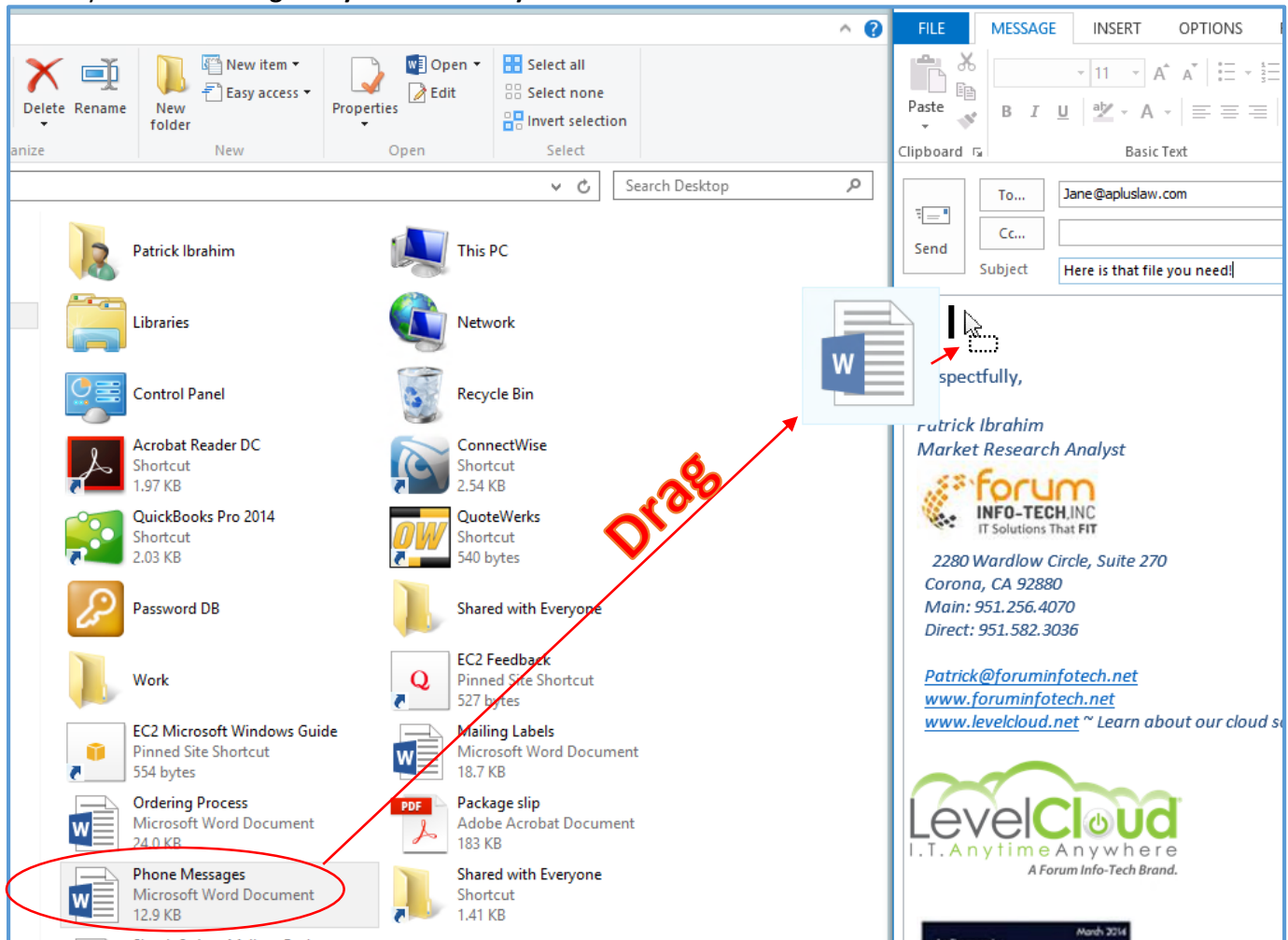


Moving and Attaching Files

If you're in a hurry to send an email, you can simply drag a file to a message to attach it. If you already have the file location up in Windows Explorer, you can click and drag as shown below.

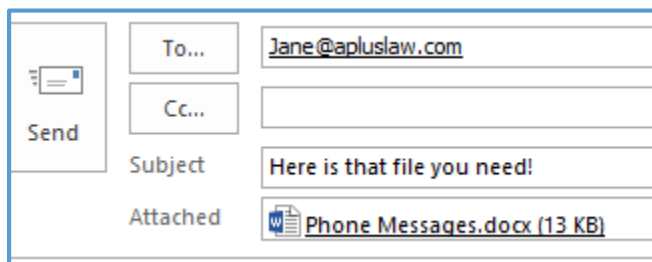
Step 1:

Locate your file and **drag it to your email body**.

