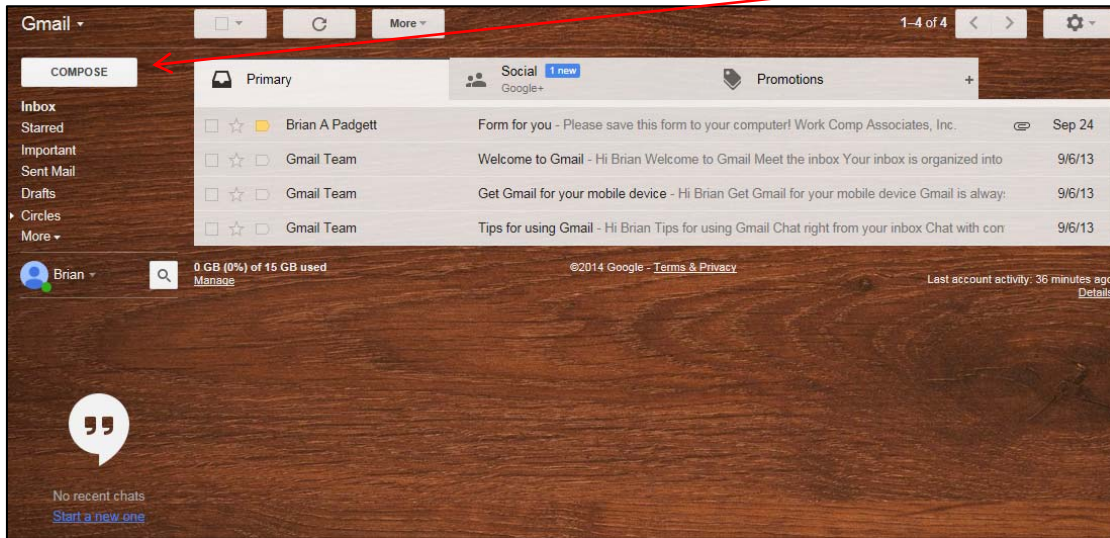


Emailing Attachments to WCA with Gmail

Here are the steps to email a form back to us.

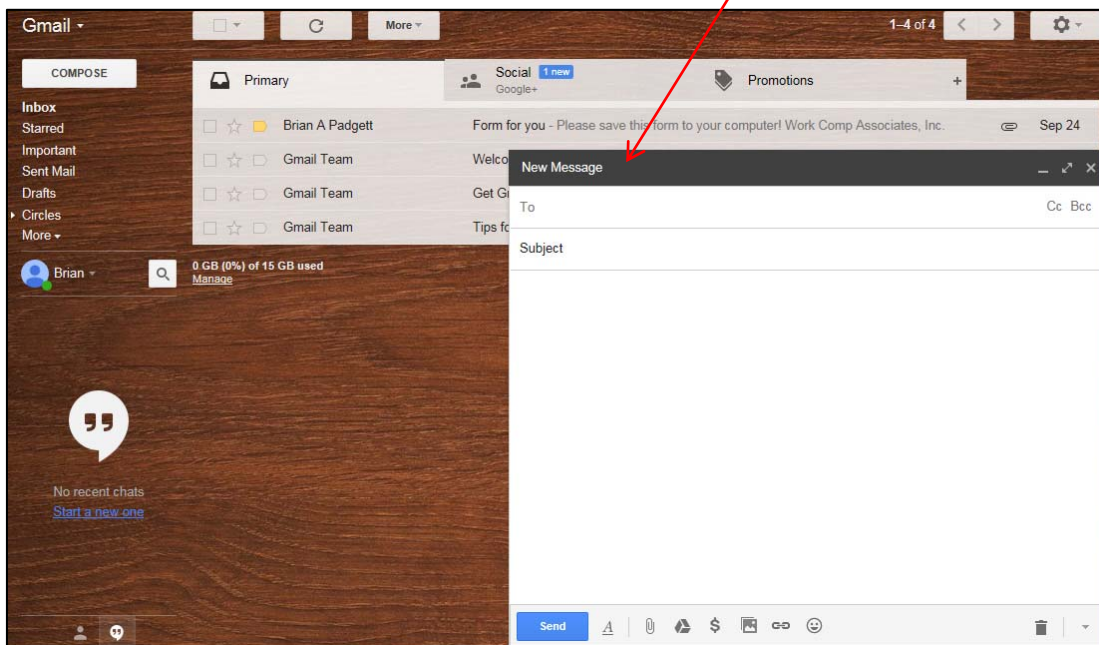
For Starters

When you're logged into Gmail, you will see the "COMPOSE" button on the left:



