**Step 1: Save the file**

* Go to the “File” button at the top left-hand corner of the Excel window
* Scroll down until you find the “Save As” option on the left-hand task bar
* Click “Save As”
* A dialogue box will appear
* Enter the name for the assignment in the “File Name” text box
* Select “Excel Workbook (\*.XLSX)” from the “File Format” drop down menu
* Browse/Navigate your way to your “CAp1” folder inside the eAccess home folder as the destination for your file save
* Once satisfied with the save location, find the “Save” button
* Click the “Save” button
* Proceed to Step 2 when finished

**Step 2: Opening your e-mail**

* Open up a web browser of your choice
* Enter the web address of your e-mail service provider (i.e.: “mail.google.com”)
* Login to your e-mail
* Minimize the web browser window
* Proceed to Step 3 when finished

**Step 3: Attaching the file**

* Go back to your web browser and click “Compose Email”
* Enter “yostca@beaverton.k12.or.us” in the “To” text box
* Enter your name and the “Email Subject Line,” from the bottom of the page, in the “Subject” text box
* In the email “Body” text box, feel free to say hi, or tell me whether Pluto is a planet or not
* Look for a paperclip icon somewhere on the email dialogue box you have open for composition
* Click the “Attach”, “Attachment”, or paperclip icon
* When the dialogue box opens to allow you to find your file, browse for the file in your eAccess Home folder
* When you have selected the file click “Open” or “Select”, depending on your provider
* For multiple files repeat Step 3
* When finished repeating Step 3 Ad Nauseum, proceed to Step 4

**Step 4: Sending the e-mail**

* Once you are satisfied with the e-mail find the “Send” button
* Click the “Send” button
* You have now successfully submitted your assignment!
* Congratulations!!!
* If you have any further questions please raise your hand and ask for assistance ☺