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**
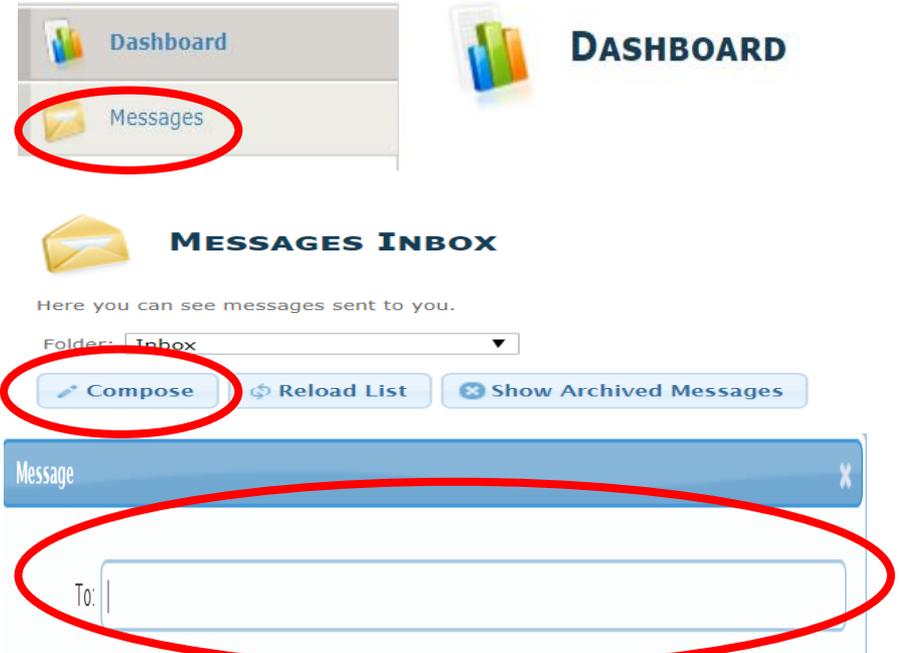
4. Click on UPLOAD ATTACHMENT

5. Click on LOCATION of attachment

6. Click on the ATTACHMENT
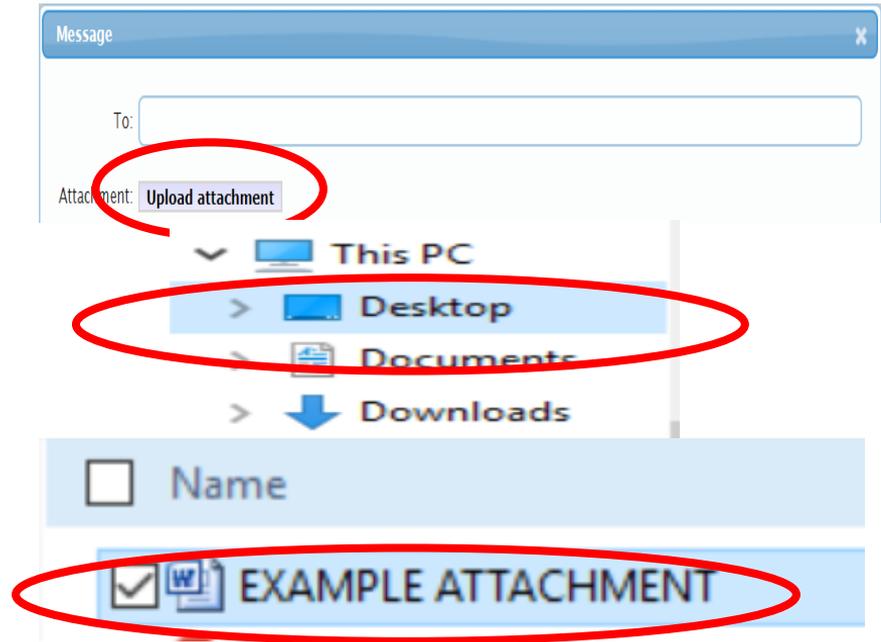
7. Click OPEN

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

9. Click SEND