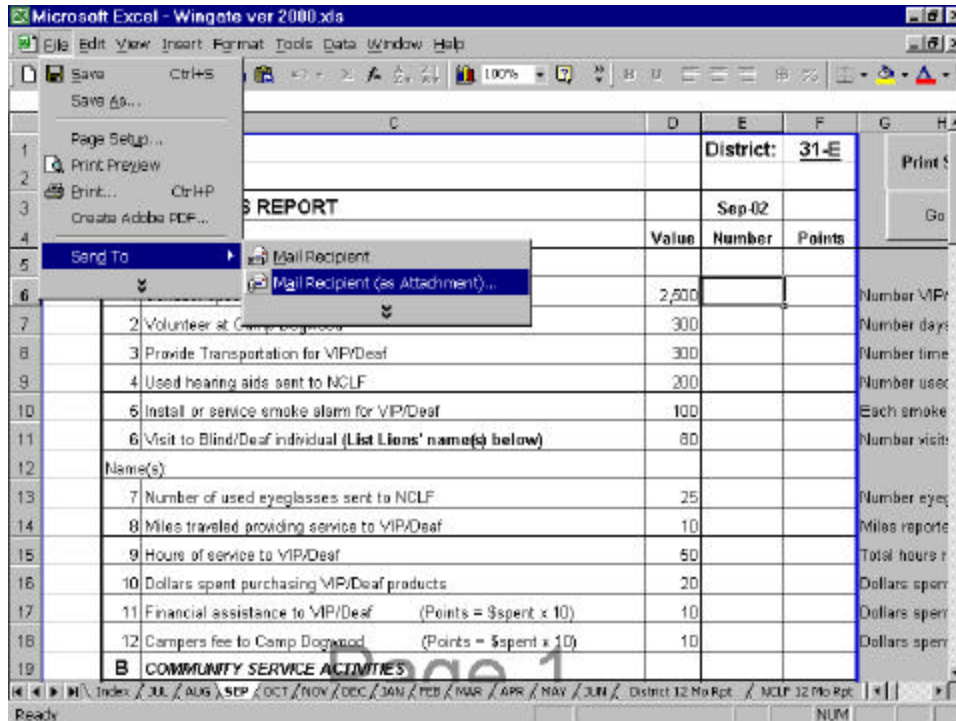


Instructions for emailing Excel Points Sheet

There are two options you can use to send your points sheet.

1. Open your email program and send the points sheet file as an attachment. (Do not have your excel spreadsheet open when this is done)
2. While the Spreadsheet is open; click File, select Send, select As an attachment (Example 1). An email window should appear. You can enter the email address(es) of recipients, a message and click send (Example 2).

Example 1:



Example 2:

