

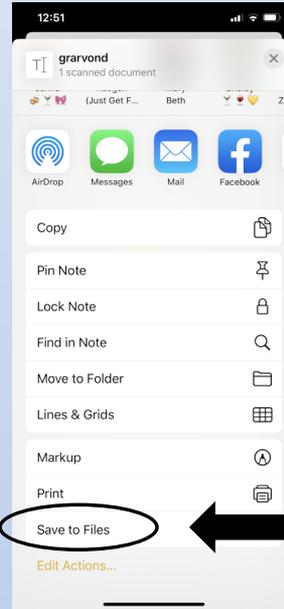
How to attach documents to the Teams or OneNote app on your phone/tablet

Step One

In order to attach the document it must be saved to your phone. The following step is for iPhones, androids save to documents: iPhones save to notes which is why you need to specify where you want it saved.

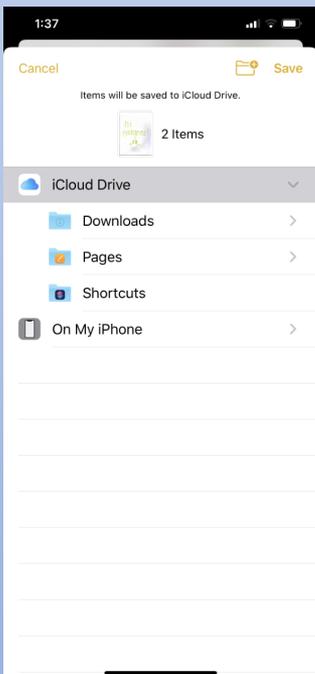


Click on the button the arrow is pointing to

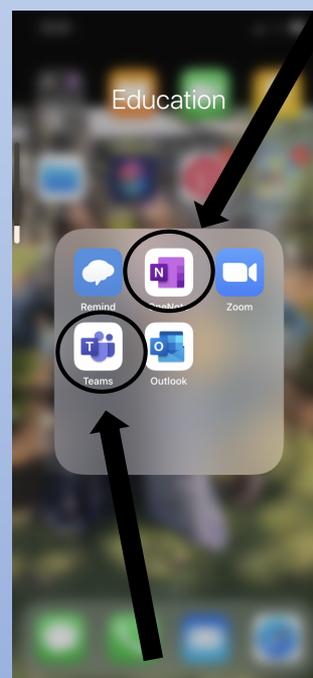


Scroll down till you see save to files click on that

Step Two

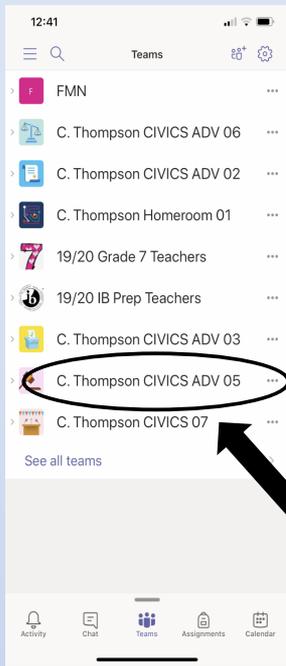


You can either save it to your iCloud or to a specific place on your phone

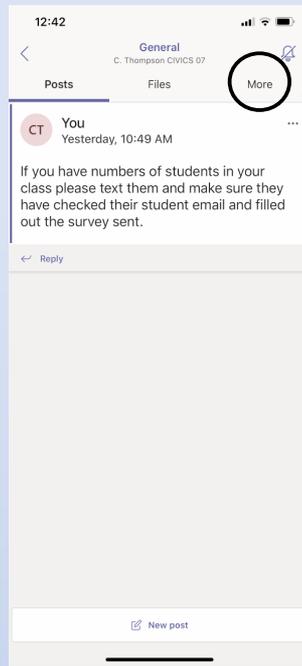


You can access your notebook either through teams or the OneNote app. Step three is if you are accessing it through Teams. If you are accessing through OneNote skip to step four

