

## HOW TO EMAIL YOUR P.I.G. PROJECT

1. MAKE SURE TO SAVE YOUR FILE IN STUDENT SHARE OR ON YOUR HOME COMPUTER AS **“YOUR NAME-PP123-P#”** in MY DOCUMENTS
2. LOG IN TO YOUR EMAIL ACCOUNT
3. CLICK COMPOSE NEW MAIL
4. CLICK **“ATTACH”**, **“ATTACH A FILE”** OR SIMILAR LINK FOUND IN THE NEW MAIL WINDOW
  - a. YAHOO Accounts may ask you to download a one time link and install a program on your computer (FOLLOW THE THREE SIMPLE DIRECTIONS FROM YAHOO)
5. WHEN THE NEW WINDOW POPS UP CLICK THE ARROW AT THE TOP TO SEARCH FOR MY DOCUMENTS
6. SELECT THE FILE **“YOUR NAME-PP123-P#”** MAKE CERTAIN THAT THE SUBJECT TITLE AND THE ATTACHMENTS TITLE HAVE THE SAME INFORMATION (**YOUR NAME-PP123-P#**)
7. CLICK OPEN or ATTACH or SELECT (depending on how your e-mail is set up)
8. YOU WILL RETURN TO THE NEW EMAIL
9. MAKE SURE THE FILE NAME OR A PICTURE OF THE FILE APPEARS IN THE EMAIL AS AN ATTACHMENT
10. IN THE **“TO”** SECTION OF YOUR NEW MAIL ENTER: [walter.morris@wufsd.net](mailto:walter.morris@wufsd.net)
11. CLICK SEND AND ALLOW THE MESSAGE A FEW SECONDS TO MAKE SURE IT IS SENT FROM YOUR COMPUTER

\*\*\*\*WHEN WORKING FROM A COMPUTER OTHER THAN THE ONES IN SCHOOL, MAKE SURE YOU SAVE YOUR WORK AS A “.doc” DOCUMENT.... MANY OF YOUR COMPUTERS SAVE IT AS A “.wps” DOCUMENT  
-BEFORE YOU SAVE IT, CHECK THAT AFTER “YOURNAME-PP123P#” IT SAYS “.doc” OR “.docx”