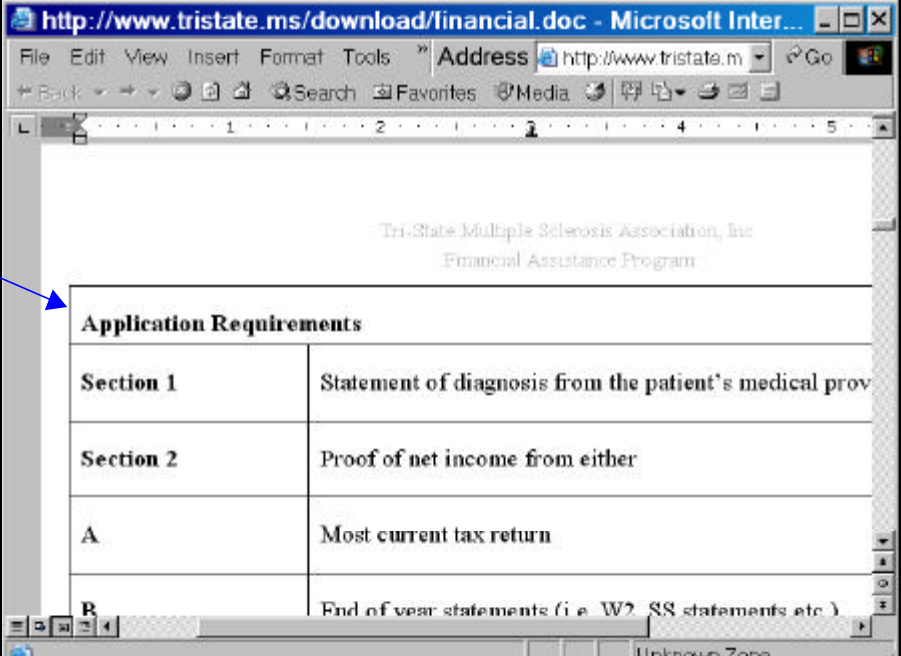


Attach a file to an e-mail

Objective: To illustrate how to send via e-mail a completed form.

Screen: Tri-State Multiple Sclerosis Association Assistance forms are very similar in any format



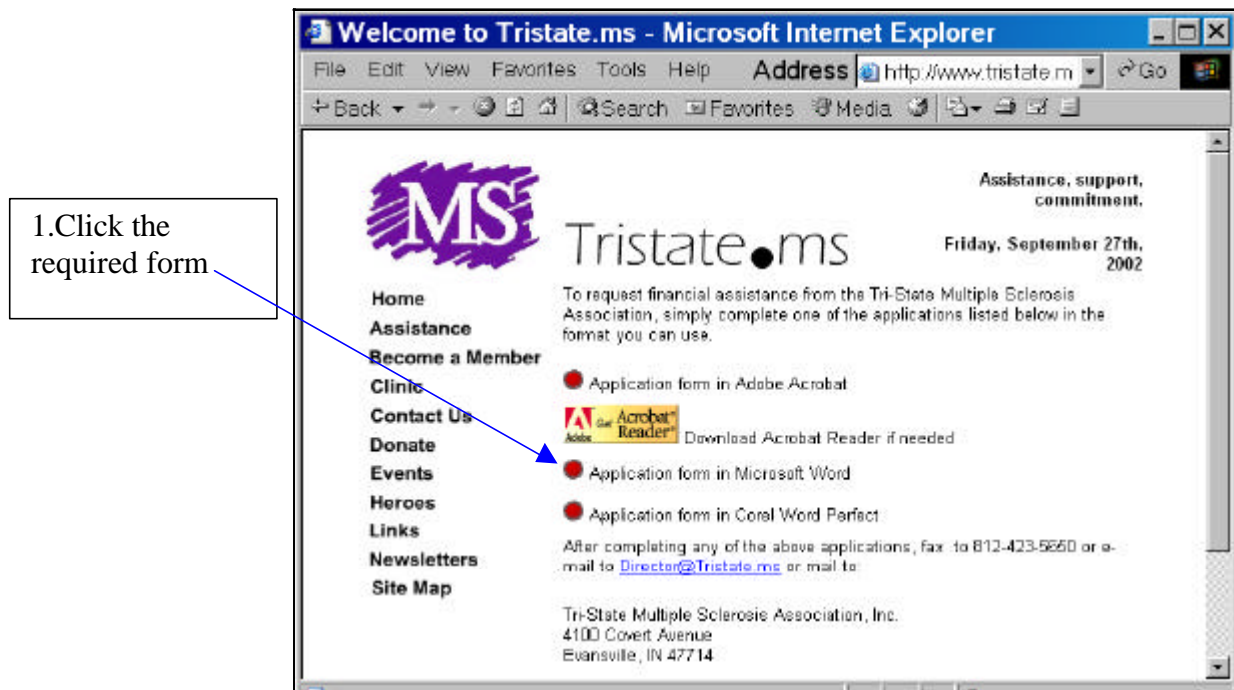
Tri-State Multiple Sclerosis Association, Inc
Financial Assistance Program

