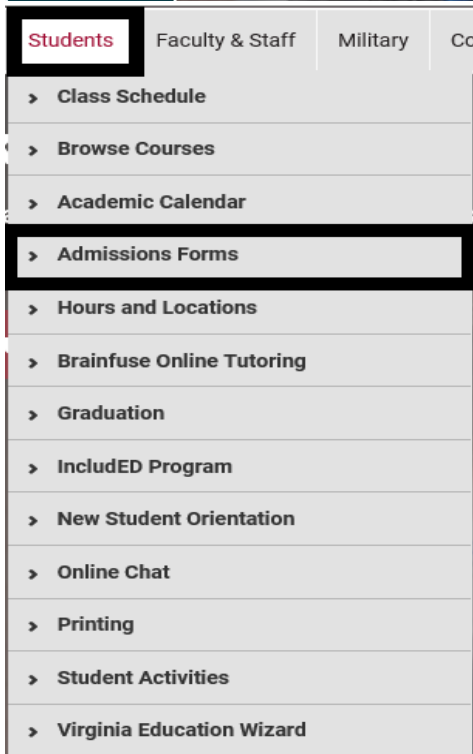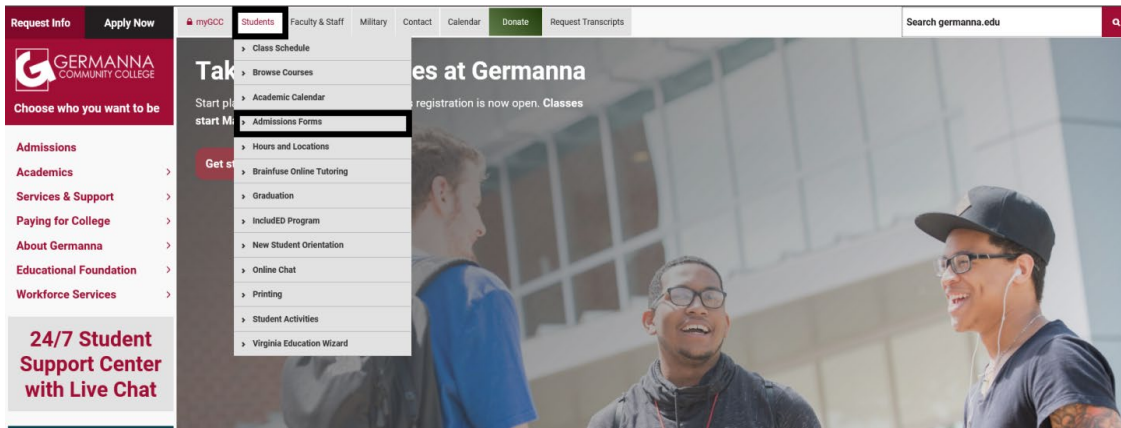# How to Upload Documents to an Email

1. Go to www.Germanna.edu
2. Hover over Students and click on Admissions Forms

3. Select the form you need
4. Complete the fillable PDF form making sure to complete the form in its entirety
5. Select the save option in the upper-left hand corner of the PDF
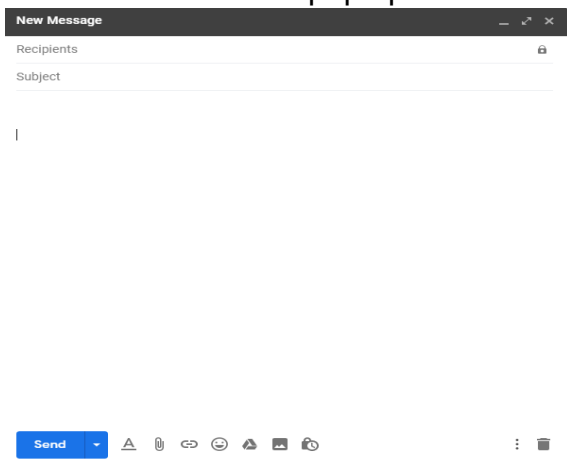

6. Save the document to your desktop or documents folder on your Computer/Laptop
7. Log onto your MyGCC
8. Click the Gmail app in your MyGCC dashboard

Gmail

9. Click the Compose button in the upper left-hand corner of the screen
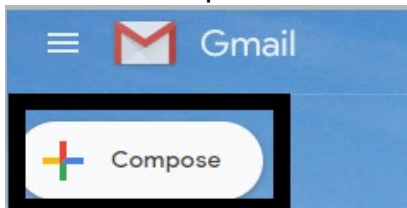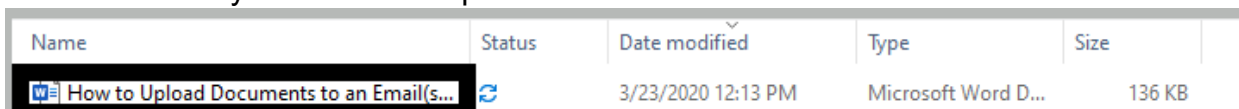

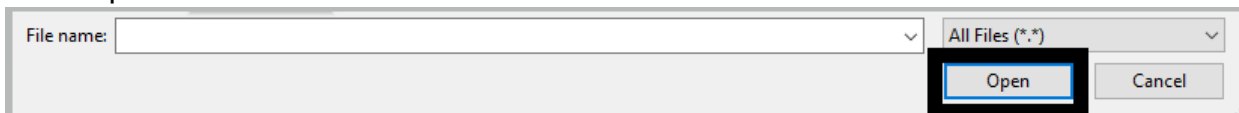10. An email window will pop up that looks like the following screenshot

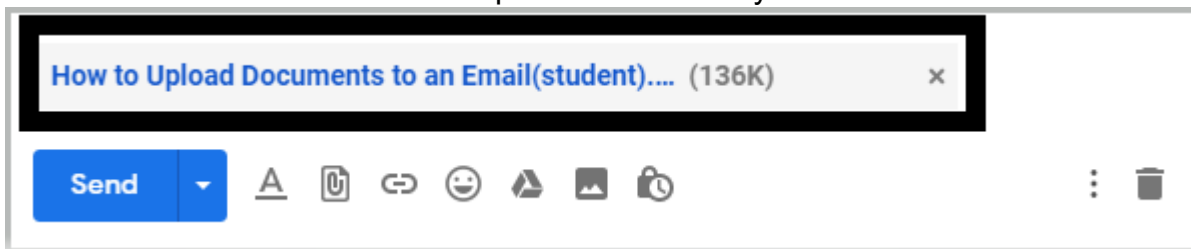11. Click the attachment icon at the bottom of the email window

12. Select the form you saved in step 6

13. Click Open

14. The document should then show up at the bottom of your email window as an attachment

15. Type your email to admissions@germanna.edu or intended recipient, in the subject line please indicate your last name and the name of the form you are submitting in the subject line.
16. In the body of your email please be sure to indicate your full name and Germanna student ID

3/23/20