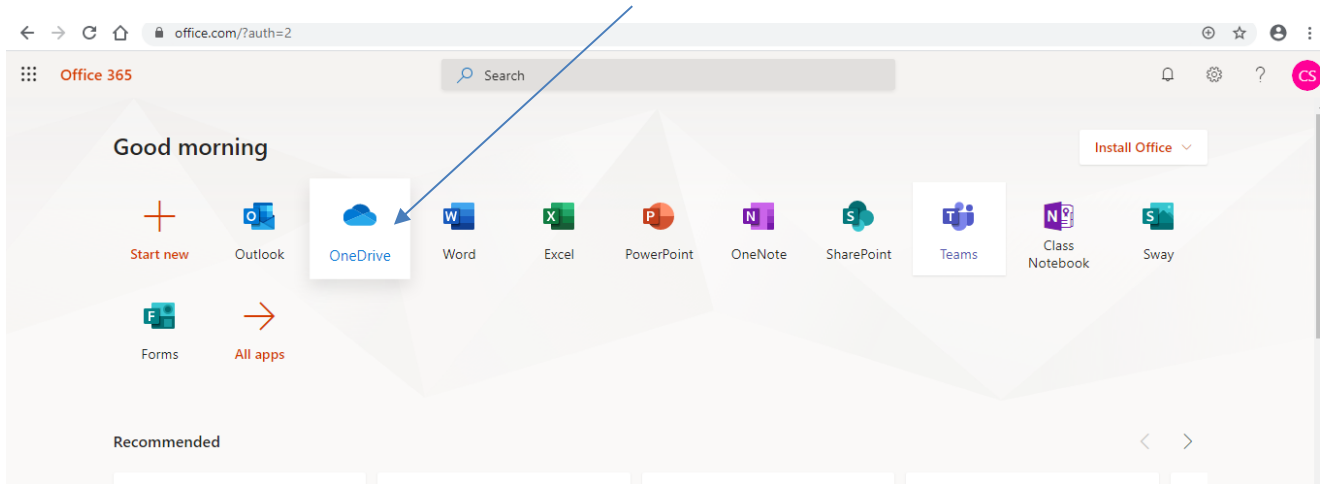


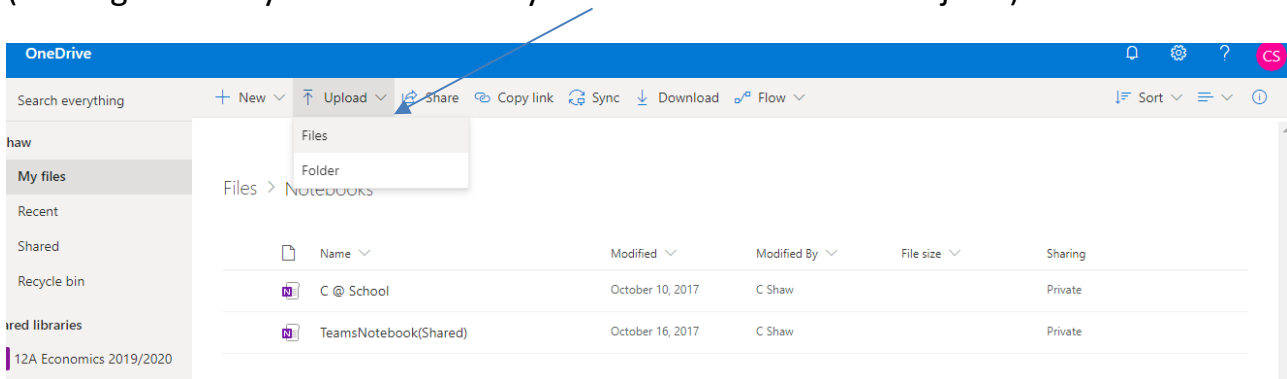
Attaching Photographs / Videos to your work in Teams.

