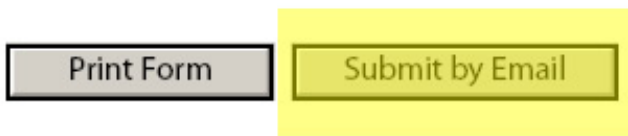
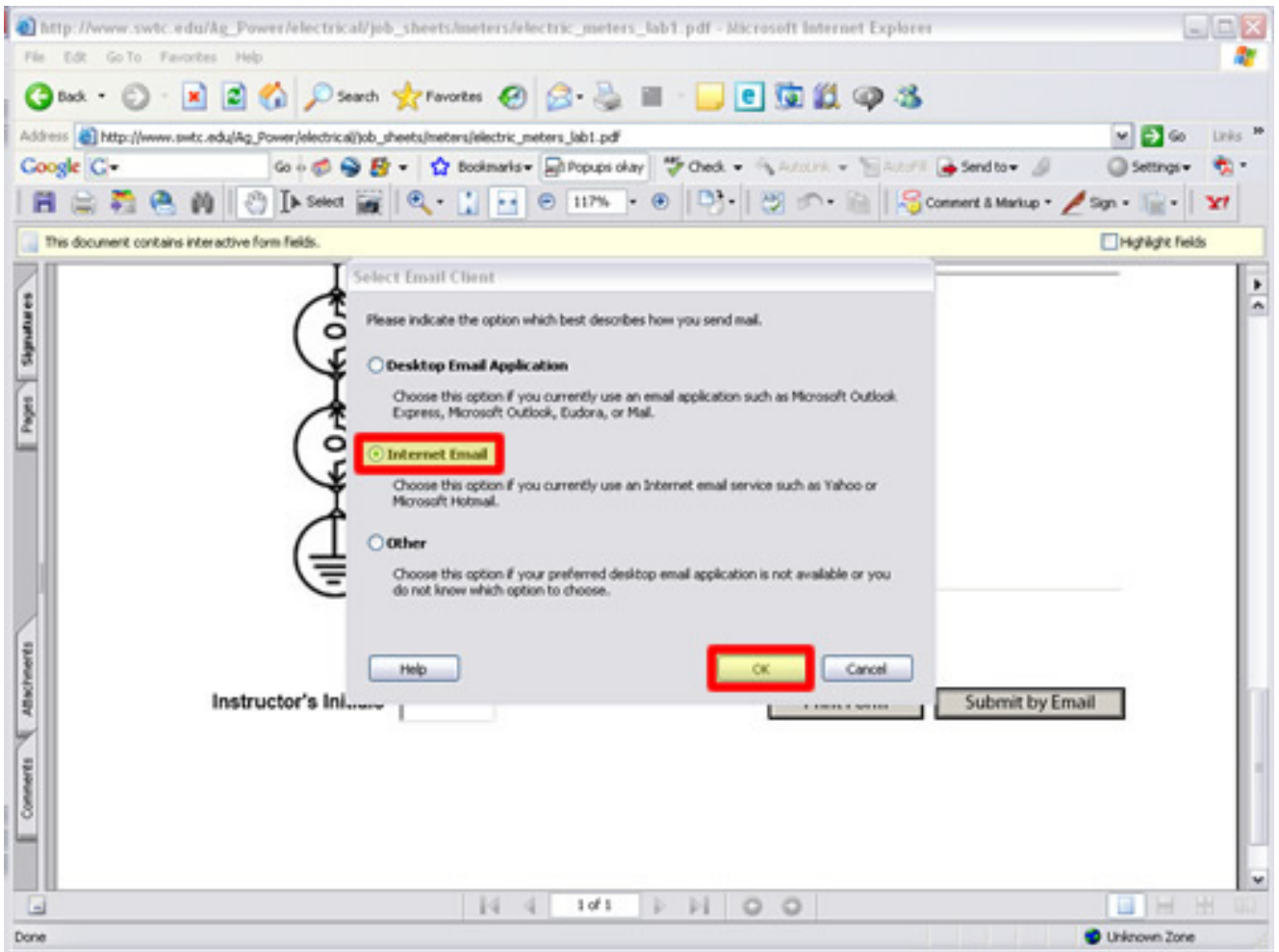


