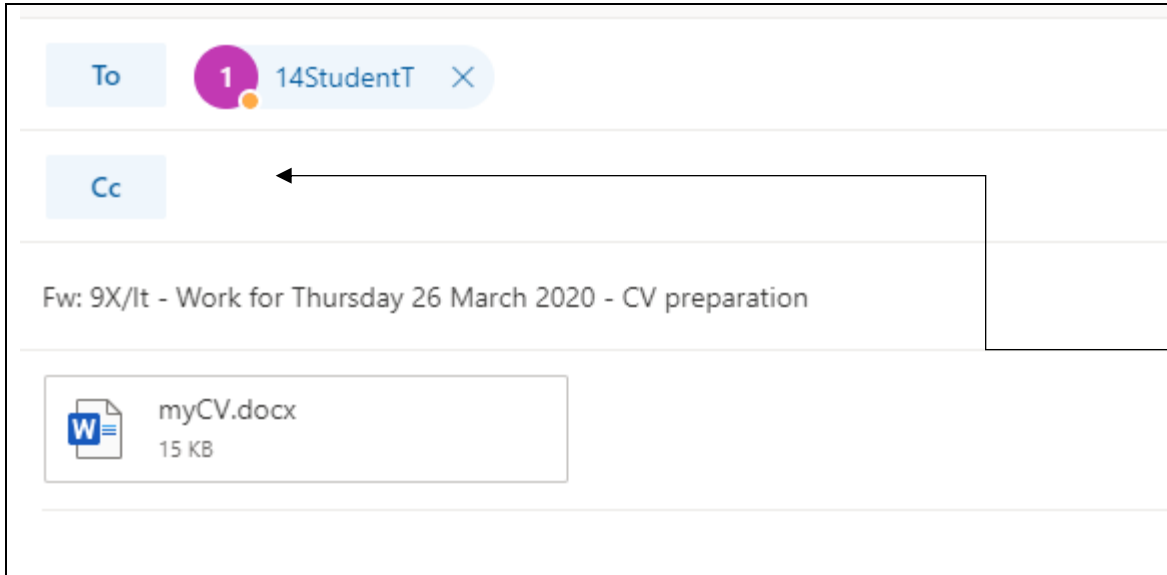
6. Attach the work you have done
- Go to the bottom of the email screen
 - Click once on the paper clip
 - Slide the cursor up to **Browse this Computer**



7. Find your work
- Please note we do NOT want you to send images or videos of yourself to us, at all, ever.



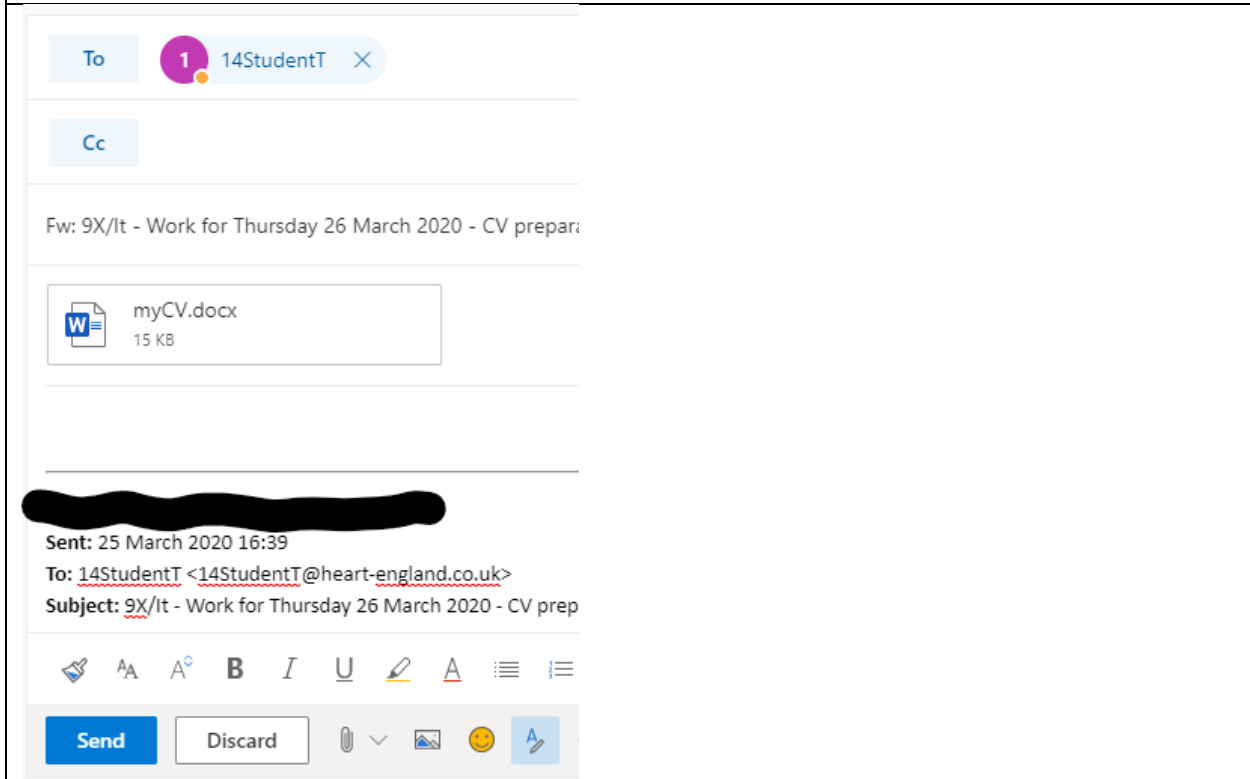
8. Add it to the email
- Click once on it
 - Then click on Open



9. You will see it is attached to the email

10. If (and only IF) you are TOLD to send a copy to the teacher (but NOT if you are NOT TOLD to send a copy to the teacher)

- Put the teacher's username here.
- Otherwise leave it blank
- **Reminder: we do NOT want you to send images or videos of yourself to us, at all, ever.**



11. Press the send button at the bottom of the email.