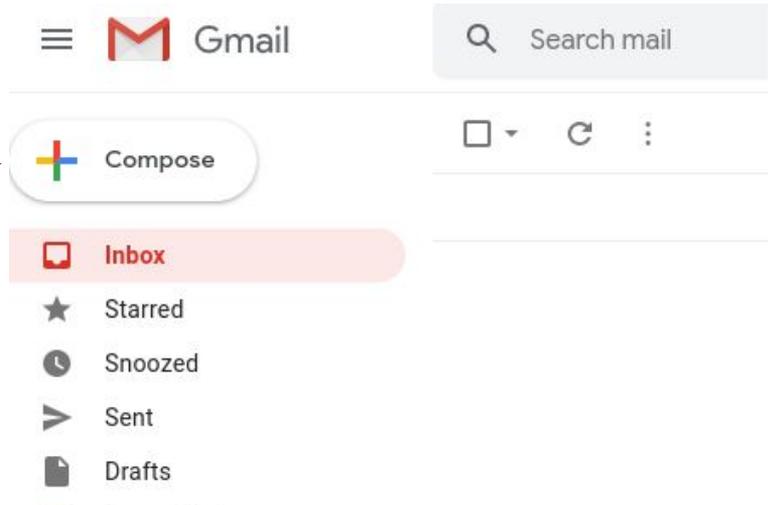
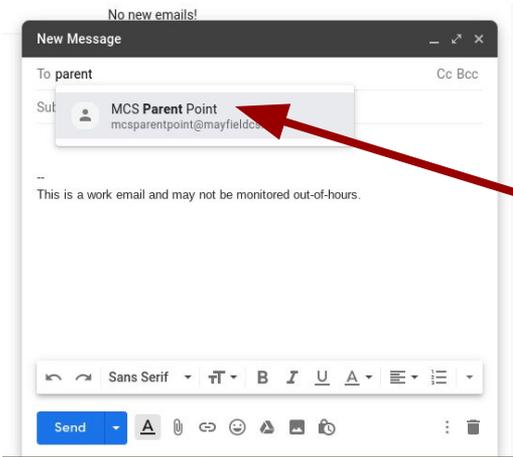


How to share a Google Doc from Gmail

1. Open Gmail. From here click on the '+ Compose' button. This will open a new window where you type your message



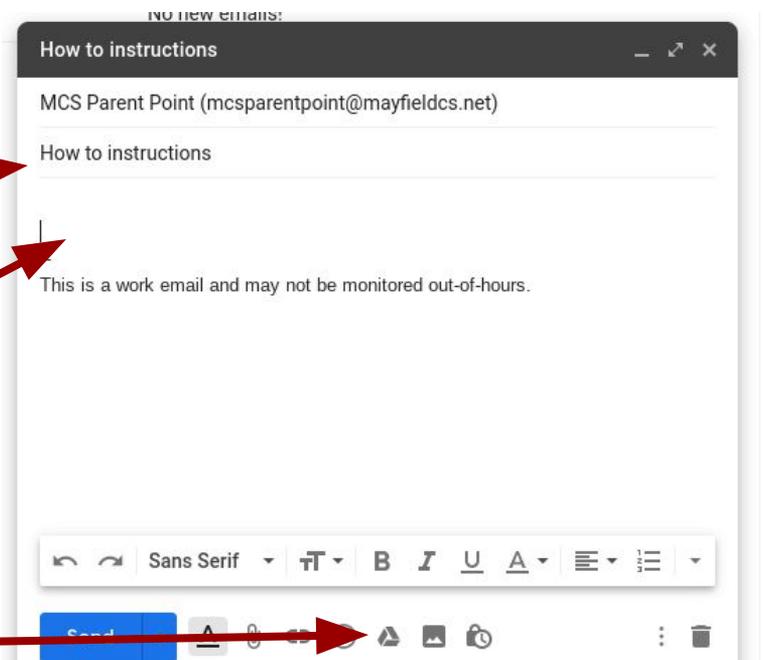
2. In the 'New Message' window, type the email address of the teacher you want.



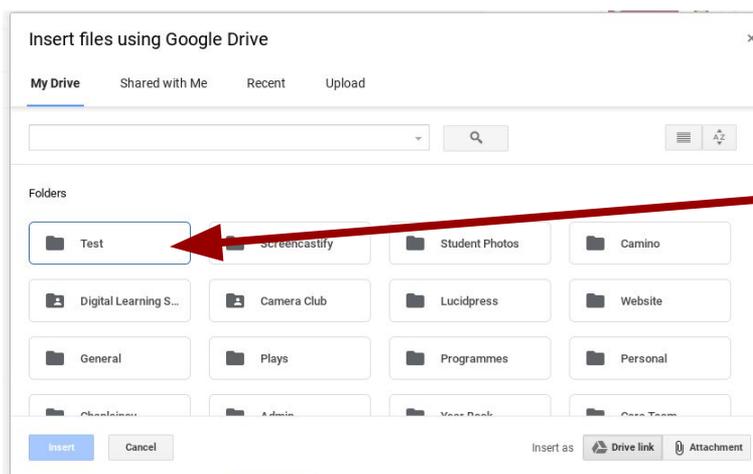
3. Give your email a subject heading. This helps to find the email later.

4. Type what you need to say into the body of your email window.

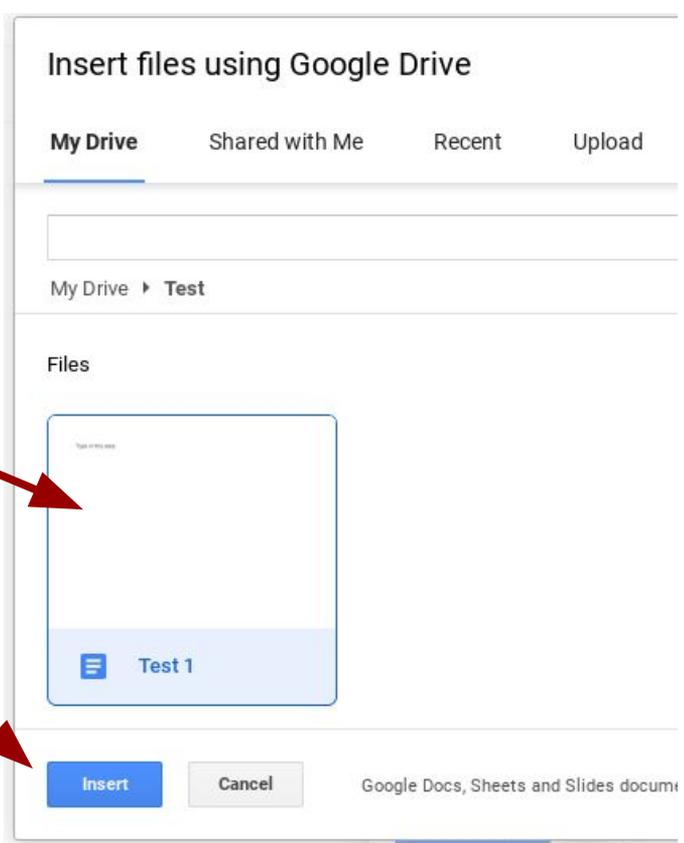
5. If you have typed a Google Doc, click the 'Drive' icon at the bottom of the email window.



6. This opens a window in Drive. Click on the folder where your file is (if you use folders). This example is in a folder called 'Test'



7. Now click on the document you want, and then click on the 'Insert' button at the bottom of the page.



8. That will bring you back to your email window. You can see the document inserted. When you're happy that everything is the way you want, click on the 'Send' button at the bottom of the screen.

