

Board Application E-mailing Instructions

Before Completing Form

- Print out these instructions so you can look at them while e-mailing your application

Completing Form

- Fill out the application form

E-mailing Form

1. Click the "**E-mail**" button
2. Leave the default selection set to "**Desktop Email Application**" if you use Microsoft Outlook Express, Microsoft Outlook, Eudora or Mail (if you are not sure keep this option)
3. Click the "**OK**" button
4. A window will open up (it is your e-mail program). The "**To**" field will be filled in (**Do Not Change It**). The "**Subject**" field and message "**Body**" will also be filled in. Again, **Do Not Change Them**. You will see an attachment – this is your application.
 - a. To attach your resume, click the "**Attach File**" option from the menu bar at the top of your screen.
 - b. Follow your normal procedures for attaching a file to your email.
5. Click the "**Send**" button

Finished

- You are done.