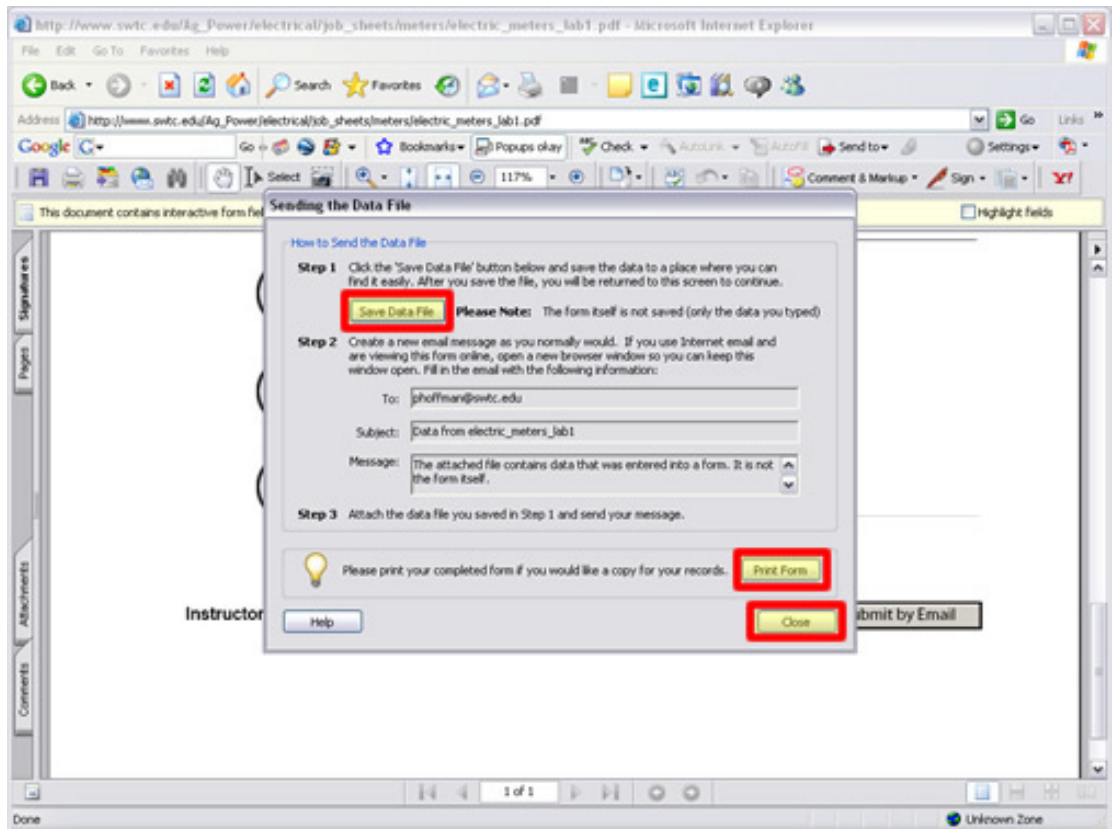
- Complete the job sheet
- Select “submit by email” button on the bottom of the form, upon completion



