

1. How to save and attach documents

✔ Objective:

Practice downloading a document from the Internet, saving it to your cloud storage, and sharing it via email.

Step 1: Search for the Age UK Guide – Beginners' guide to shopping Online

Open your internet browser (e.g., Google Chrome, Microsoft Edge).

In the search box, type: **A beginner's guide to doing your shopping online Age UK PDF**

Click on the correct result. It should lead to the Age UK website.

Open the PDF titled: **A Beginner's Guide to Doing Your Shopping Online**

Step 2: Download the PDF

Click the Download icon or right-click on the PDF.

Select **"Save As..."** and choose where on your computer you want to save it (e.g., Desktop).

With Microsoft Edge the icon is in the top right corner

Click **Save**.

Where did you save the file? You should have chosen either documents or downloads

Step 3: Upload to Cloud Storage

Open your cloud storage (e.g., Google Drive, OneDrive, Dropbox).

Log in if needed.

Click **Upload > Files**.

Find the PDF you saved and upload it.

2. Saving an email attachment on different email platforms, including:



✔ Objective:

Learn how to open an email, find an attachment, and save the file to your computer.

✉ Instructions for Different Email Platforms

◆ OUTLOOK / HOTMAIL (Outlook.com)

1. Go to: <https://outlook.live.com>
2. Sign in with your Outlook or Hotmail email address.
3. Open the email with the attachment.
4. Look below the message – you will see the file as a box or link.
5. Click the **“Download”** or **“Save”** button.
6. Choose where to save it on your computer (e.g., **Desktop** or **Documents**).
7. Click **Save**.

■ GMAIL (Mail.google.com)

1. Go to: <https://mail.google.com>
2. Sign in with your Gmail account.
3. Open the email containing the attachment.
4. At the bottom of the email, you'll see the attached file.
5. Click the downward arrow icon or **“Download”** link.
6. Choose a location to save the file on your computer.
7. Click **Save**.

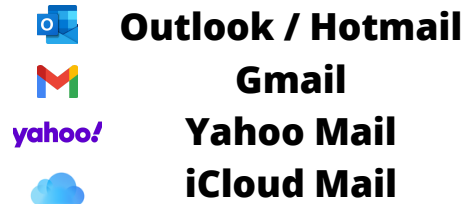
YAHOO MAIL (Mail.yahoo.com)

1. Go to: **<https://mail.yahoo.com>**
2. Sign in with your Yahoo email address.
3. Open the email with the attachment.
4. Find the attachment area under the email text.
5. Click the **“Download”** link next to the file.
6. Choose where to save it (e.g., Desktop).
7. Click **Save**.

ICLOUD MAIL (Mail.icloud.com)

1. Go to: **<https://mail.icloud.com>**
2. Sign in with your Apple ID.
3. Open the email that contains the attachment.
4. The attachment will appear at the bottom of the email.
5. Click the download icon (a cloud with an arrow) next to the file.
6. Choose where to save the file on your device.
7. Click **Save**.

3. How to send a completed paper form (hard copy) via email, using a scanner or smartphone, and then attaching it using one of the major email platforms:



Step 1: Convert the Paper Form to a Digital File

You need to scan or photograph the form to turn it into a digital file that can be emailed.

Option A – Use a Scanner:

1. Place the paper form face down on the scanner.
2. Press the Scan button or use the software on your computer.
3. Choose **PDF** or **JPG** format.
4. Save the scanned file to your **Desktop** or **Documents** folder.

Option B – Use a Smartphone Camera:

1. Place the paper on a flat, well-lit surface.
2. Open your camera app.
3. Take a clear, full-frame photo of the form.
4. Send the photo to your email or save it to your cloud storage.

Step 2: Email the Form Attachment

Choose your email service below and follow the steps to send the digital form.

OUTLOOK / HOTMAIL

1. Go to: **<https://outlook.live.com>**
2. Sign in to your account.
3. Click **"New Message"**.
4. Enter the recipient's email.
5. Type a subject like: **"Completed Form Submission"**.
6. Click the paperclip icon → **"Browse this computer"**.
7. Find and attach your scanned form or photo.
8. Click **Send**.

GMAIL

1. Go to: **<https://mail.google.com>**
2. Sign in to Gmail.
3. Click **"Compose"**.
4. Fill in the recipient, subject, and a short message.
5. Click the paperclip icon, find your file, and attach it.
6. Click **Send**.

YAHOO MAIL

1. Go to: **<https://mail.yahoo.com>**
2. Sign in to Yahoo Mail.
3. Click **"Compose"**.
4. Enter the recipient, subject, and message.
5. Click the paperclip icon to attach your scanned file or photo.
6. Click **Send**.

ICLOUD MAIL

1. Go to: **<https://mail.icloud.com>**
2. Sign in with your Apple ID.
3. Click the **"New Message"** button.
4. Fill in the email address, subject, and message.
5. Click the paperclip icon (top-right).
6. Attach your file and click **Send**.