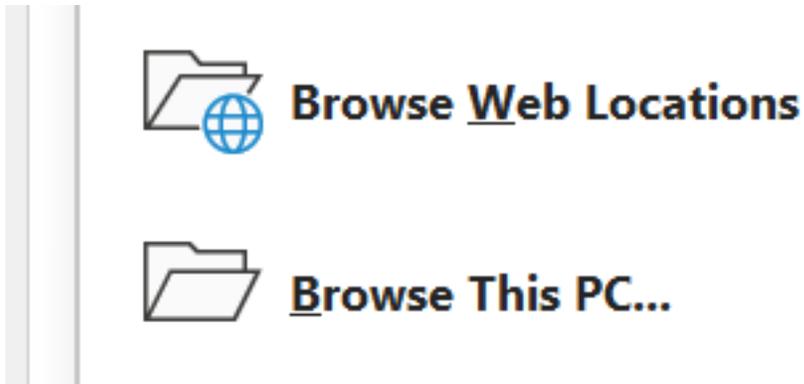
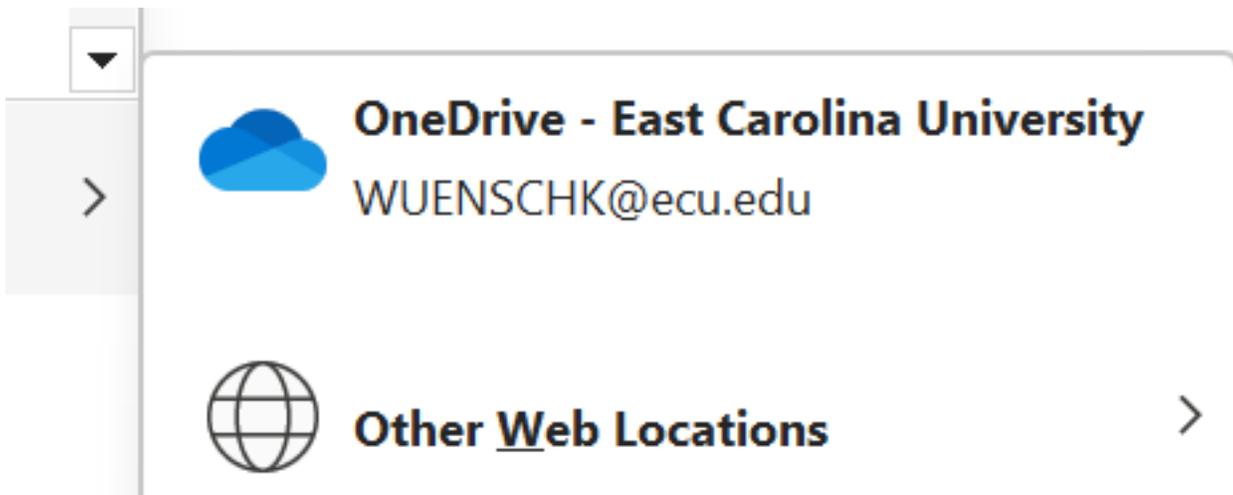


## Sending Homework Documents to Professor Karl

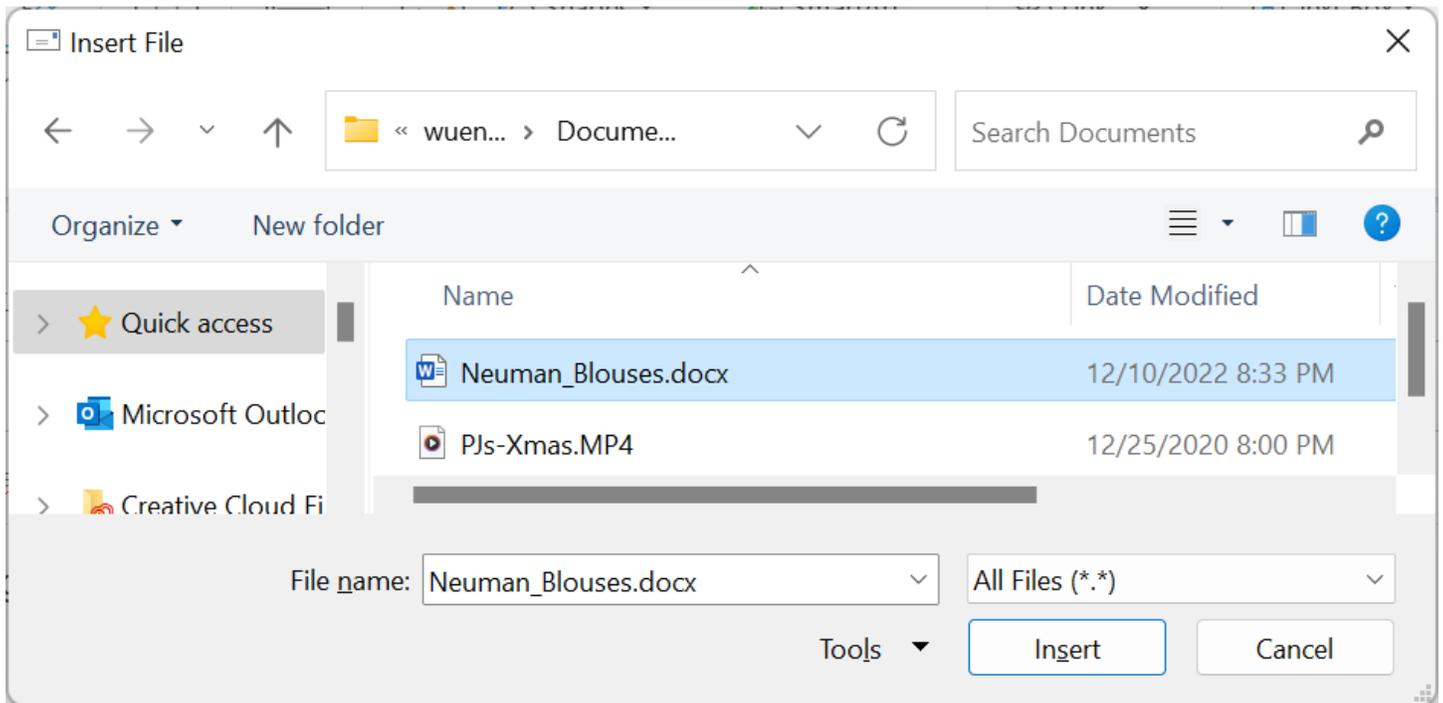
You have created a new email to Professor Karl in Outlook 365. You need to attach to this email the Word document in which you have presented the results of your statistics assignment. You click Insert, File. After a list of recently created or modified files on your computer, you are given two options: Browse Web Locations, Browse This PC. Please select Browse this PC and locate the Word document you wish to send to Professor Karl.



