

How do I find files on a flash drive?

1. Insert your flash drive into the USB port on your computer.
2. If a dialog box appears, select the file you want and then select “open” or double-click on the file.
3. If a dialog box does not appear, open File Explorer and select the removeable flash drive option from the left column. Next, locate the file you want and select “open” or double-click on the file.

How do I attach files to an email message?

1. From your email, select “compose”
2. Fill in the “to” field and the “subject” field
3. Select the “attach” icon at the bottom of the message. This is often a paperclip symbol.
4. A dialog box will open. Select the file you wish to attach and then select the “open” button at the bottom right of the screen. If you are attaching a file from a flash drive, look in the left column of the dialog box to find the removeable flash drive option. Select it, and from there select the file you want to attach
5. Compose the body of your email and then click “send”



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