Application Requirements	
Section 1	Statement of diagnosis from the patient's medical prov
Section 2	Proof of net income from either
A	Most current tax return
R	End of year statements (i.e. W2, SS statements etc.)


It is necessary to complete all section and the questions on the form's application. Any questions not understood can be cleared with the Tri-State Multiple Sclerosis Association.

NOTE: Once the form is complete, it will be necessary to save the form on your computer in order to attach it to an e-mail.

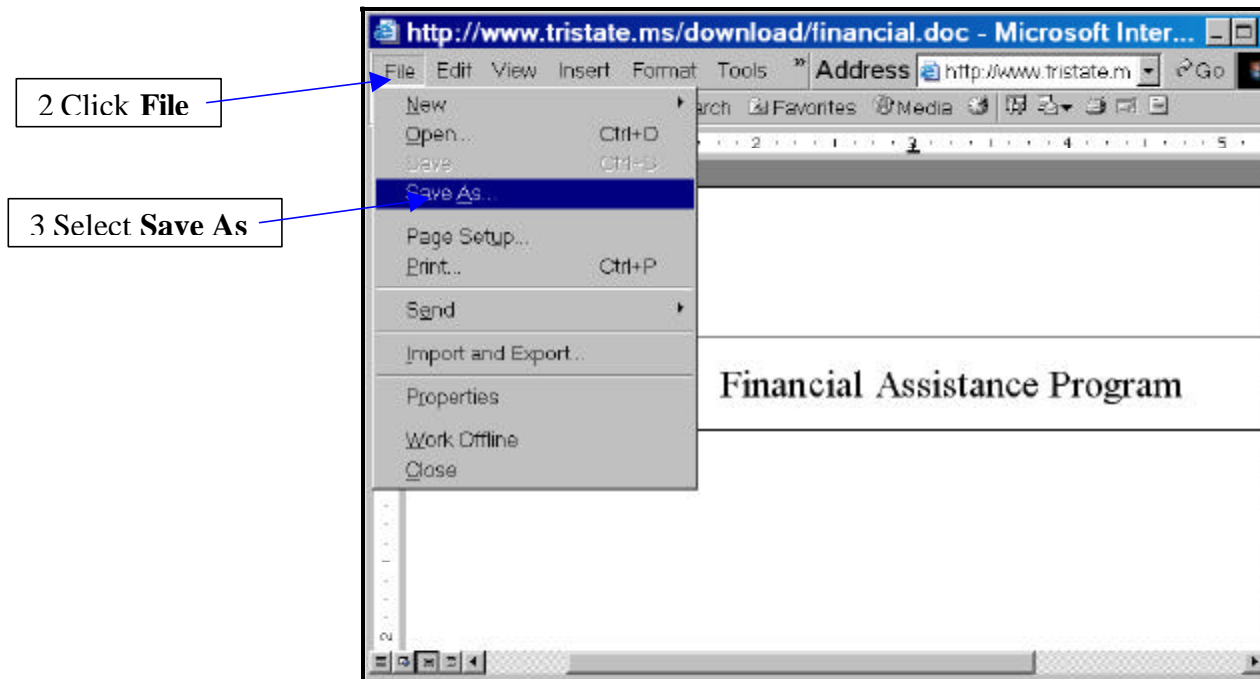
Screen: Select Microsoft Word Document




Open Microsoft Word application