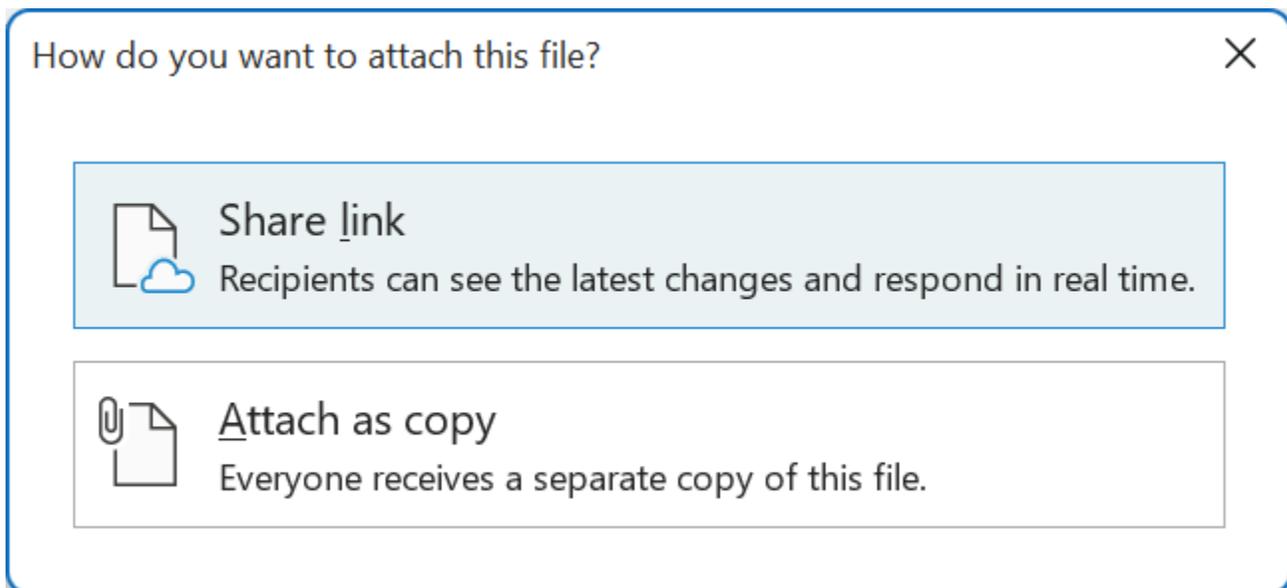
If you browse web locations a window like this should appear:



If you select the link to your ECU cloud storage (OneDrive for me) you get a directory:



You can select an item in the directory and click Insert.



For sure with the first option, and maybe even the second, the recipient (me) will have to log into the cloud server and then download the file to e's computer, and the server makes that difficult to do.

To view Neuman\_Blouses.docx, [sign in](#) or create an account.

I have enough confusing stuff in my life without this, so please do not send me links to files in the cloud. Instead, house your PSYC 2101 files on your computer and attach them to email from there.

If you select Browse your PC instead of Browse Web Locations you can select a file from your computer and attach it to your email and the recipient can open it directly from your email without having to mess with dealing with access to any cloud server. Furthermore, if the file is on your computer you can simply drag and drop it into your email without needing to use the Insert function.

Summary: Send me your Word documents as a direct attachment from your computer. Do not send me a link to a cloud server, or I will get grumpy. You do not want me to become grumpy.