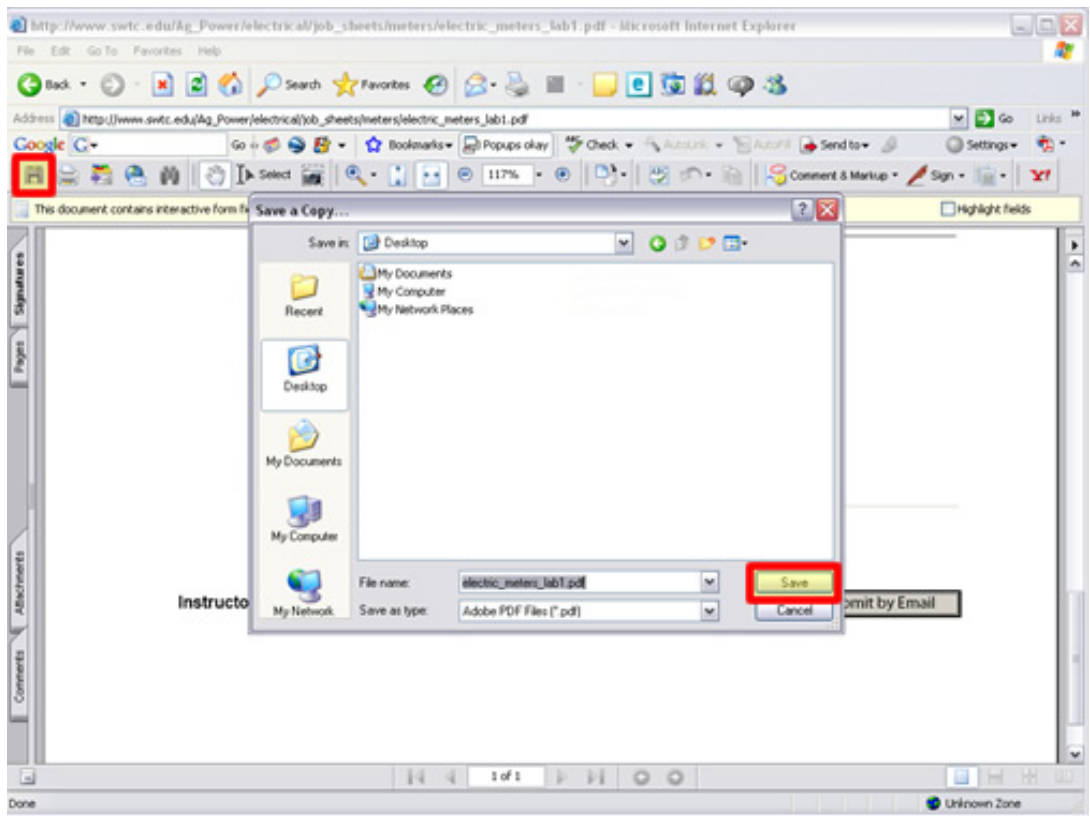
- A box will automatically display asking you to “Select Email Client”
 - Select “Internet Email”



- Select “OK”
 - Step One
 - Select “Save Data File”