1. Open the Microsoft Word document by  on the **Link** on the web site.

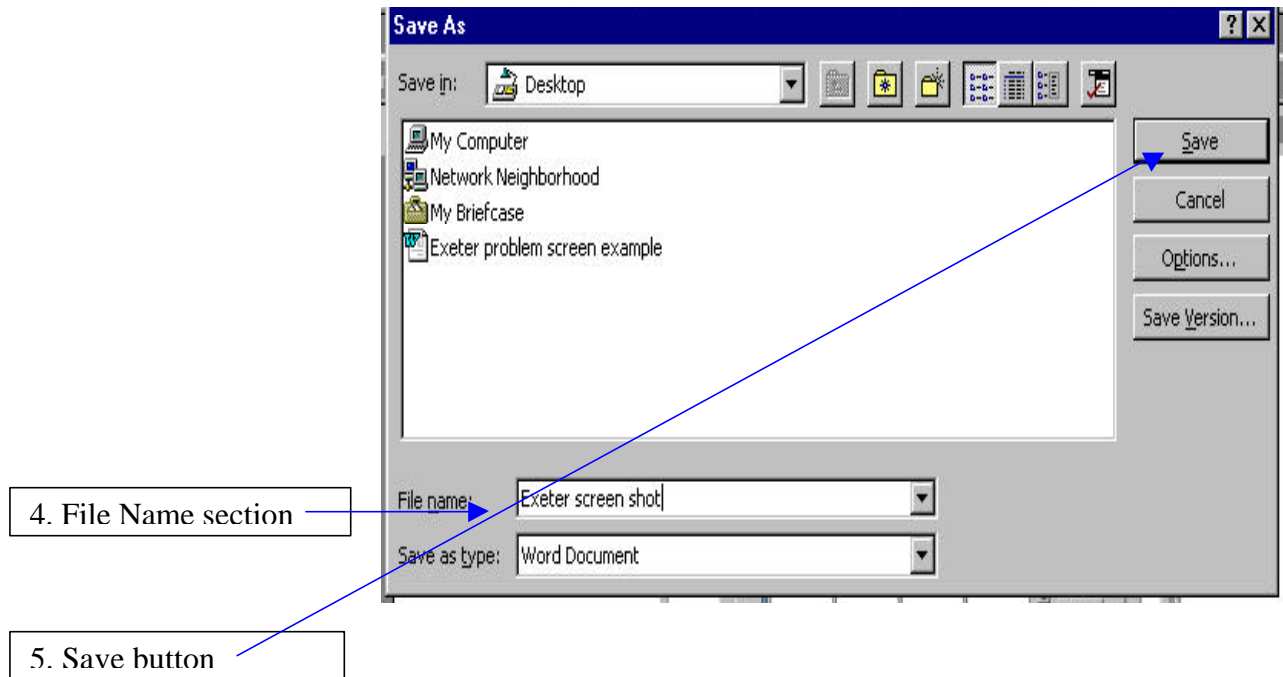
Screen: Microsoft Word Document





Save the completed form to your computer:

2. Once the form is completed, select **File** on the menu bar.
3.  on **Save As** on the drop down menu, a file dialogue box will appear.

Screen: Save As

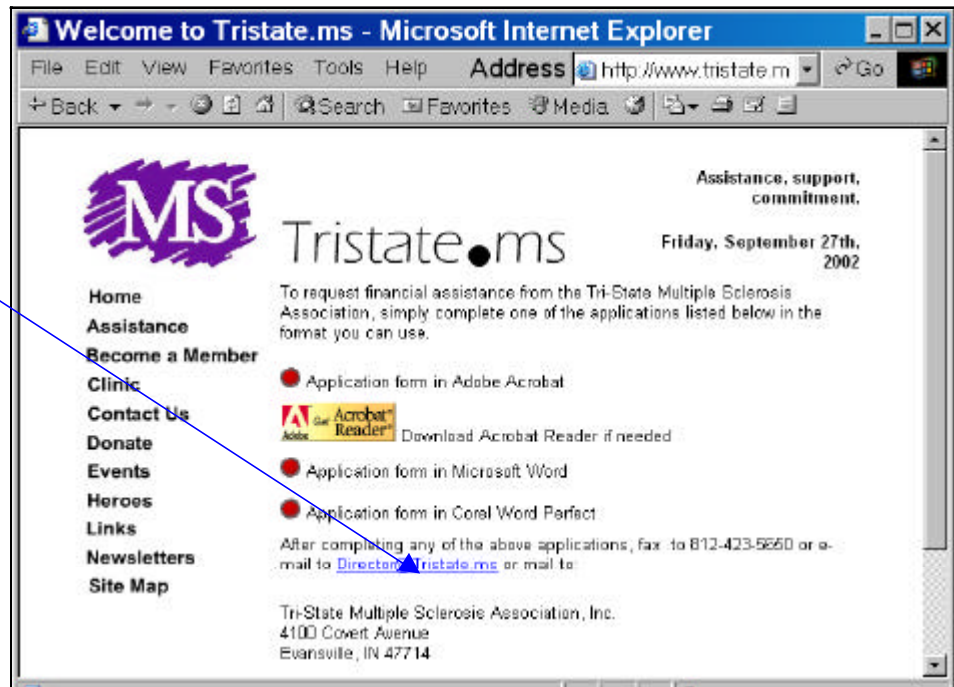


MS Word is now asking you to save the new document and to indicate its location:


4. Be sure the Directory location is easy to find.  the name of the file needed. A first and last name is generally preferred.
5.  on the **Save** button.

