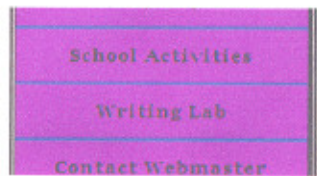


Want to Email your assignment to the Writing Lab?

Here is what you do...

1. Launch the Internet.
2. Go to the Lehi Jr. High Website <http://lehijr.alpinedistrict.org>

3. Click on Writing Lab

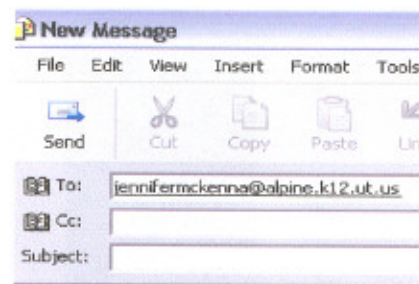


4. Click Email assignments to the Writing Lab

[Email Assignments to the Writing Lab](#)

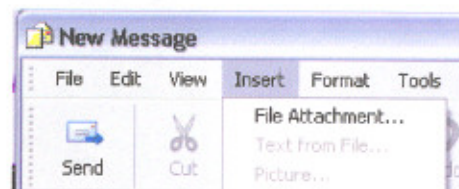
5. Now you will see this...
On the Subject line type...

- Name
- Teacher
- Period
- "Print" if you want it printed

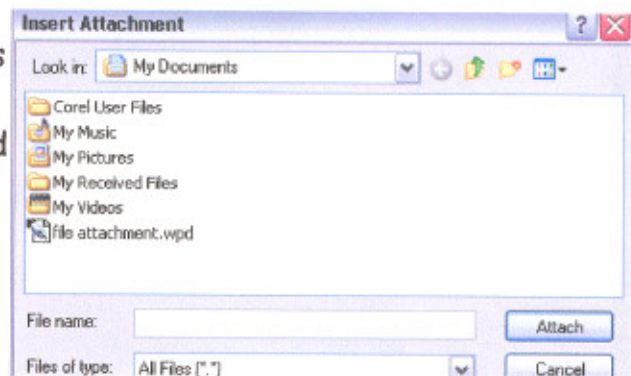


6. Now insert your document.

- Click Insert
- Click File attachment



7. Now locate your document. It will probably be in the documents folder. Click on your document and then click attach. You should see your document attached to the email. Click send when you are ready.



Important! Make sure to stop by the Writing Lab to pick up your document or to save it to the server.