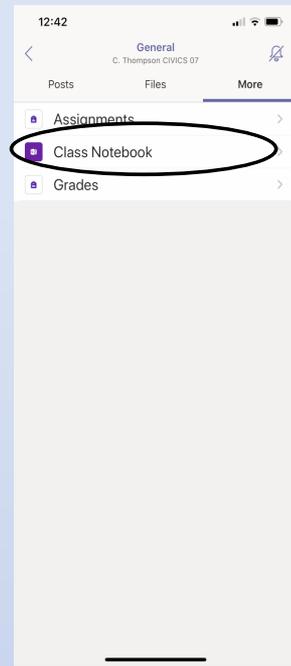
Step Three



Choose the class you are trying to turn the assignment in to



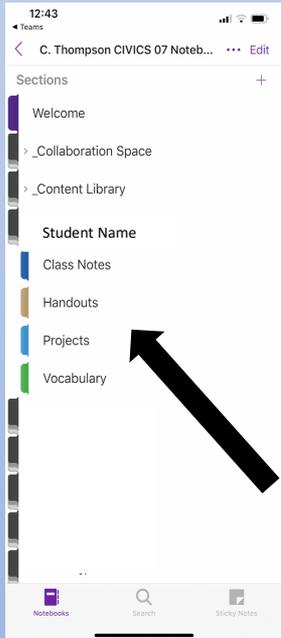
Click on the more button



Click on Class Notebook

Step Four

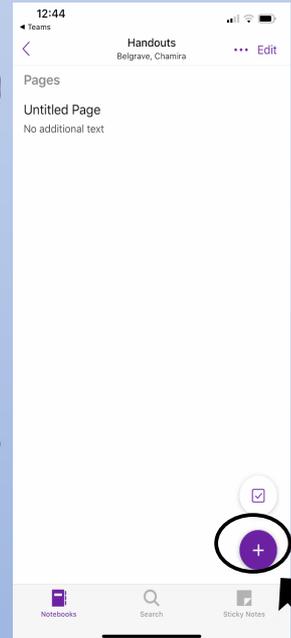
*Please note that if you are using the OneNote app and not through teams you may see multiple class notebooks: click on the appropriate teacher's notebook



Choose the correct section where the assignment needs to be turned in



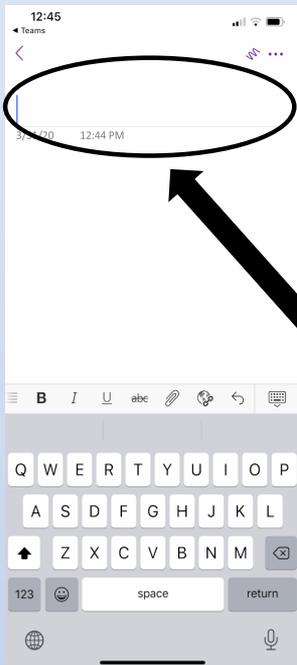
There may be a section already created and titled like the picture to the left



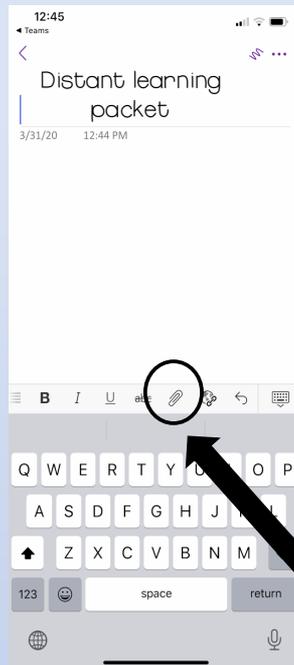
Or you may need to create a page: if that is the case click the purple + icon

Step Five

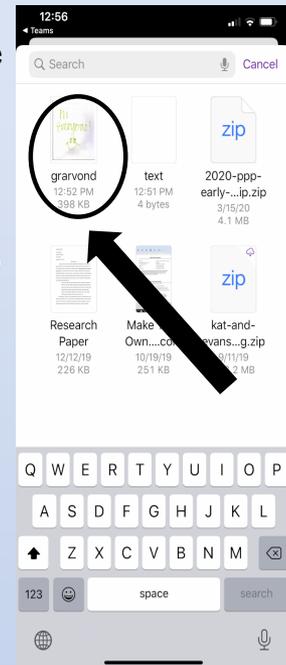
* Please note the first part of this step is only if you are adding the page and not added the assignment to an already created page.



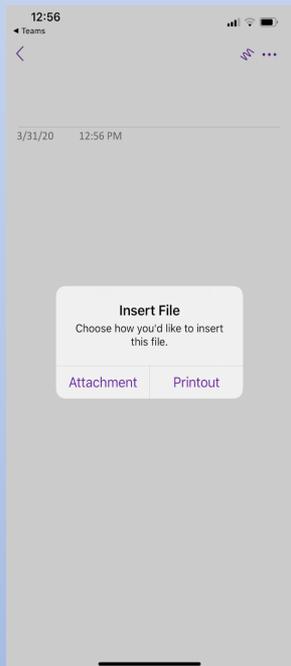
First title the page (ask your teacher first what the title should be)



Scroll the tools till you see the paperclip – click on it



Choose and click on the correct file from your documents on your phone



Click on attachment and it will attach to the page. You do not need to click any kind of save as it will automatically save.

If using the desk top version of OneNote:

1. You will need to be in the correct teachers Teams class (click on Class Notebook in the top bar or Your Class Notebook from OneNote)
2. Still follow step 4: Make sure you are in the correct section, you are either creating a new page or added the assignment to an already created page.

First make sure the document is saved to your desktop (you cannot insert a file from your OneDrive) Click right below the title

1. Go to insert
2. Click on file
3. Click insert as an attachment
4. Click choose file
5. find the file from where you saved it on your desk top (double click it)
6. then click insert

Again it will automatically save