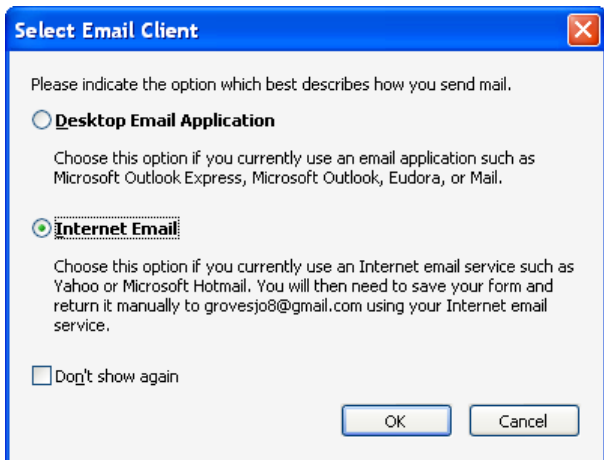


Internet Email

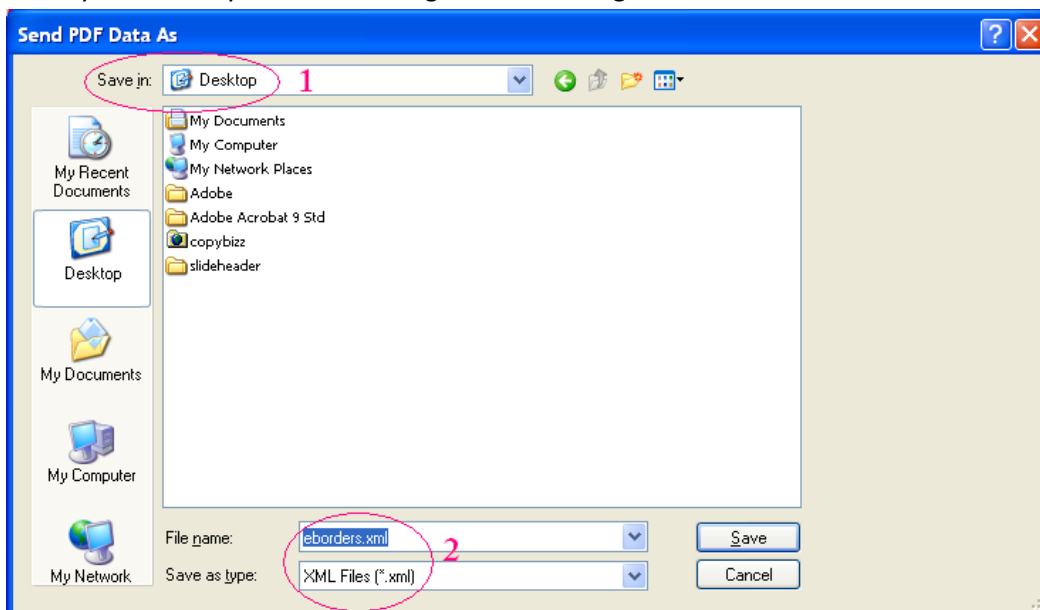
If you use an Internet email service such as Gmail, Hotmail, Yahoo or others... please follow those guidelines.

1. Please ensure that you are using the latest version of Adobe Reader.
If not you can download it for free by clicking on the link to the Adobe site:
<http://www.adobe.com/go/reader>
2. Download the E-Borders form by clicking on the **Check-in Button**
3. Fill in the form.
4. Click on the **email Snowbizz** button.
5. You should then get the pop up window asking you about **Desktop email** application or **internet email**



Choose internet email

6. When you **click ok** you should then get the following screen:



7. **Save in:** choose desktop
8. Make sure that:
File name remain the same and most importantly that **Save as type** is xml (as on the screen) please.
9. The form should be sent to: grovesjo8@gmail.com (copy and paste into your email application)

10. Open your email application:

Paste our email address

Attach the ***eborders.xlm*** file you saved on your desktop

Hope this help and..... works!

Thank you.