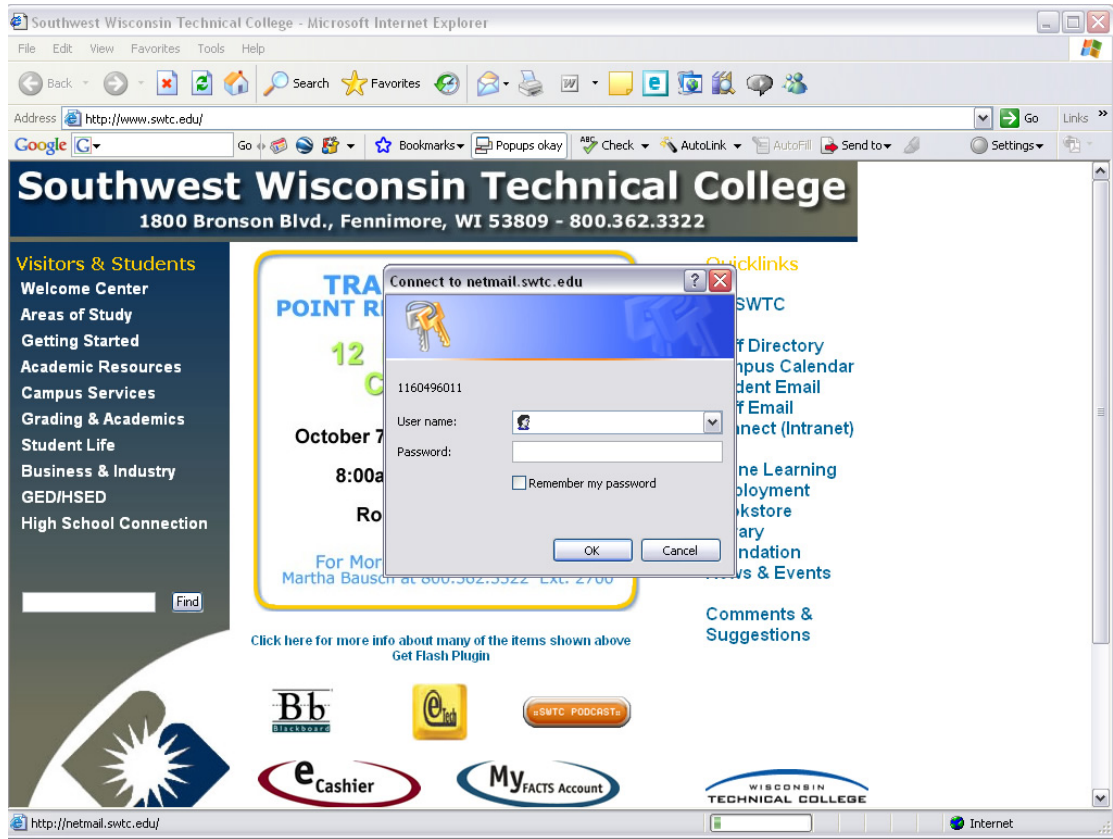


- Save the data file to the Desktop, My Documents or a disk

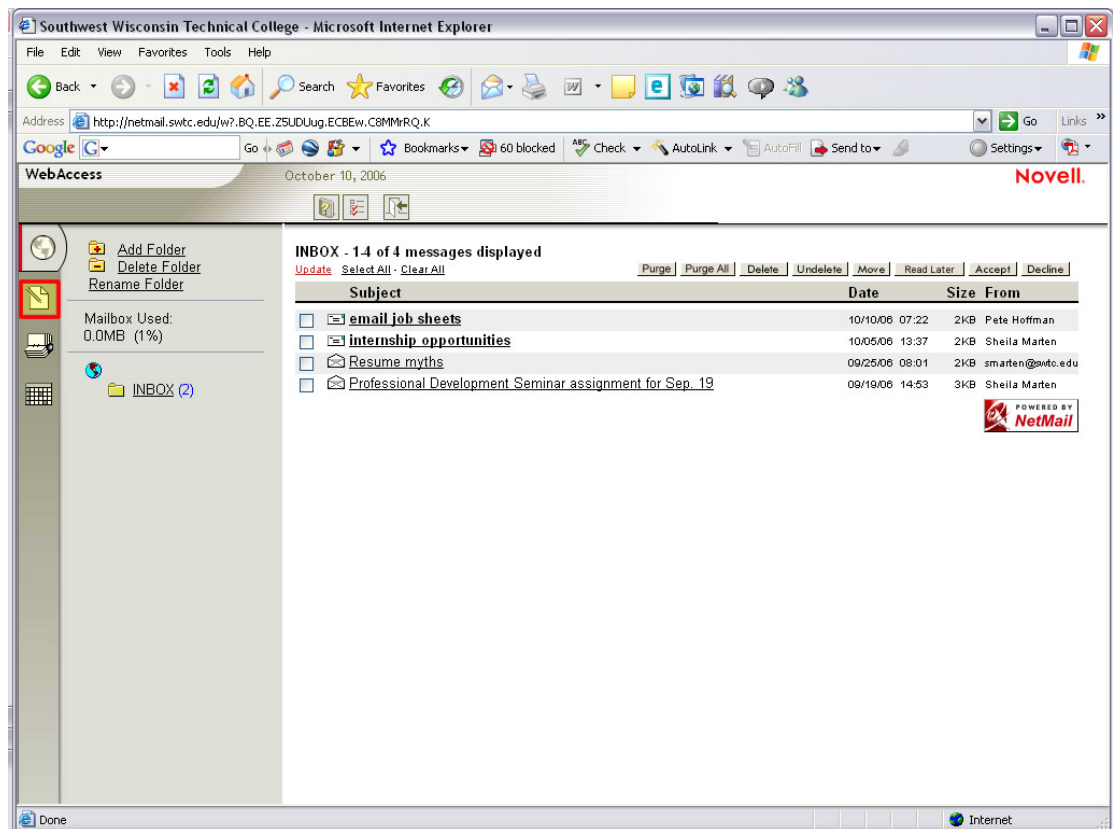


- Step Two