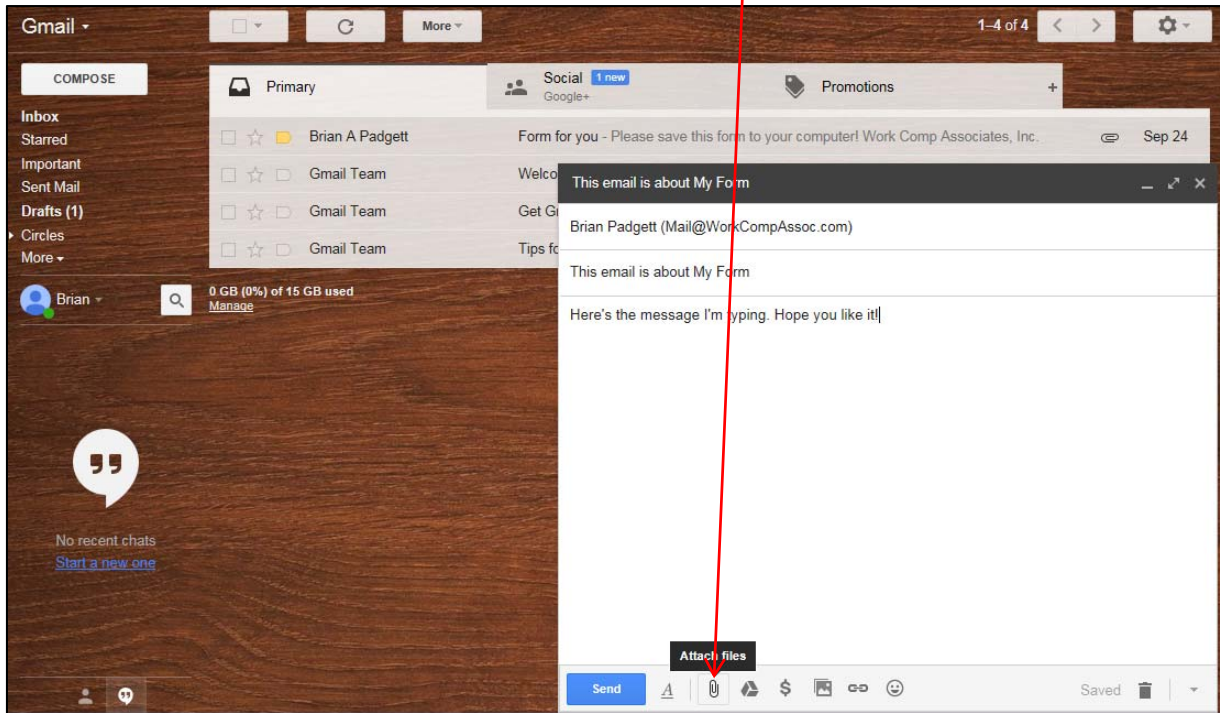
Step 1

Click the "COMPOSE" button. A new email is started for you:



