- Complete the job sheet
- Select "submit by email" button on the bottom of the form, upon completion

Submit by Email Print Form

- A box will automatically display asking you to "Select Email Client"
 - Select "Internet Email"

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 - Select "Save Data File"



• Save the data file to the Desktop, My Documents or a disk

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- Step Two
 - Print the job sheet for your records
 - Select "Close"

o Open your Student Email Account http://netmail.swtc.edu



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- Type in Pete's email address <u>phoffman@swtc.edu</u>
- Type in the name of the job sheet you are submitting in the subject line
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