 - Print the job sheet for your records
 - Select "Close"

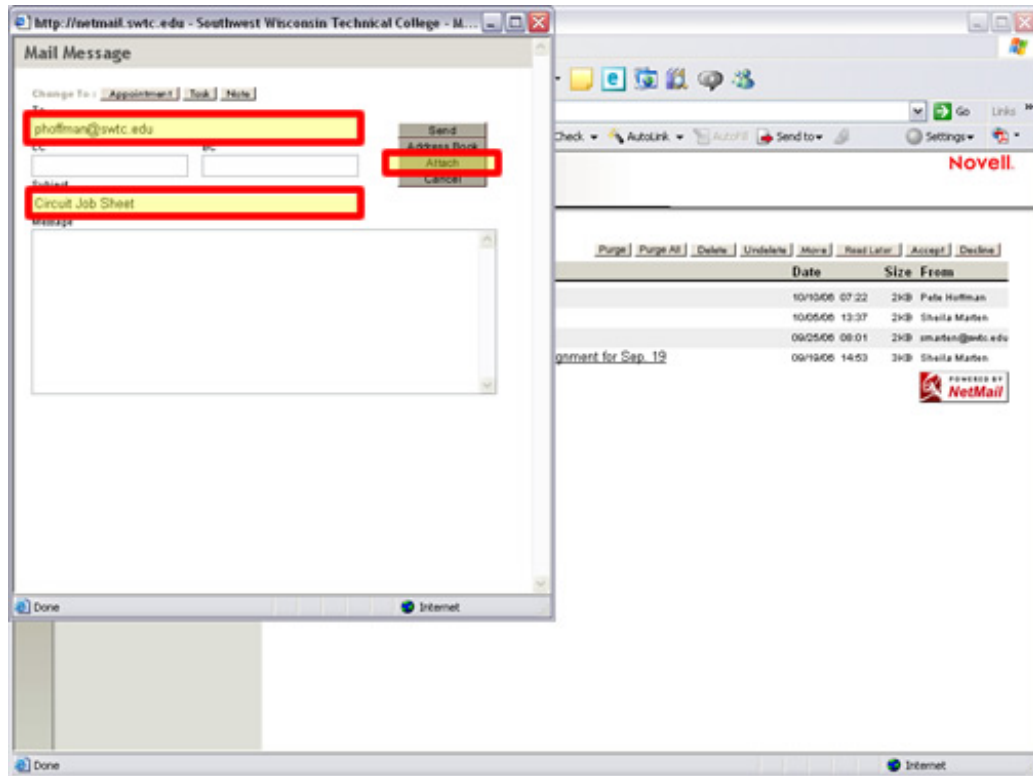
- Open your Student Email Account <http://netmail.swtc.edu>