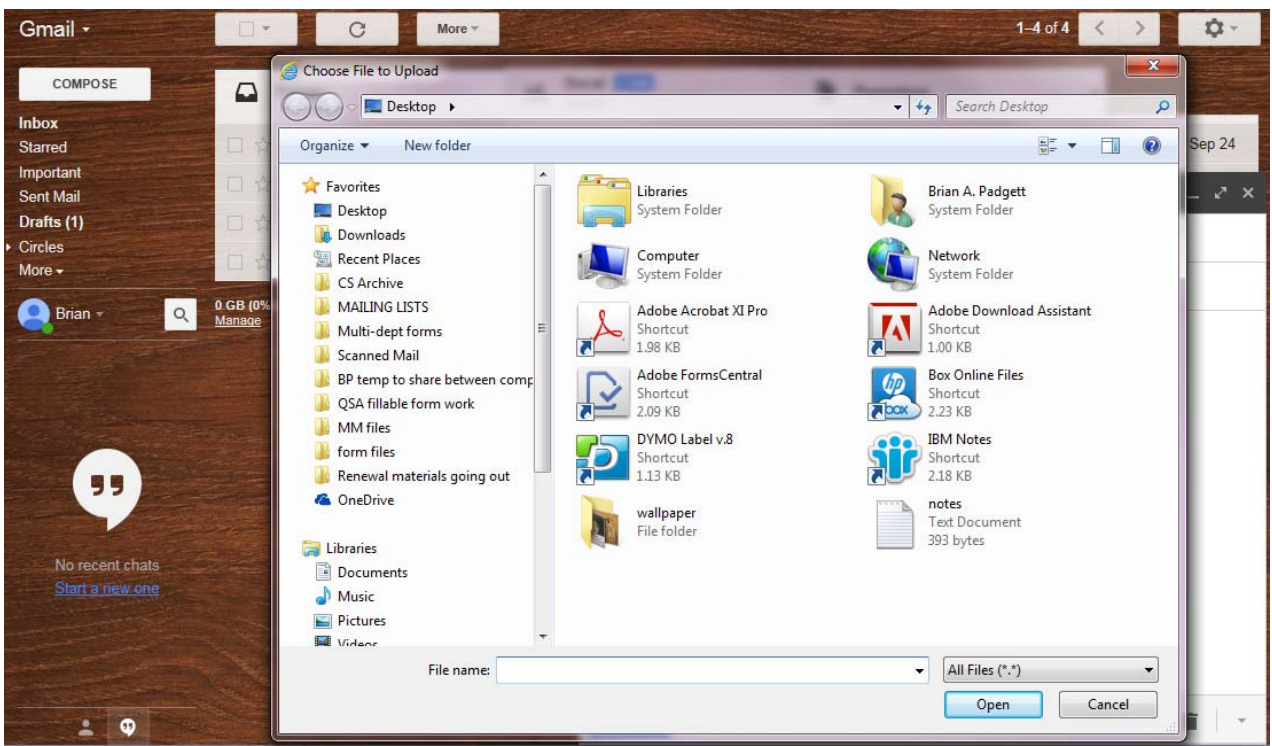
Step 2

Enter "Mail@WorkCompAssoc.com" for the "To" address. Enter a subject and message text if you wish. Then click the Attachments button—it looks like a paper clip:



