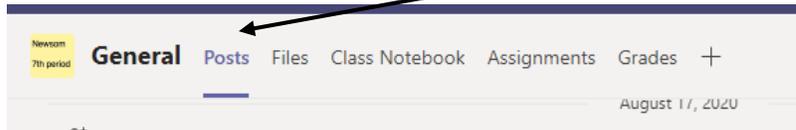


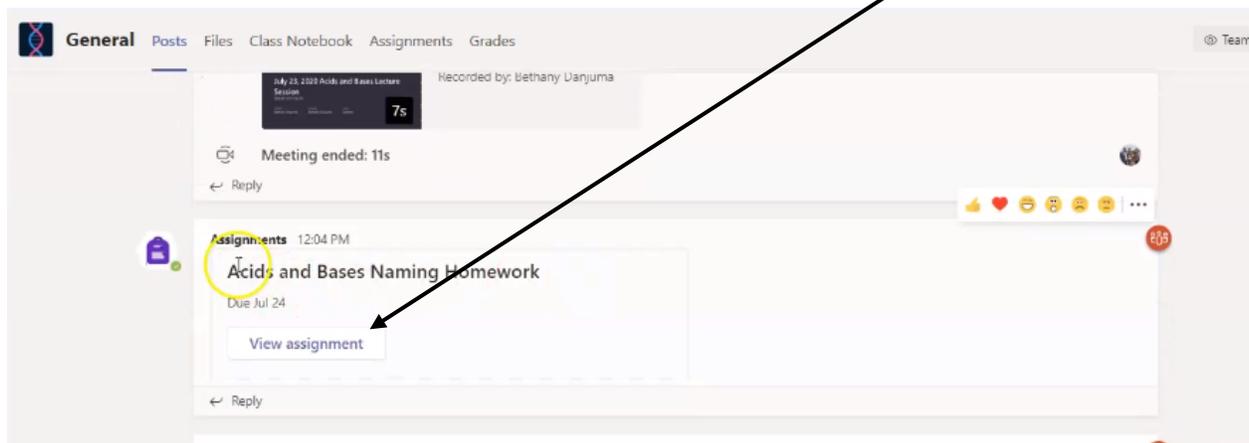
How to attach a document or image to a MS Teams assignment

This process will be used for attaching images, documents, PDFs, power points, etc. to any Teams Assignment.

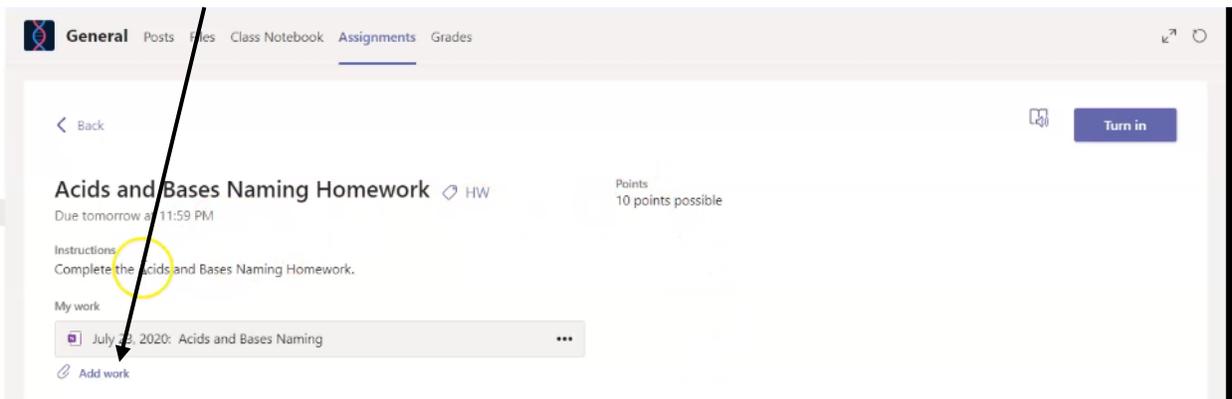
1. Open Microsoft Teams. Click on your science class. You will be on the posts page of your science class team. If you are not there, click on **posts**