Screen: Select Microsoft Outlook Express Address

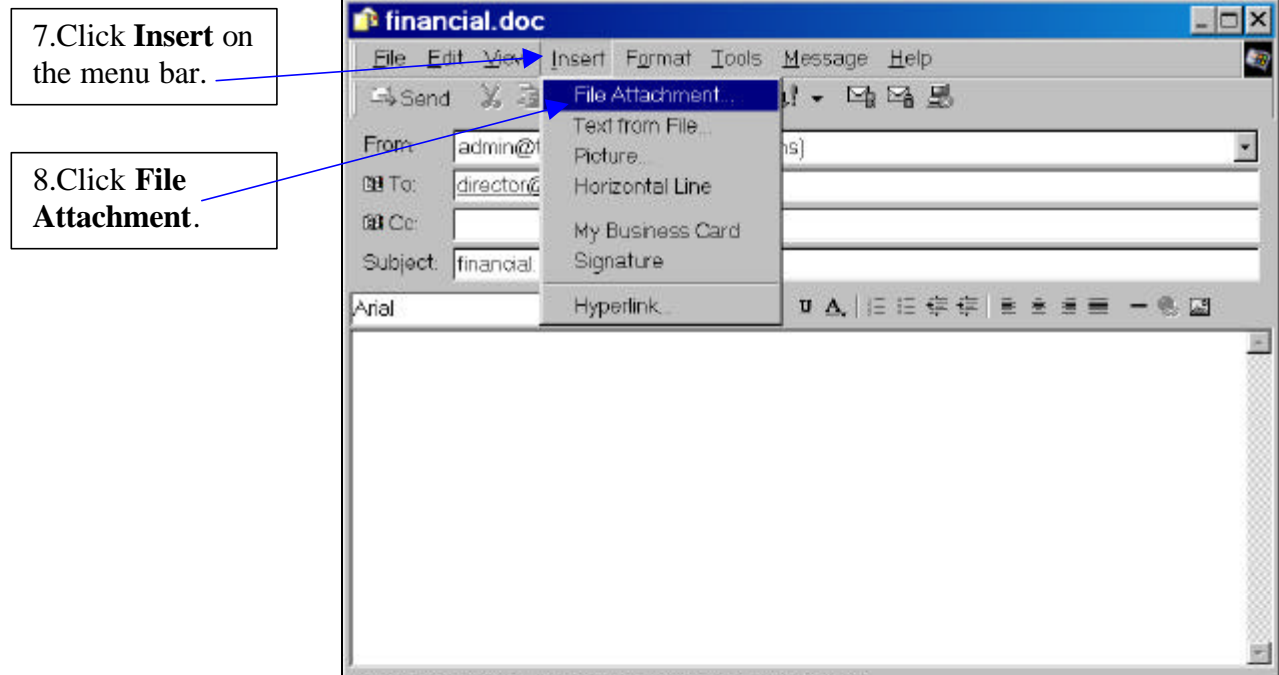
6. Click the required e-mail address





Open Microsoft Outlook Express application

6. Open the Microsoft Outlook Express address by  on the **link** on the web site.

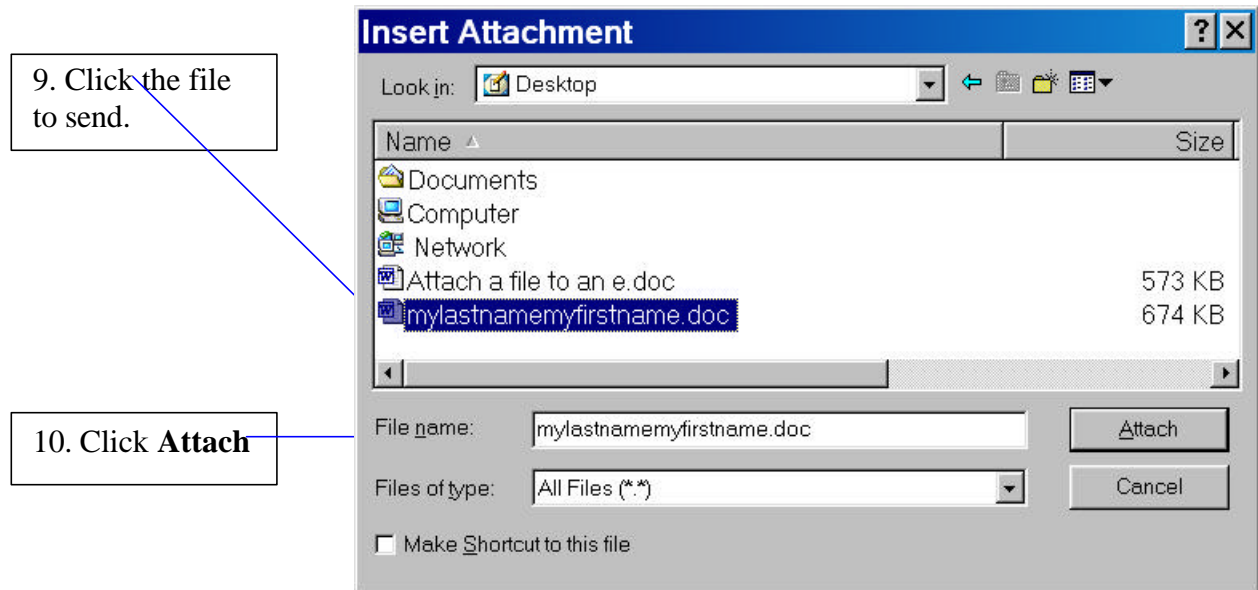
Screen: Microsoft Outlook Express e-mail



Get the file attachment needed

7.  **Insert** on the menu bar.
