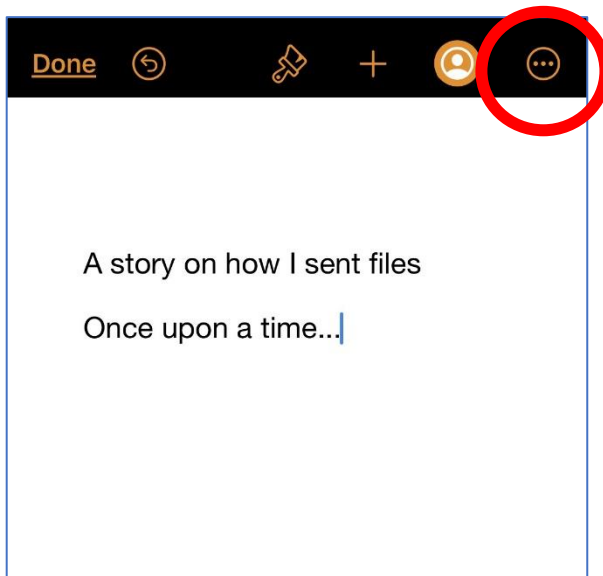




# WOODLANDS SCHOOL

## Sending files from Pages, Numbers or Keynote to Teachers (Using iPads)

1. Open the Pages / Numbers or Keynote app on your iPad
2. Create your document
3. Press on the icon at the top with the 3 dots in



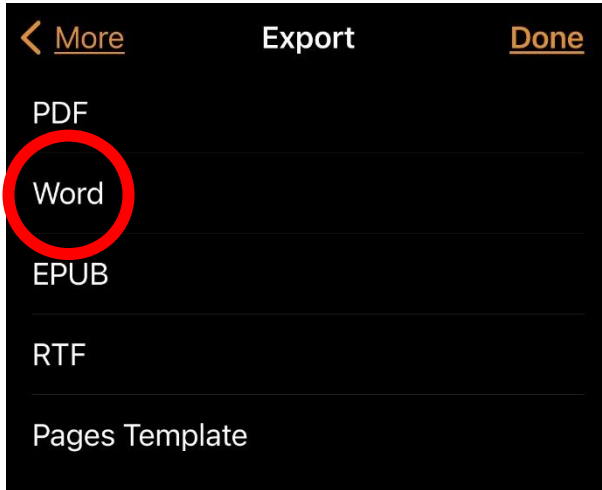
4. Press Export



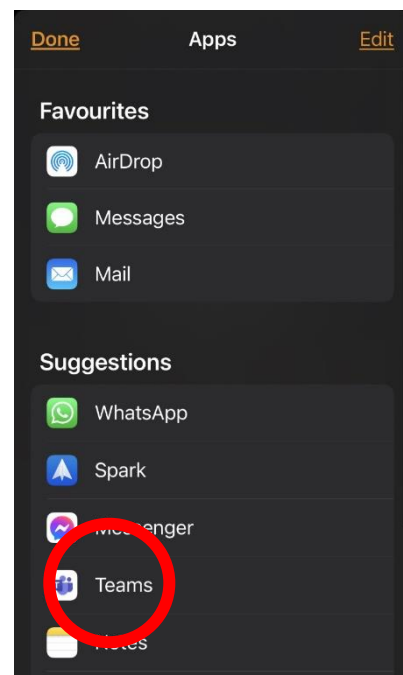
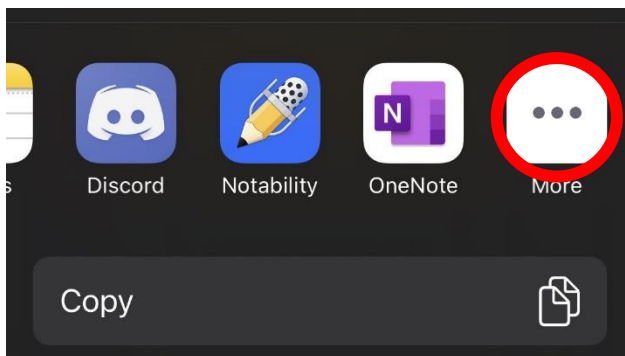


# WOODLANDS SCHOOL

5. Choose Word if using Pages, Excel if using Numbers and Powerpoint if using Keynote



6. Find Teams in the selection of apps, if it is not listed, press More, then select Teams in the list





# WOODLANDS SCHOOL


7. Press in the "To" area and start typing your Teachers name

Cancel      Teams      Send

To      Select >

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Enter message

 Blank 2.docx


8. It will find the Teacher under the Suggestions, press on the Teachers full name

< Back      Recipient

To: Martyn |

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**Suggestions**

 **Martyn Foden**

9. Enter a message if required, and press Send

Cancel      Teams      Send

To      Martyn Foden ✓

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Hi Martyn, here is my work

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