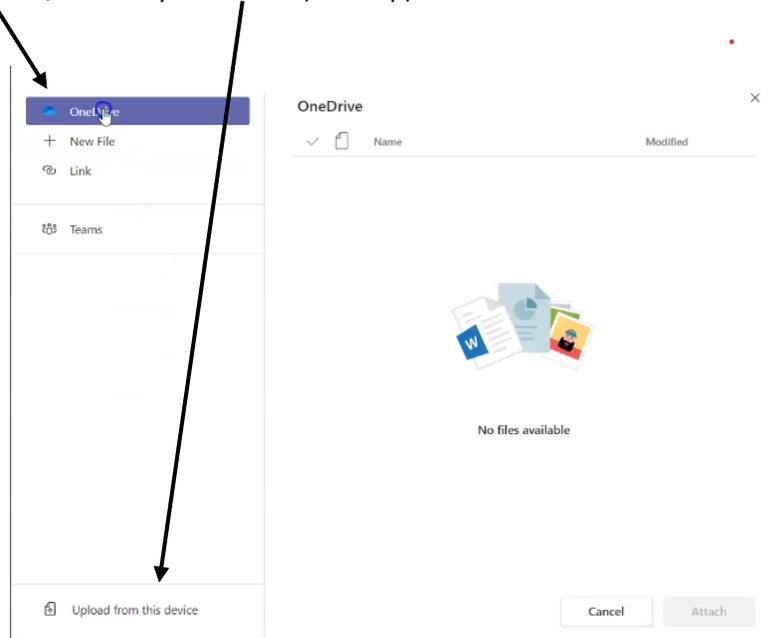
2. Find the Assignment you are looking to complete in your posts. Click **view assignment**. For example: Acids and Bases Naming Homework



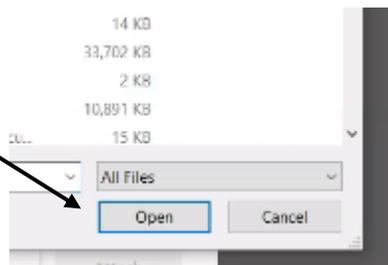
3. Now you are on the assignment page. This is where you will attach a file and turn your assignment in to your teacher.
4. Click on **Add work** to attach a document/image/etc.



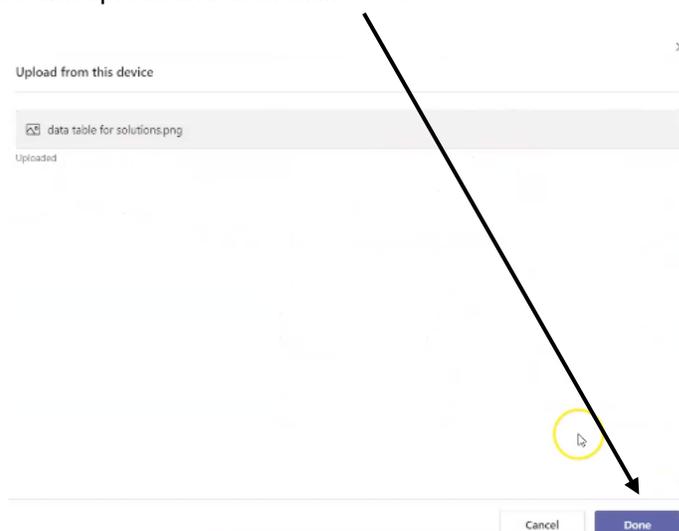
5. This window will open where you have two options. You can either upload the document from your one drive, or from your device (desktop).



6. If you choose to upload from your one drive, find your document and click **attach**.
7. If you choose to upload from your device, find your document (where it is saved) and select it and then click **open**.



8. The document will upload and then click **done**.



9. Your document is now attached. Remember to hit the TURN IN button to submit your assignment. This button is in the upper right corner of your page.