8.  **File Attachment** on the drop down list.

Screen: File Attachment

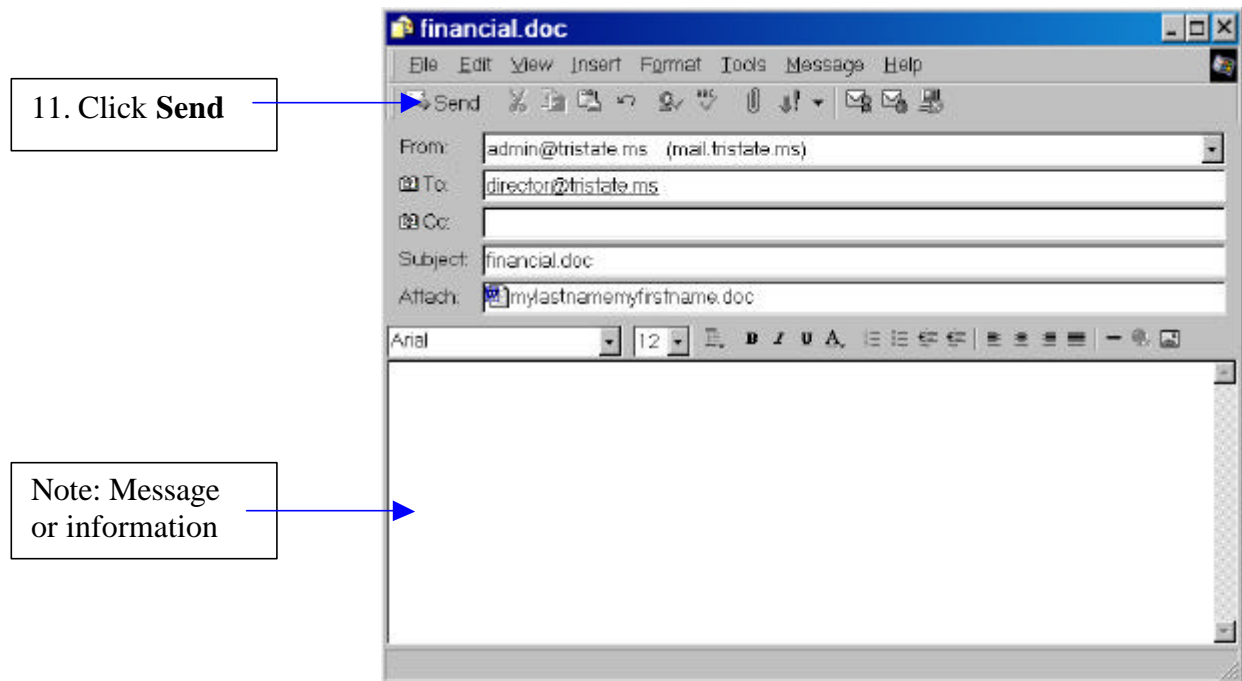


File Attachment to send.


9.  the file to send.

10.  **Attach**.

Screen: Microsoft Outlook Express e-mail



Send the e-mail.

Note: The needed file is attached. The e-mail address to send to should appear as `director@tristate.ms`.  any information or message you would like to send in the e-mail.

11.  **Send.**