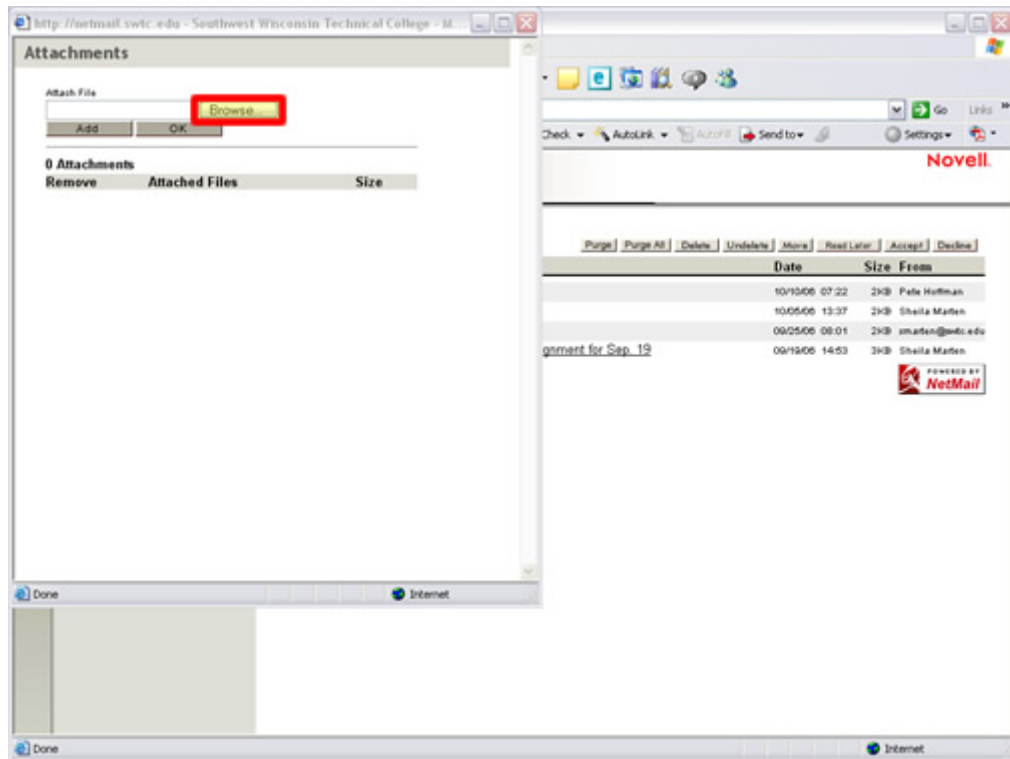
- Select icon to “Compose an Email”