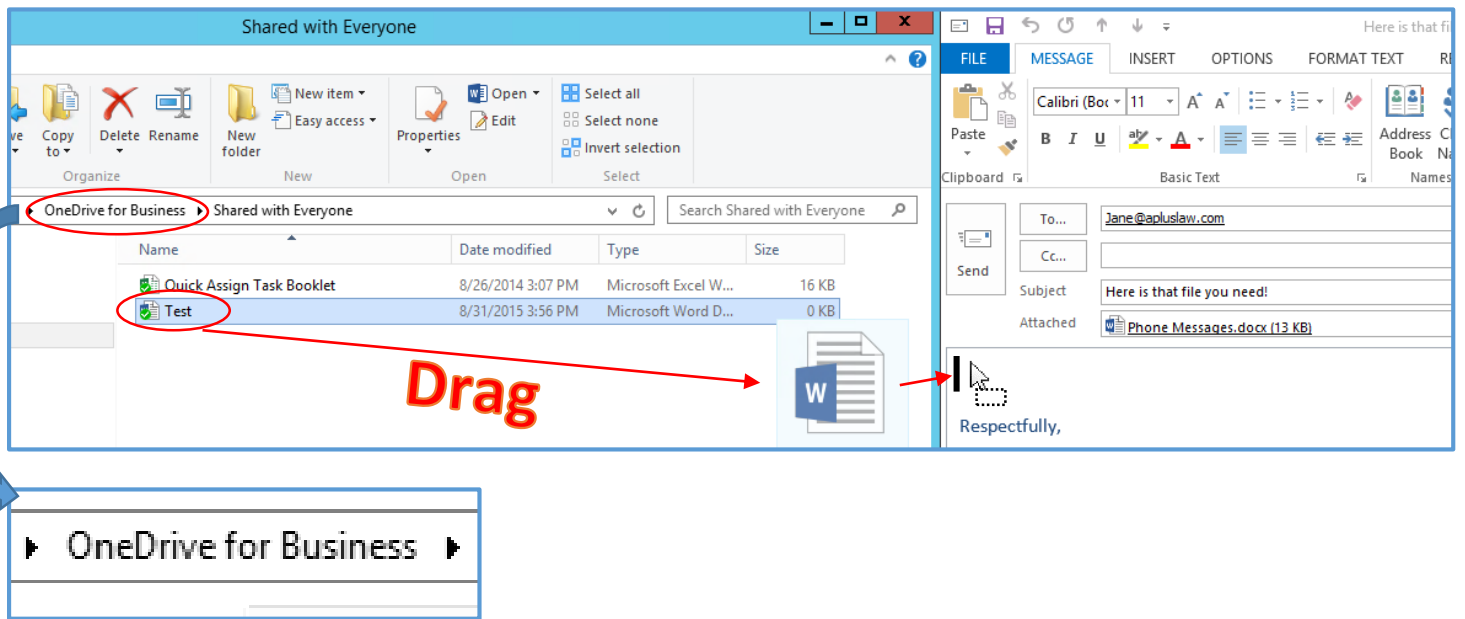


Step 2:

Verify that the file has been attached.



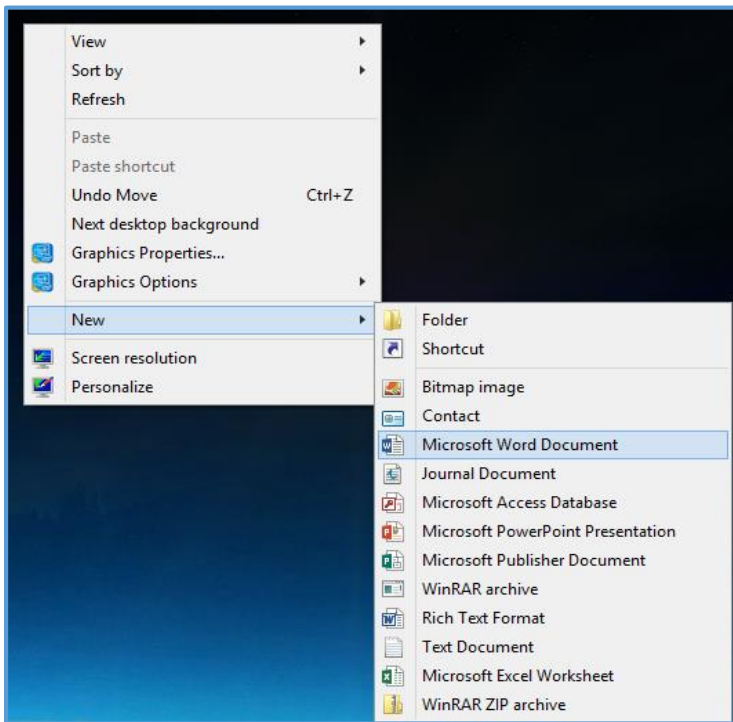
You can also attach files directly from OneDrive using the very same method.



If you are in a hurry to create a document, you can right click your desktop and create a document.

Step 1:

Right click your desktop, and go to “New” and notice all of the new items that you can create. Everything from a Word document to a new contact, or even notepad (.txt) file. It will be created right there on your desktop, and you can then drag it into an email *as shown above*.



For Questions and Comments, please reach out to the LevelCloud Technical team by calling:

(951) 256-4070

Or by emailing the team:

cloudhelp@foruminfotech.net