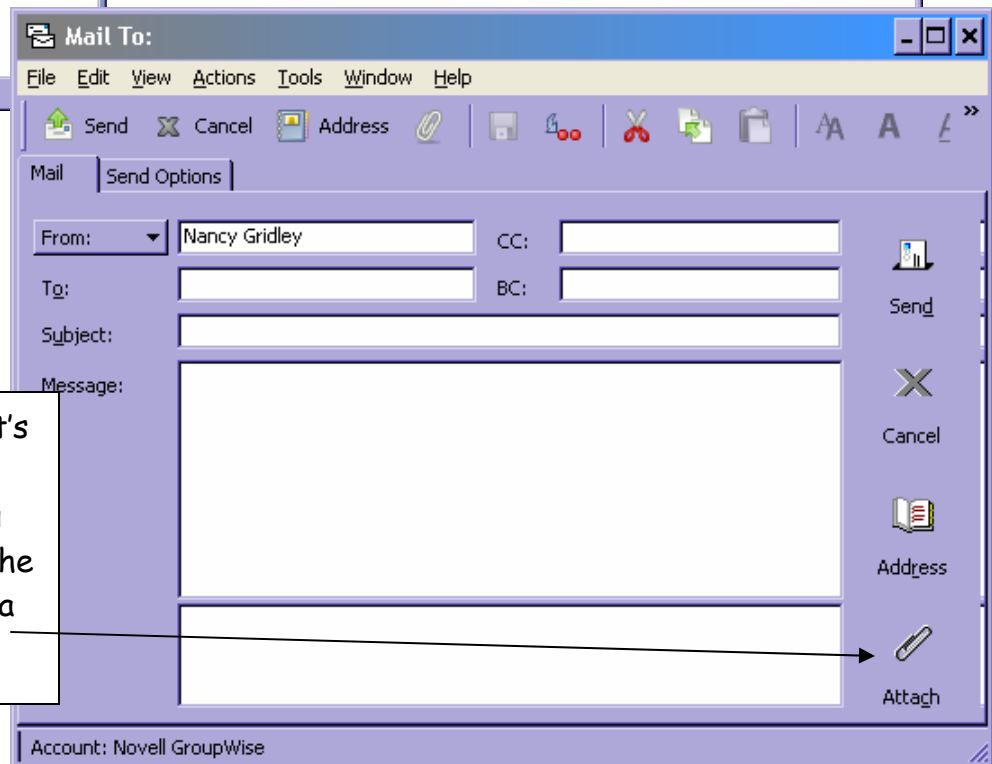
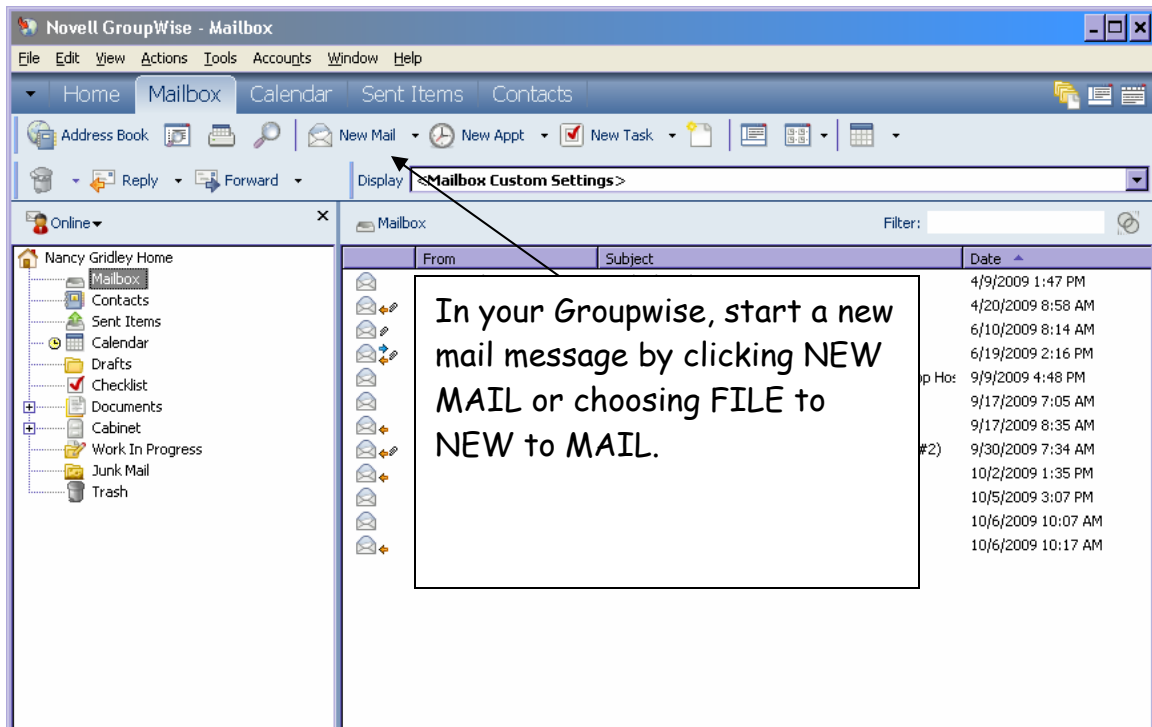
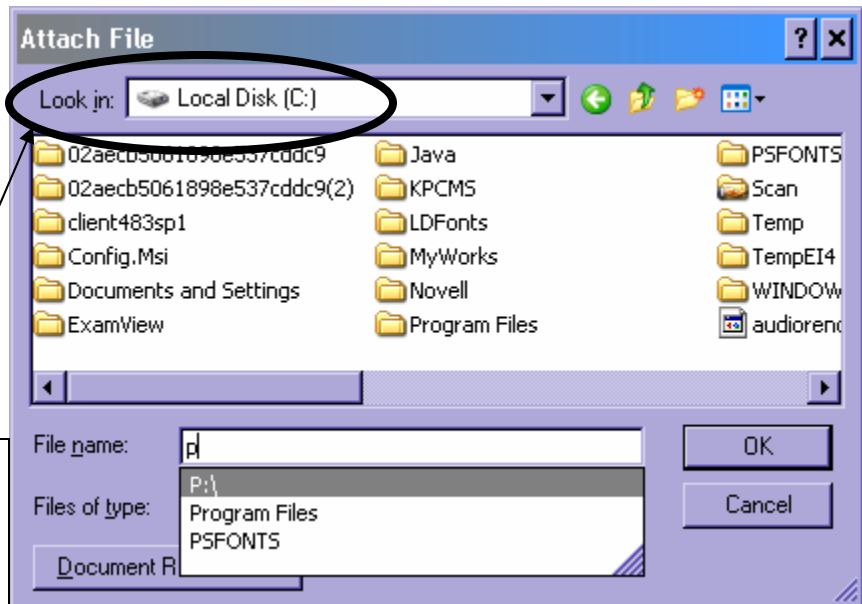


District Forms on the Intranet - Attaching and Emailing



You will need to find your personal directory (P drive) to find your file. (Note where it says LOOK IN - this is NOT your personal directory.



In the FILE NAME box, type in the letter "p". You will see a few choices pop up - one will be "P:\" - this is the correct choice. Click on it and either press enter or hit OK.

Now your Personal Directory will be open. Find your file and double-click on it to attach it. Then you can send your email.