

# HOW TO EMAIL DOCUMENTS TO WTW

Please note: Email is not secure. If you need to send us confidential information, please send us an email and we will send you an encrypted link to protect your information.



## CREATE AN EMAIL ACCOUNT

If you do not have an email account, you can create one through Google Gmail, Yahoo Mail, or Hotmail. These are all free email services and only take a few minutes to create an account. You can access your email from your computer, phone, or tablet.

**\*\*Reminder\*\*** Make sure the email address that you pick for your account is professional. For example: `firstname.lastname@gmail.com`

## SAVE THE DOCUMENT TO YOUR DEVICE

You can take a picture of the document or have someone email it to you and save it to your device. Make sure that the document is clear and that we would be able to read it.



## COMPOSE A NEW EMAIL

To write an email:

- If you are using a computer, click on the link that says "compose".
- If you are using a phone or tablet, click on your email app and click on the compose mail icon.

## WHO DO YOU SEND IT TO?

You can email it directly to your worker if you have their email address or send it to: `employment.services@co.nevada.ca.us`



## WHAT TO INCLUDE IN YOUR EMAIL MESSAGE

Add a message to your worker and be sure to include:

- Your first and last name
- Your case number
- Which document you are sending in

## ATTACH THE DOCUMENT

From a computer: select the "Attach File" button (paper clip icon) and then select your document from the list of files.

From your phone or tablet: double-tap in the body of the message, tap the arrow button to the right of "select" and then click on add picture or add document.



## SEND THE EMAIL

Don't forget to click or tap on "Send". Make sure that the email is sent before you close out of the email program.