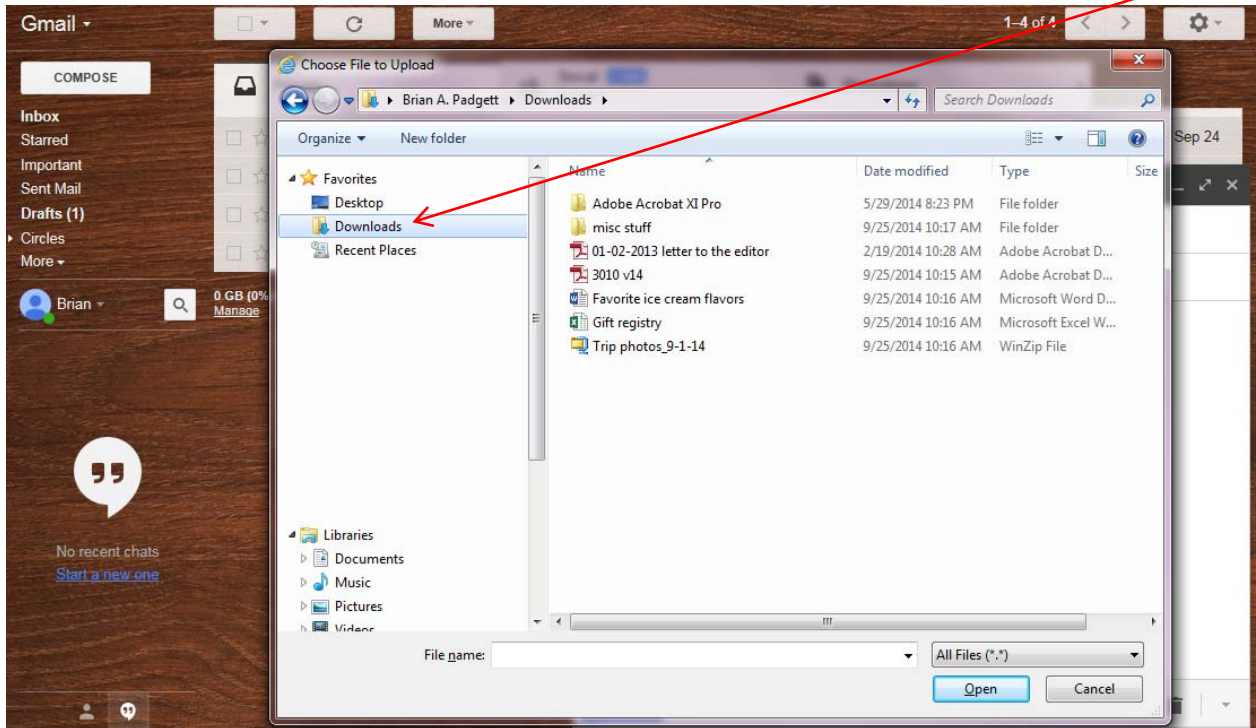
Step 3

Click the Attachments button. The "Choose File to Upload" box displays.



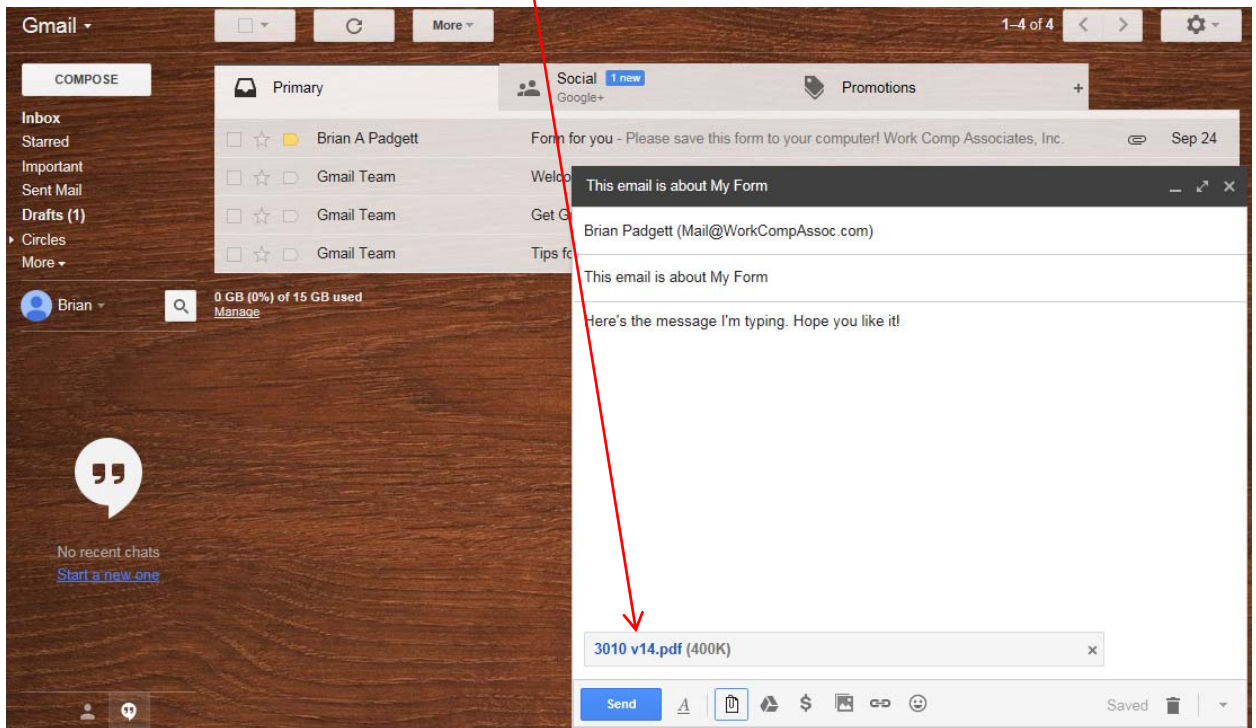
Step 4

Click "Downloads" in the left side of the window. The contents of your Downloads folder are displayed:



Step 5

Click once on the file in your Downloads folder that you want to attach, and then click Open. The file is attached and shows in your email like this:



Step 6 If you have any more files to attach, repeat steps 3 through 5 above to attach them.

Step 7 When you're done, click the blue "Send" button. The email is sent to us.