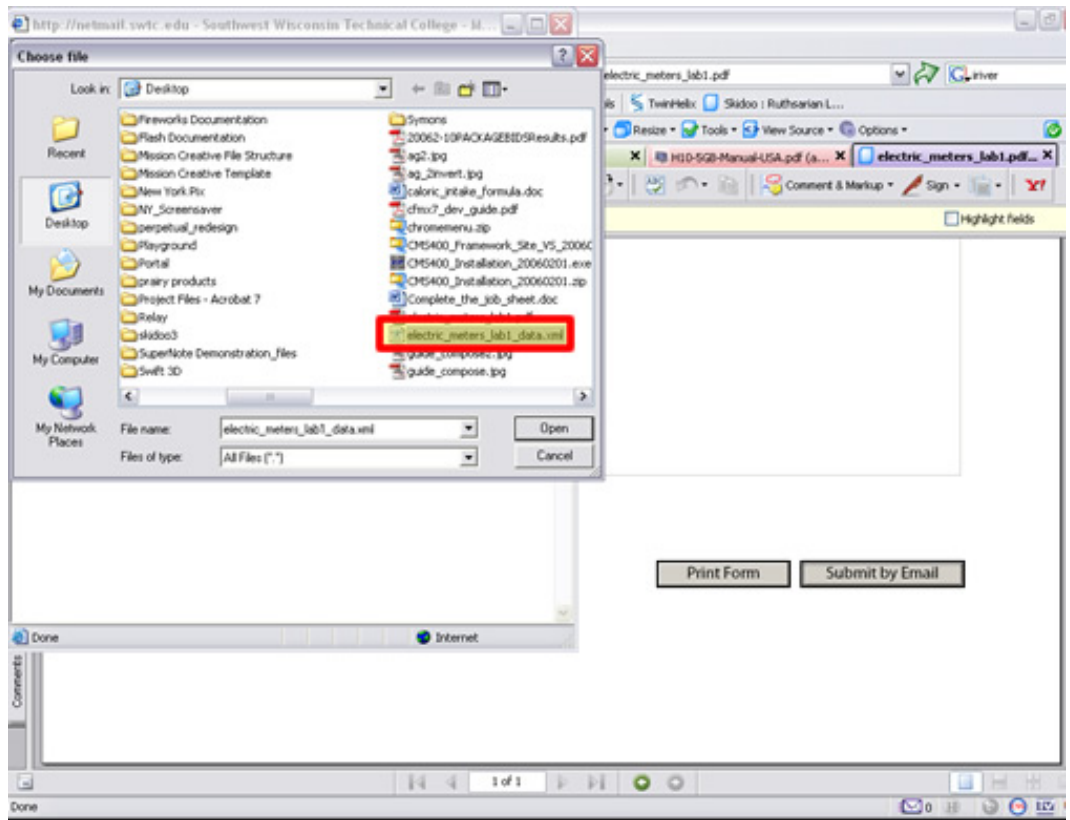
- Type in Pete’s email address phoffman@swtc.edu
- Type in the name of the job sheet you are submitting in the subject line
- Attach the “job sheet” from the place you saved it in above in “Step One” (Desktop, My Documents, Disk)



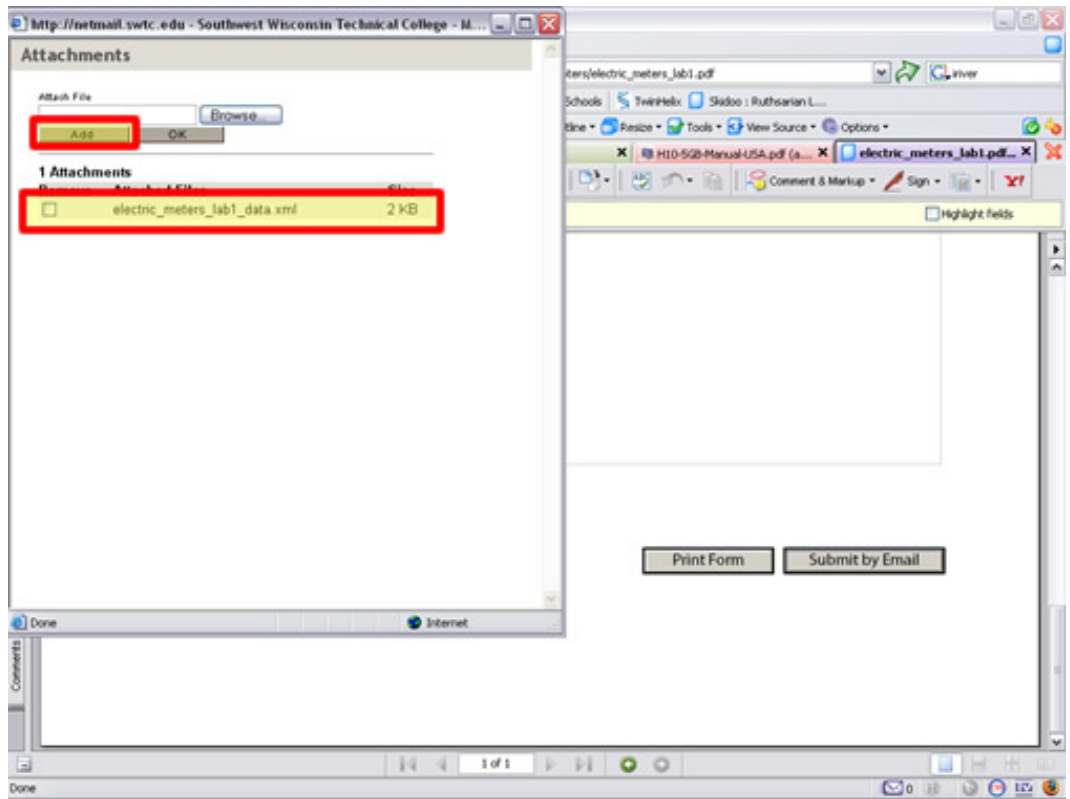
- “Browse” to find the job sheet you saved on your computer (on the desktop, or in My Documents, or a disk)



