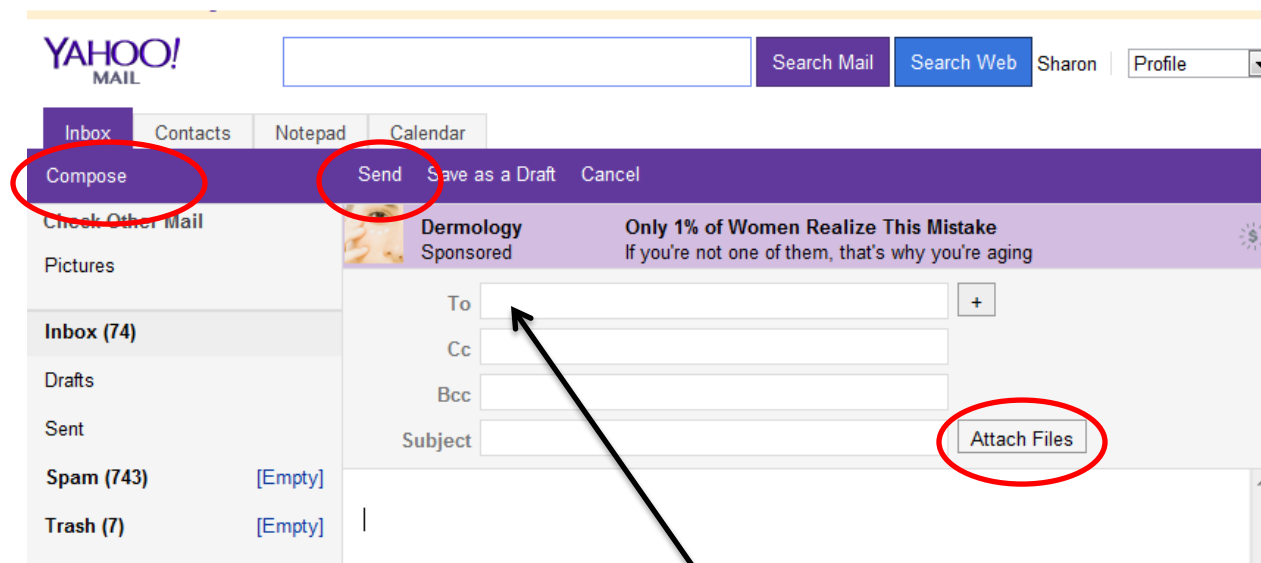


Sending email to yourself:

Send yourself an email to yourself is helpful when you are not at your own computer or do not have a thumb drive accessible to save a document. By sending an email to yourself and attaching your document, you can retrieve document from your email later and save it on your own computer or a thumb drive.

Sign into your email account

Click on COMPOSE:



Put your own email address in the "TO:"

Fill in SUBJECT:

Click on ATTACH FILES,

Then you will redirect you to your documents

Select the desired file you wish to send to yourself

File will attach to e-mail

Then you will redirect back to your email

Click on SEND.

You will receive this email in your in-box, and can open attachment and save to your computer or thumb drive.