## *Adding an Attachment to an Announcement*

1. Login to the Bb Learn system and go to your course.

2. **Option 1:** Click on the **Announcement** tool on the left hand menu.

   Option 2: Locate the **Course Management Control Panel** under the left hand menu and click on the **Course Tools** drop down list.

3. Click on the **Create Announcement** button.

4. In the message area, click on the "*Add Attachment*" icon.
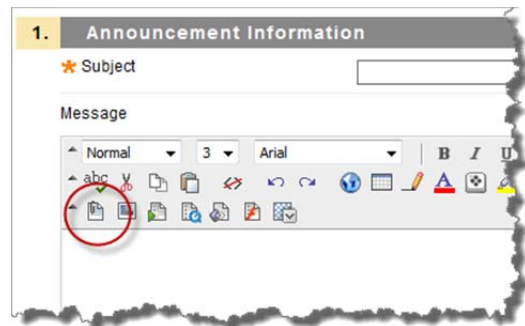
5. Click on the **Browse My Computer** button in the pop-up window and select the file from your computer that you want to attach.

6. Click on the **Submit** button to attach the file.

7. Click on the **Submit** button to confirm the attachment.

8. Complete the rest of the announcement on click the **Submit** button.