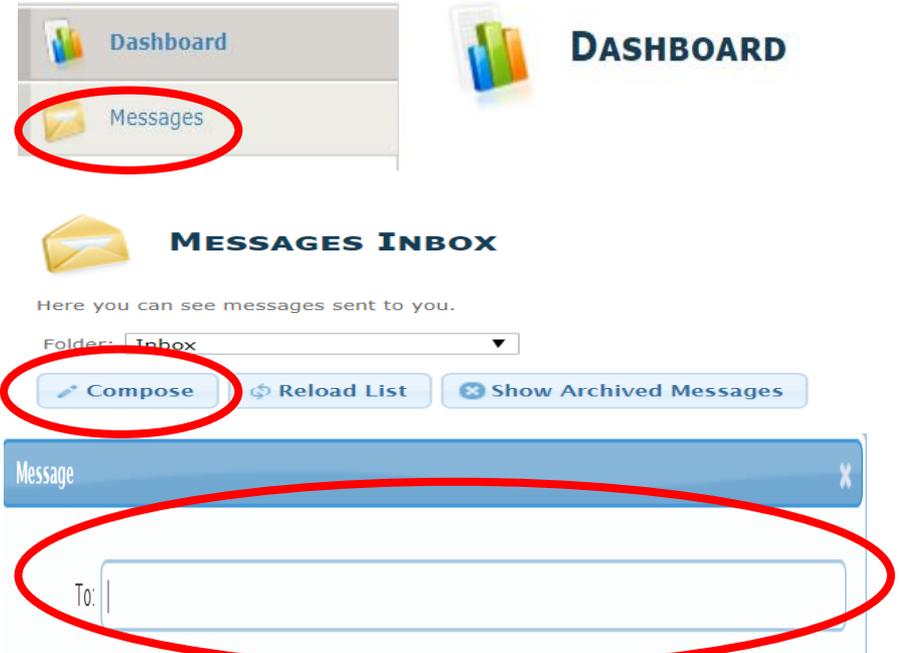


# How Do I Add an Attachment to a Message in Edgenuity?

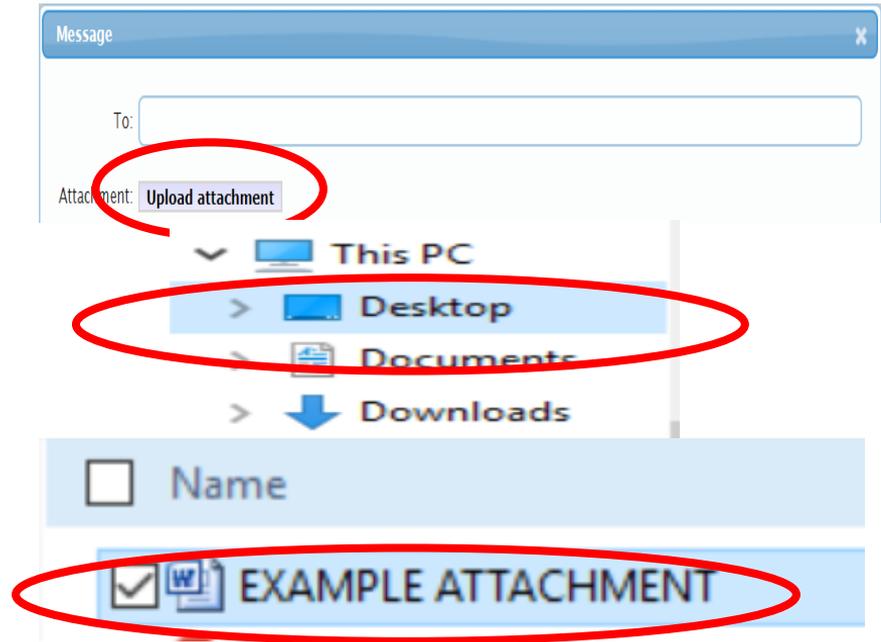
1. Click on **MESSAGES** link on the Dashboard
2. Click **COMPOSE**
3. Type **YOUR TEACHER'S LAST NAME** in the **TO: Box**



4. Click on **UPLOAD ATTACHMENT**

5. Click on **LOCATION** of attachment

6. Click on the **ATTACHMENT**



7. Click OPEN

8. Type the NAME OF THE ASSIGNMENT in the Subject Line

9. Click SEND

The screenshot shows a user interface for uploading a file and submitting an assignment. At the top, there is a 'File name:' dropdown menu containing 'EXAMPLE ATTACHMENT' and a file type selector set to 'All Files'. Below these are two buttons: 'Open' and 'Cancel'. The 'Open' button is circled in red. In the center, an attachment is listed as 'EXAMPLE ATTACHMENT.docx' with a 'Remove' button. Below the attachment is an 'Upload attachment' button. At the bottom, there is a 'Subject:' text input field containing 'NAME OF ASSIGNMENT', which is also circled in red. Below the subject field are two buttons: 'Send' and 'Dismiss'. The 'Send' button is circled in red.

File	Remove
EXAMPLE ATTACHMENT.docx	

Attachment: EXAMPLE ATTACHMENT.docx

Upload attachment

Subject: NAME OF ASSIGNMENT

Send Dismiss