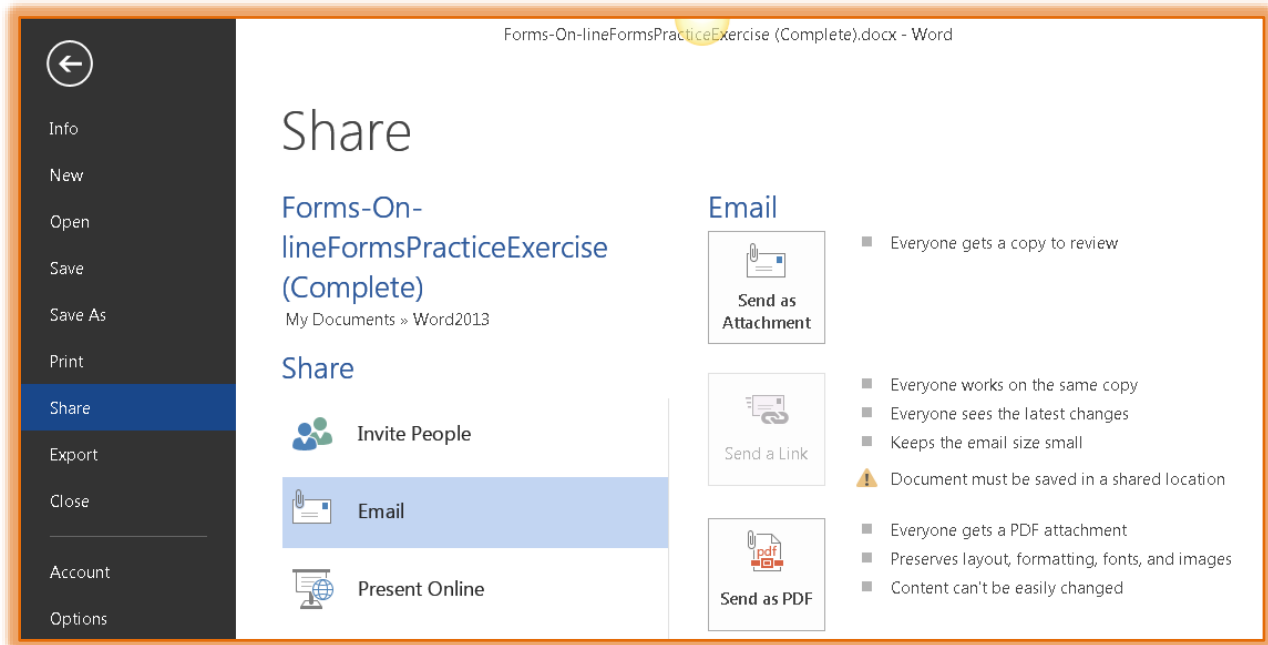


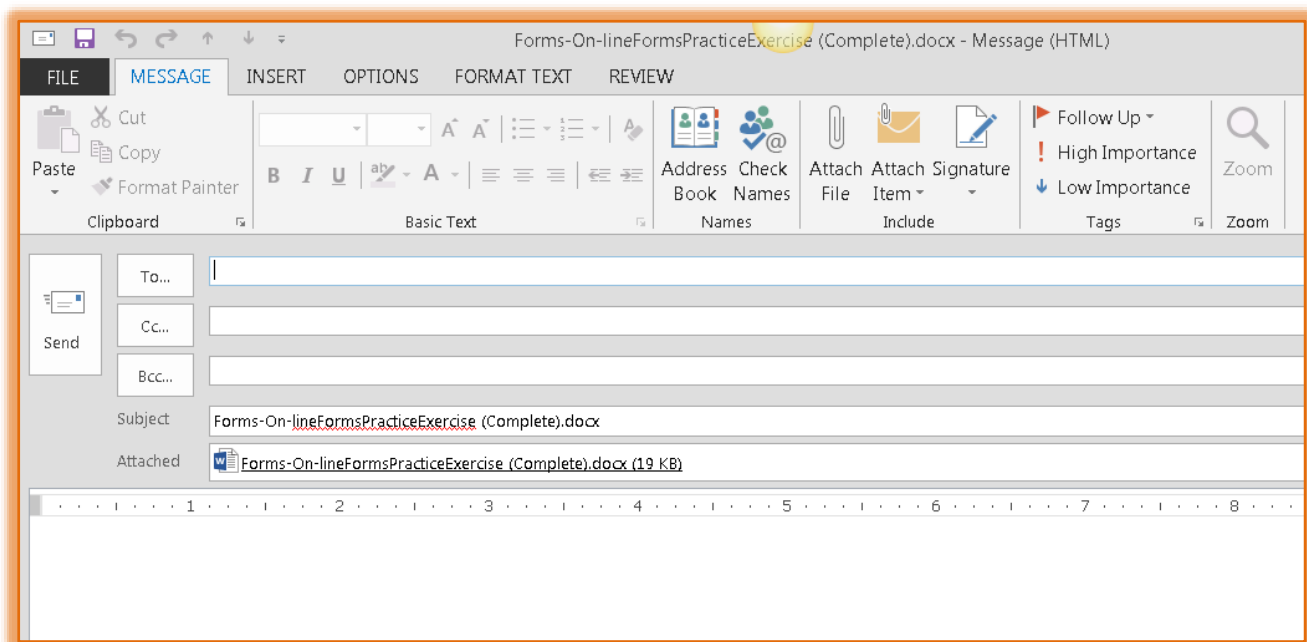
Send the Form to Others Using E-mail

A form may be sent to others as an attachment using either Outlook or Word. When using the Word e-mail option, complete the steps below to send the form to others.

- ✦ Open the form in **Word**.
- ✦ Click the **File Tab**.
- ✦ Click the **Share** button.
- ✦ The **Share** window will display (see illustration).



- ✦ Click the **E-mail** option.
- ✦ Click the **Send as Attachment** button (see illustration above).
- ✦ The **Email Message** window will open.



- ✦ The ribbon at the top of the window should be the one that is displayed in a message box in Outlook.
- ✦ In the **To** box, input the address of the person(s) to whom the message is being sent.
or
- ✦ Click the **To** button and select a name from the **Global Address List** or a **Contacts** list.
- ✦ The name of the **Form** should appear in the **Subject** box.
- ✦ The **Form** should display as an attachment in the **Attachment** box.
- ✦ In the **Message Box**, input instructions for the person(s) to whom the message is being sent.
- ✦ Click the **Send** button.