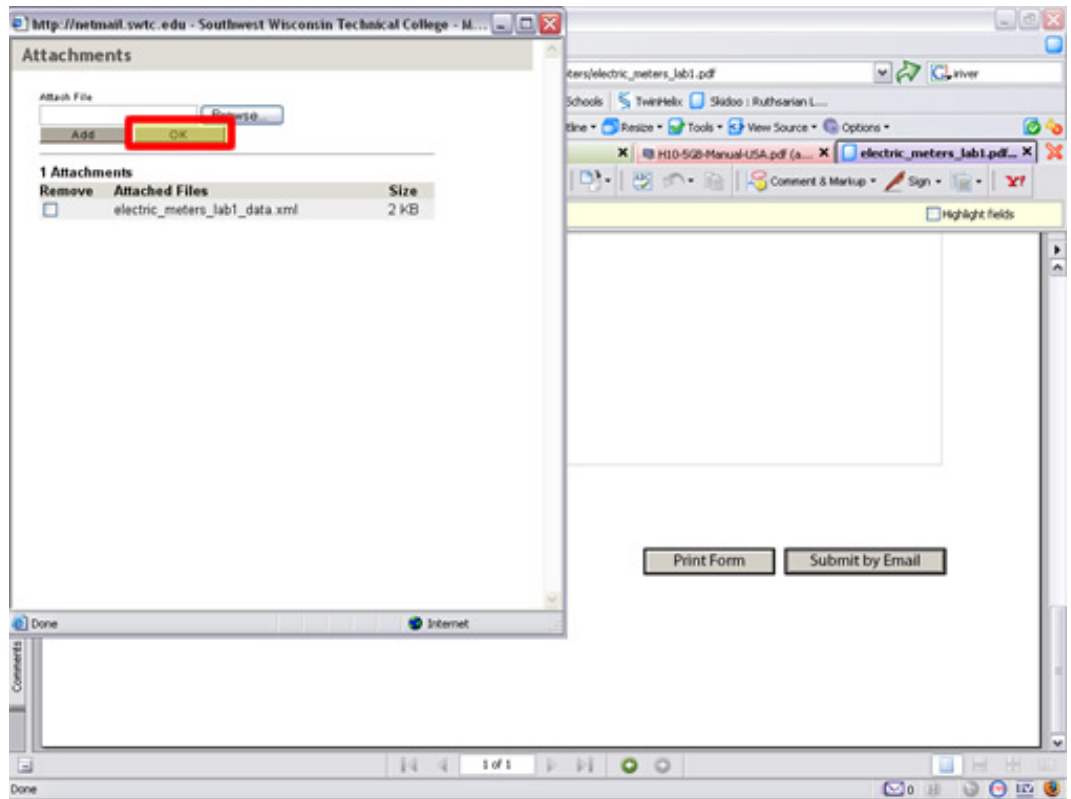
- Select the file



- Select "Add" to attach the job sheet



- Select “OK” to finish attaching the job sheet



- Send the “Job Sheet”