Teams has some restrictions on file sizes that can be attached and sent to others. The best way around this is to save the image / video in your One Drive and create a shared link to your assignment / message. Please follow the steps below:

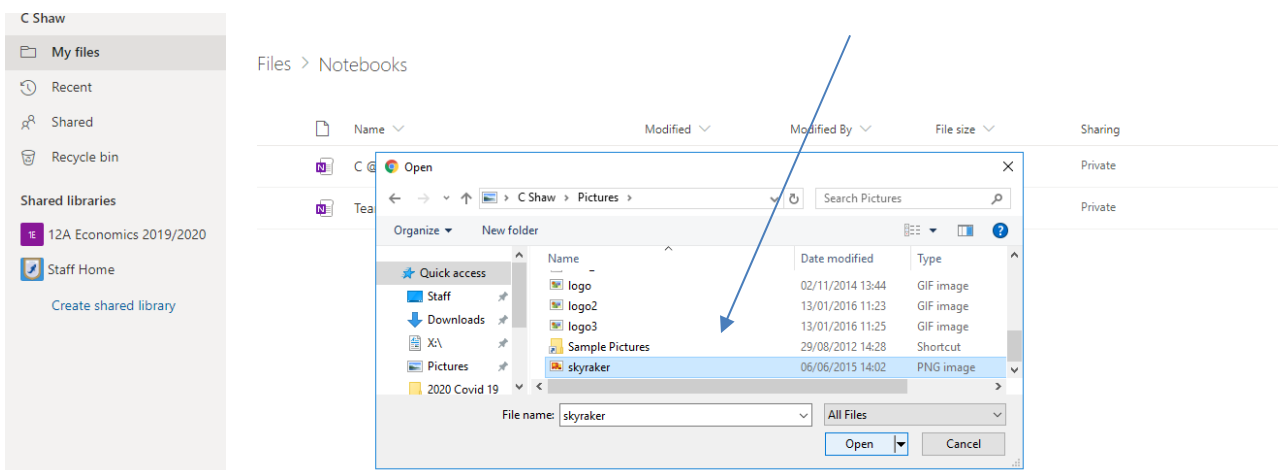
1 Open up your Office 365 and select 'One Drive'



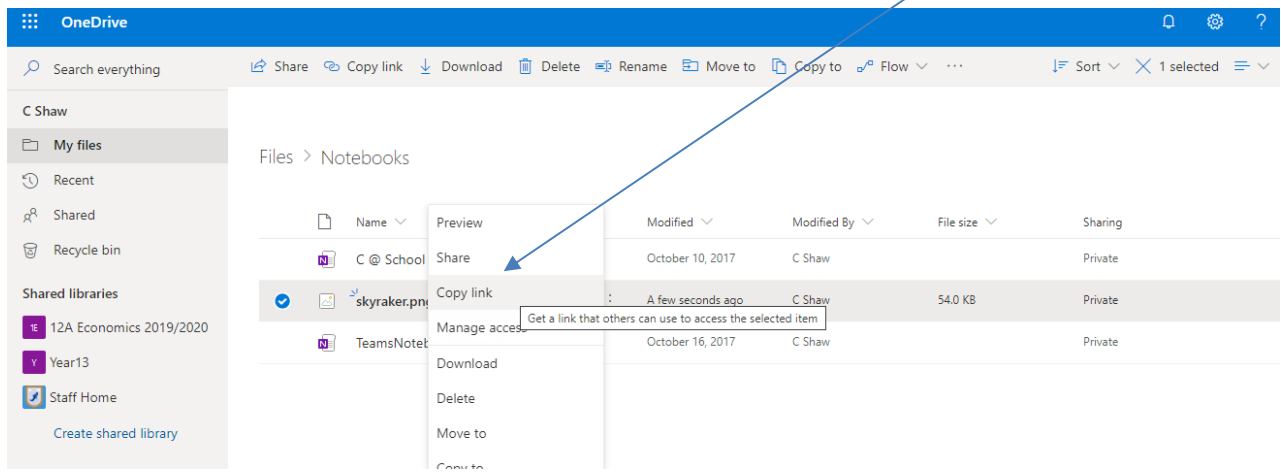
2. Select 'Upload' and 'Files' to upload the images / videos you want to your One Drive (making sure they are in a correctly named folder for that subject!)



3. Select the picture / video file you want and click 'open'



4. Right click on the file when it has uploaded and select 'copy link'



5. The link can then be pasted (using right click) into a post (to a whole Team), a chat (with an individual teacher) or straight into your assignment.

