

My.Wartburg... *Tips to make your teaching life easier!*

Add Attachments to E-mail in My.Wartburg Course

1. Open your course, click on the Collaboration page.
2. Click on Coursemates
3. Click on the checkbox in front of Select All
4. Scroll down and click on [Open email]
5. Click on [From my computer]
6. Click on [Choose File]
7. Select the document and click on [Open]
8. After selecting your document click on [Add]
9. Repeat steps 6-8 to add more than one attachment.
10. If adding more than one document, they will display under the gray bar displayed in the screenshot below.

Private - Addresses are listed in the 'Bcc:' field

Subject:

Upload file:

Moxie Manager

From my computer

Choose File

Online Comparisons

Add

<input type="checkbox"/>	Name	Size
<input type="checkbox"/>	DiscussionForums.docx	16 KB
<input type="checkbox"/>	RemoteLearningCalendarMay.docx	12 KB
		Total: 29 KB

[Remove Selected](#)

Body:

Verdana 11pt **B** *I* U A A I X

Step 6

Step 8